

# Northumberland County Council

## Learning and Skills Service Digital Skills Course Descriptions 2017/18



## Northumberland Learning and Skills Service - Course Description

<b>Course title</b>	<b>Get Digital Online Basics 1</b>
<b>Level</b>	<b>Entry Level</b>
<b>Accredited</b>	No
<b>Who is this course for?</b>	The course is for anyone who is 19 years old or over and free for the unemployed.
<b>What will I study? (Key modules or content)</b>	<p>This 4 day course introduces a range of digital skills, perfect for the beginner wanting to gain knowledge of the digital world. You will get help with how to use a computer/tablet, get online, set up an email account, search for information and fill in online forms. These courses are free for the unemployed and provide expert support to get you digitally able.</p> <p>This practical, hands-on course will teach you the digital skills needed to access on-line services such as council services, online shopping, job applications, moving house to name just a few. We will teach you the skills you need and give you opportunity to practice them with expert support.</p>
<b>What are the Entry requirements?</b>	There are no entry requirements for this course. It is perfect for absolute beginners.
<b>Requirements of the course (e.g. kit/uniform info)</b>	None
<b>Progression and Careers</b>	You can progress from here to an accredited digital skills course to gain a nationally recognised Entry Level Award in computer skills.
<b>For more information please contact:</b>	Tel: 01670 622104 Email: <a href="mailto:nals@northumberland.gov.uk">nals@northumberland.gov.uk</a>

## Northumberland Learning and Skills Service - Course Description

<b>Course title</b>	<b>Get Digital On-line Basics 2</b>
<b>Level</b>	<b>Entry Level</b>
<b>Accredited</b>	No
<b>Who is this course for?</b>	The course is for anyone who is 19 years old or over and free for the unemployed.
<b>What will I study? (Key modules or content)</b>	<p>These courses introduce a range of digital skills over 8 to 10 weeks. They are perfect for the beginner wanting to gain knowledge of the digital world. You will get help with how to use a computer/tablet, get online, set up an email account, search for information and fill in online forms. These courses are free for the unemployed and provide expert support to get you digitally able.</p> <p>These practical, hands-on courses will teach you the digital skills needed to access on-line services such as council services, online shopping, job applications, moving house to name just a few. We will teach you the skills you need and give you opportunity to practice them with expert support.</p>
<b>What are the Entry requirements?</b>	There are no entry requirements for this course. It is perfect for absolute beginners.
<b>Requirements of the course (e.g. kit/uniform info)</b>	None
<b>Progression and Careers</b>	You can progress from here to an accredited digital skills course to gain a nationally recognised Entry Level Award in computer skills.
<b>For more information please contact:</b>	Tel: 01670 622104 Email: <a href="mailto:nals@northumberland.gov.uk">nals@northumberland.gov.uk</a>

## Northumberland Learning and Skills Service - Course Description

<b>Course title</b>	<b>Get to Grips with Basic Computing Entry &amp; L1 - Accredited</b>
<b>Level</b>	<b>Entry Level</b>
<b>Accredited</b>	Yes
<b>Who is this course for?</b>	The course is for anyone who is 19 years old or over and free for the unemployed.
<b>What will I study? (Key modules or content)</b>	<p>This course is suitable for learners who wish to gain accreditation for newly acquired digital skills. The course is designed to recognise learners' practical skills in using information technology to carry out straightforward tasks in a range of contexts such as study and/or in practical workplace situations.</p> <p>The course is flexible and has a unit based approach. Assessment takes the form of OCR assignments for each unit and allows you to build a portfolio of evidence. Assessments can take place at any point through the course.</p> <p>You will develop skills in using common software for a purpose, develop the ability to operate ICT equipment correctly and safely and progress to accredited courses at Level 1 and 2.</p>
<b>What are the Entry requirements?</b>	This course is suitable for those who have some basic computer skills and/or have progressed from non-accredited digital skills courses.
<b>Requirements of the course (e.g. kit/uniform info)</b>	None
<b>Progression and Careers</b>	You will develop skills in using common software for a purpose, develop the ability to operate ICT equipment correctly and safely and progress to accredited courses at Level 1 and 2.
<b>For more information please contact:</b>	<p>Tel: 01670 622113</p> <p>Email: <a href="mailto:Julie.Hindhaugh@northumberland.gov.uk">Julie.Hindhaugh@northumberland.gov.uk</a></p>

## Northumberland Learning and Skills Service - Course Description

<b>Course title</b>	<b>Get to Grips with Basic Computing Non Accredited</b>
<b>Level</b>	<b>Entry Level</b>
<b>Accredited</b>	No
<b>Who is this course for?</b>	The course is for anyone who is 19 years old or over and free for the unemployed.
<b>What will I study? (Key modules or content)</b>	<p>This non accredited course is to further develop confidence and skills using information technology. You will be supported to carry out straightforward tasks in a range of contexts such as study and/or in practical workplace situations.</p> <p>You will develop your confidence using email, navigating the web and using social media to stay in touch with family and friends. If you need to create simple professional looking documents then this practical, hands-on course will teach you the skills needed and give you opportunity to practice them with expert support.</p> <p>You can progress to Level 1 Awards and Certificates. You can continue to follow a general computing pathway or you could specialise into a particular area of ICT, for example digital and creative media.</p>
<b>What are the Entry requirements?</b>	There are no entry requirements for this course. It is perfect for absolute beginners.
<b>Requirements of the course (e.g. kit/uniform info)</b>	None
<b>Progression and Careers</b>	You can progress to Level 1 Awards and Certificates. You can continue to follow a general computing pathway or you could specialise into a particular area of ICT, for example digital and creative media.
<b>For more information please contact:</b>	<p>Tel: 01670 622113</p> <p>Email: <a href="mailto:Julie.Hindhaugh@northumberland.gov.uk">Julie.Hindhaugh@northumberland.gov.uk</a></p>

## Northumberland Learning and Skills Service - Course Description

<b>Course title</b>	<b>Improve your Digital Skills</b>
<b>Level</b>	<b>Level 1</b>
<b>Accredited</b>	Yes
<b>Who is this course for?</b>	The course is for anyone who is 16 years old or over and free for the unemployed.
<b>What will I study? (Key modules or content)</b>	<p>This course will assess your skills in using ICT to carry out straightforward practical tasks in a range of contexts.</p> <p>You will gain a recognised qualification by working through units focused on different uses of ICT for example searching for information, communicating information, producing graphs from numerical information. The units you study can be tailored to meet your individual needs.</p> <p>The course is flexible and has a unit based approach. Assessment takes the form of OCR assignments for each unit and allows you to build a portfolio of evidence. Assessments can take place at any point through the course.</p>
<b>What are the Entry requirements?</b>	This course is suitable for those who have some basic computer skills and/or have progressed from a non-accredited and lower level digital skills courses.
<b>Requirements of the course (e.g. kit/uniform info)</b>	None
<b>Progression and Careers</b>	You can progress to Level 2 Awards and Certificates. You can continue to follow a general computing pathway or you could specialise into a particular area of ICT, for example digital and creative media.
<b>For more information please contact:</b>	<p>Tel: 01670 622113</p> <p>Email: <a href="mailto:Julie.Hindhaugh@northumberland.gov.uk">Julie.Hindhaugh@northumberland.gov.uk</a></p>

## Northumberland Learning and Skills Service - Course Description

<b>Course title</b>	ITQ Level 1
<b>Level</b>	Level 1
<b>Accredited</b>	Yes
<b>Who is this course for?</b>	The course is for anyone who is 16 years old or over and free for the unemployed.
<b>What will I study? (Key modules or content)</b>	<p>This course covers a range of modules to give you a thorough understanding of being a proficient end user of IT systems.</p> <p>There are a variety of modules available including: Word Processing (creating a document, formatting and manipulating text, inserting and working with tables, file management); Spreadsheets (creating a spreadsheet, formatting text and numbers, creating formulae); Desktop Publishing (creating a publication, inserting text and graphics, inserting columns, copy fitting text); Databases (creating a database, applying filters, searching for data, formatting data); PowerPoint (creating a presentation, inserting slides, animating text, inserting graphics, running a slide show); Imaging (manipulating images by changing size, contrast, brightness, resolution, using text boxes).</p> <p>This course is accredited through OCR and is assessed through you completing a portfolio of evidence. Your portfolio will cover three units of study and on completion will give you 9 credits.</p>
<b>What are the Entry requirements?</b>	You will need to have an entry level qualification in computing or have some prior knowledge of using software applications
<b>Requirements of the course (e.g. kit/uniform info)</b>	None
<b>Progression and Careers</b>	You can progress to the iTQ Level 2 Certificate and continue to follow the general IT User pathway. You could also look to adding specialist units in another level 1 pathway if you need a broader range of skills for your chosen area of work.
<b>For more information please contact:</b>	<p>Tel: 01670 622113</p> <p>Email: <a href="mailto:Julie.Hindhaugh@northumberland.gov.uk">Julie.Hindhaugh@northumberland.gov.uk</a></p>



## Northumberland Learning and Skills Service - Course Description

<b>Course title</b>	<b>OCR Level 2 Certificate for IT Users (ITQ) (QCF)</b>
<b>Level</b>	<b>Level 2</b>
<b>Accredited</b>	Yes
<b>Who is this course for?</b>	The course is for anyone who is 16 years old or over and free for the unemployed.
<b>What will I study? (Key modules or content)</b>	<p>This course enables you to gain a range of skills and knowledge in the use of IT applications or use of IT equipment that can lead to you progressing to the next level of vocational learning. It could also support you in overcoming barriers to entering work where Level 2 IT skills and knowledge are required and also lead you to further learning either within the workplace or training provider.</p> <p>You will be assessed by a variety of tasks which use the relevant skills and knowledge you have developed to address straightforward problems. You will also review your own learning to identify how effective your actions have been. In addition you will also develop skills such as time management, team working, accuracy, research, presentation and communication skills, all of which are essential for progression to further study at higher levels.</p> <p>There is one mandatory unit Improving Productivity Using IT, which can be based around one of the optional units. You can select from a range of optional units which will give you the required skills and knowledge to make effective use of IT in a number of areas in the future.</p>
<b>What are the Entry requirements?</b>	This course may be right for you if you have previously studied qualifications at Level 1 and would like a course that is tailored to your specific IT skills requirements and gain different levels of knowledge in different areas of IT.
<b>Requirements of the course (e.g. kit/uniform info)</b>	None
<b>Progression and Careers</b>	The primary purpose of this qualification is to progress to the next level of vocational learning at Level 3. Alternatively this qualification will enable you to make use of IT within a number of job roles where the knowledge and skills to use digital technology is required. IT user skills are now required in the vast majority of job roles. The skills and knowledge gained whilst undertaking this qualification will also prove useful to developing evidence in a large number of subject specific areas such as Travel and Tourism, Business Administration and Hair and Beauty programmes.
<b>For more information please contact:</b>	Tel: 01670 622113 Email: <a href="mailto:Julie.Hindhaugh@northumberland.gov.uk">Julie.Hindhaugh@northumberland.gov.uk</a>



**Northumberland Learning and Skills Service - Course Description**

<b>Course title</b>	<b>Social Media Marketing</b>
<b>Level</b>	<b>Level 1</b>
<b>Accredited</b>	No
<b>Who is this course for?</b>	The course is for anyone who is 19 years old or over
<b>What will I study? (Key modules or content)</b>	<p>This course will give you the ins and outs on using social media to market your business or your personal brand. Do you want to make an impact in your field of work? Are you self-employed, developing or starting your own company? Find out how to better market yourself, your work, your products and services via social media such as Twitter, LinkedIn, Tumblr and Facebook and how to use them in conjunction with email marketing.</p> <p>There is no formal assessment but your progress and achievement will be recognised and recorded by your teacher throughout the course.</p>
<b>What are the Entry requirements?</b>	You will need to have an entry level qualification in computing or have some prior knowledge of using software applications
<b>Requirements of the course (e.g. kit/uniform info)</b>	None
<b>Progression and Careers</b>	You can progress from here to an accredited digital skills course to gain a nationally recognised qualification in computer skills.
<b>For more information please contact:</b>	Tel: 01670 622113 Email: <a href="mailto:Julie.Hindhaugh@northumberland.gov.uk">Julie.Hindhaugh@northumberland.gov.uk</a>

**Northumberland Learning and Skills Service - Course Description**

<b>Course title</b>	<b>Microsoft Office Skills</b>
<b>Level</b>	<b>Level 1</b>
<b>Accredited</b>	No
<b>Who is this course for?</b>	The course is for anyone who is 19 years old or over
<b>What will I study? (Key modules or content)</b>	<p>An introduction to the Microsoft Office software, including Word, Excel and PowerPoint. You will learn the basics such as creating folders, saving files, basic formatting as well as basic formulae in Excel. If you don't use MS Office but similar free software such as WPS Office, Libre Office or Open Office the skills learnt on this course will be easily transferable.</p> <p>This course is accredited through OCR and is assessed through you completing a portfolio of evidence. Your portfolio will cover three units of study and on completion will give you 9 credits.</p>
<b>What are the Entry requirements?</b>	You will need to have an entry level qualification in computing or have some prior knowledge of using software applications
<b>Requirements of the course (e.g. kit/uniform info)</b>	None
<b>Progression and Careers</b>	You can progress to the iTQ Level 2 Certificate and continue to follow the general IT User pathway. You could also look to adding specialist units in another level 1 pathway if you need a broader range of skills for your chosen area of work.
<b>For more information please contact:</b>	Tel: 01670 622113 Email: <a href="mailto:Julie.Hindhaugh@northumberland.gov.uk">Julie.Hindhaugh@northumberland.gov.uk</a>

## Northumberland Learning and Skills Service - Course Description

<b>Course title</b>	<b>On-line buying &amp; selling</b>
<b>Level</b>	<b>Level 1</b>
<b>Accredited</b>	No
<b>Who is this course for?</b>	The course is for anyone who is 19 years old or over
<b>What will I study? (Key modules or content)</b>	<p>This course aims to introduce the learner to the Internet and its uses for buying and selling goods online. Through demonstrations and practical exercises learners will learn to follow safe practices when working online, surf the Internet and access given websites and carry out detailed navigation, use a range of search engines to find appropriate sites and save as 'favourites'.</p> <p>Explore websites to choose items for purchase, being aware of security issues when buying items online and explore websites that allow you to advertise items for sale, being aware of the Pro's and Con's of selling items online.</p> <p>There is no formal assessment but your progress and achievement will be recognised and recorded by your teacher throughout the course.</p>
<b>What are the Entry requirements?</b>	This course is for learners who have keyboard and mouse skills and who have some knowledge of using a computer and the Internet.
<b>Requirements of the course (e.g. kit/uniform info)</b>	None
<b>Progression and Careers</b>	You can progress from here to an accredited digital skills course to gain a nationally recognised qualification in computer skills.
<b>For more information please contact:</b>	Tel: 01670 622113 Email: <a href="mailto:Julie.Hindhaugh@northumberland.gov.uk">Julie.Hindhaugh@northumberland.gov.uk</a>

**Northumberland Learning and Skills Service - Course Description**

<b>Course title</b>	<b>Web Design for Beginners</b>
<b>Level</b>	<b>Level 1</b>
<b>Accredited</b>	No
<b>Who is this course for?</b>	The course is for anyone who is 19 years old or over
<b>What will I study? (Key modules or content)</b>	<p>The course will offer you the ability to use a software application to plan, design and build websites. You will be able to use basic website software tools and techniques appropriately to produce straightforward or routine single webpages. You will plan and create web pages and use website software tools to structure and format web pages, publish web pages to the internet or an intranet.</p> <p>There is no formal assessment but your progress and achievement will be recognised and recorded by your teacher throughout the course.</p>
<b>What are the Entry requirements?</b>	This course is for learners who have keyboard and mouse skills and who have some knowledge of using a computer and the Internet.
<b>Requirements of the course (e.g. kit/uniform info)</b>	None
<b>Progression and Careers</b>	You can progress from here to an accredited digital skills course to gain a nationally recognised qualification in computer skills.
<b>For more information please contact:</b>	Tel: 01670 622113 Email: <a href="mailto:Julie.Hindhaugh@northumberland.gov.uk">Julie.Hindhaugh@northumberland.gov.uk</a>

## GET STARTED GET DIGITAL WITH ONLINE BASICS

Perfect for  
beginners  
wanting to gain  
knowledge of the  
online world



## GET ON IMPROVE YOUR DIGITAL SKILLS

Further develop  
your skills in using  
ICT to carry out  
straightforward  
practical tasks in a  
range of contexts



## MOVE ON IT USER SKILLS

Gaining a  
qualification in  
computing can  
improve your job  
prospects and help  
you to progress to  
further education



## SPECIALIST SKILLS

We offer a number  
of specialist  
courses aimed  
at those who  
already have some  
computer skills  
- from webpage  
design to social  
media marketing

