

Entry 3 Award in Digital Skills for Work

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| Location | Stretford Campus |
| Course Type | Adult |
| Department | Computing |
| Start Date | Wednesday 1st May 2024 |
| Duration | Part-time, 10 Weeks |
| Time | 12:30 - 14:30 |
| Fee | £ 75.00 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-CYEA-1004 |

Course Overview

This course is designed to develop your digital skills for both work and at home. Increasing numbers of employers expect their employees to have a working knowledge of digital skills.

The course covers five key areas:

Handling information: understanding how to work with files and folders.

Creating and editing: developing word processing skills. Understanding how to create and edit spreadsheets, understanding excel formulas, etc.

Communication: understanding electronic communication such as email and video call.

Safety and Security: Developing the skills to work safely online and reducing the dangers of security breaches.

Troubleshooting: learning to deal with basic technical problems.

Course Requirements

This is not a beginner's course. You will need to have a basic understanding of computers.

You must ensure that you can attend sessions on a regular basis.

What You Will Learn

No matter where you look, digital has made a difference to almost every industry in the modern world. This course will not only teach you digital skills but will equip you with the tools needed to apply your knowledge and put this into practice in the workplace.

Assessment

You must complete a course workbook. Successful learners will gain the Gateway Entry 3 Award in Progression (Digital Skills for Work).

You must be prepared to complete small homework assignments at home.

Progression

Upon completion of the course you may wish to progress to a more advanced computing course to further develop your skills.

Alternatively, there are a variety of leisure and community courses offered for your enrollment, including but not limited to:

Hair and Media Make-up

Health and Social Care

Art and Design

Languages

Childcare and Education

Counselling

Digital Skills

Hospitality and Catering

Career Options

Completing a beginners' digital skills course can open doors to various career options in today's digital-centric world. These skills are highly valuable and sought after across numerous industries. Here are some career paths and opportunities after completing a beginners' digital skills course:

Telecommuting Opportunities: Many traditional jobs, such as customer service, data entry, and administrative support, now offer remote work opportunities, making them accessible to individuals with digital skills.

Email Marketing Specialist: Manage email marketing campaigns, including creating and sending marketing emails.

Digital Sales Representative: Use digital skills to sell products or services online through e-commerce platforms or marketplaces.

IT Support Specialist: Provide technical support for computer systems, software, and hardware in various organisations.

Customer Support Specialist: Provide online customer support via chat, email, or social media, addressing customer inquiries and issues.

Keep in mind that the specific career path you choose will often depend on your interests, the additional skills you acquire, and your ability to adapt to changing technology and industry trends. Ongoing learning and staying up-to-date with digital advancements are essential for success in these careers.

Mandatory Units

A workbook is to be completed throughout the course to monitor and showcase skills.

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.