

Next Steps Into Digital

Location	Stretford Campus
Course Type	Adult
Department	Computing
Start Date	Thursday 27th February 2025
Duration	Part-time, 5 Weeks
Time	10:00 - 12:00
Fee	£ 25.00 You may be eligible for support with your tuition fees - please visit the college website - funding and finance page for further information
Course Code	TPQ-CYXZ-1079

Course Overview

If you are a beginner looking to progress from a basic IT course to a more advanced level, there are several steps you can take. To help you move forward from a beginner level try this course Next Steps into digital skills.

Course Requirements

Some basic knowledge of Microsoft office and using an email is required, you must have a keen interest in the subject and basic literacy skills. Those applying should have completed a beginner's IT course.

What You Will Learn

This course aims to empower individuals with the necessary skills to efficiently enhance their productivity in both personal and professional settings by making sure you have a strong understanding of basic computer operations and file management.

Assessment

There is no formal assessment on this course. You will receive feedback, support, and guidance from your tutor. Your learning will be supported through practical activities, discussions, paired/individual and group tasks and worksheets.

Progression

Progressing Students can apply for the Entry 3 Award in Progression - IT/Digital skills course.

Career Options

Reception, admin roles

Mandatory Units

There are no mandatory units.

Contact Details

For further information please contact T: 0161 886 7070 or E: info@trafford.ac.uk

Disclaimer

Although every care has been taken to ensure that the information contained within this document is accurate, there may be changes to this programme and provision. We will endeavour to keep prospective and current students updated where appropriate and when the information becomes available.