

Next Steps into IT

Location	Stretford Campus
Course Type	Adult
Department	Computing
Start Date	Wednesday 1st May 2024
Duration	Part-time, 8 Weeks
Time	10:00 - 12:00
Fee	£ 40.00 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-1095

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

Upon successful completion Students can progress to the Entry 3 award in IT/Digital skills

Career Options

Completing a beginners' digital skills course can open up several career options, as digital literacy and proficiency are increasingly essential in various industries. Here are some career paths you can consider after completing such a course:

Data Entry Specialist: Many organisations require individuals to input data accurately into databases or spreadsheets. Your digital skills will be valuable for such tasks.

Administrative Assistant: Digital skills are often necessary for tasks like managing emails, scheduling, and using office software. This role is essential in various industries.

Customer Support Representative: In customer support, you may use digital tools to communicate with customers through email, chat, or social media to address their inquiries or issues.

E-commerce Specialist: With e-commerce on the rise, you could help manage online stores, upload products, and provide customer support in an e-commerce environment.

Content Creator/Writer: If you have strong writing skills, you could create content for websites, blogs, or social media, utilising digital platforms to publish and promote your work.

Office Manager: As an office manager, you'll be responsible for organising and overseeing the day-to-day operations of an office, which includes using digital tools for scheduling, communication, and document management.

Personal Assistant: Your digital skills can be used to manage appointments, emails, and tasks for individuals who require personal assistance.

Remember that as you gain more experience and potentially pursue further education or training, you can advance in your chosen field. The key is to continue building on your digital skills and adapt to the evolving digital landscape, which will make you even more competitive in the job market.

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.