



Northumberland County Council

Learning & Skills Service Digital Skills

Course Descriptions



| | |
|---|--|
| Course title | First Clicks with Computers |
| Level | Entry Level |
| Accredited | No |
| Who is this course for? | The course is for anyone who is 19 years old or over and free for the unemployed. |
| What will I study? (Key modules or content) | <p>This is a 'hands on' course that will introduce some of the ways in which computers can be used in the home & work. It is suitable for beginners and aimed at building confidence when using computers.</p> <p>The course includes understanding what parts of the computer are and how they work, confidence with the use of the mouse and keyboard, Internet Basics – what different words (jargon) mean! Surfing – finding information on the internet quickly and efficiently. Email – sending and receiving emails from a PC anywhere in the world! Security issues – what to look out for to stay safe online</p> <p>You will have informal assessments to monitor your progress.</p> |
| What are the Entry requirements? | There are no entry requirements for this course. It is perfect for absolute beginners. |
| Requirements of the course (e.g. kit/uniform info) | None |
| Progression and Careers | You can progress from here to an accredited digital skills course to gain a nationally recognised Entry Level Award in computer skills. |
| For more information please contact: | Tel: 01670 622104 Email: nals@northumberland.gov.uk |





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|---|--|
| Course title | Compare the Market - Buying & Selling On-line |
| Level | Entry Level |
| Accredited | No |
| Who is this course for? | The course is for anyone who is 19 years old or over and free for the unemployed. |
| What will I study? (Key modules or content) | This practical, hands-on course will teach you the digital skills needed to buy and sell on-line. We will teach you the skills you need and give you opportunity to practice them with expert support. |
| What are the Entry requirements? | There are no entry requirements for this course. It is perfect for absolute beginners. |
| Requirements of the course (e.g. kit/uniform info) | None |
| Progression and Careers | You can progress from here to an accredited digital skills course to gain a nationally recognised Entry Level Award in computer skills. |
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|---|---|
| Course title | Raspberry Pi Projects for Families |
| Level | Entry Level |
| Accredited | No |
| Who is this course for? | The course is for families children must be accompanied by an adult aged 18 or over |
| What will I study? (Key modules or content) | <p>The Raspberry Pi mini-computer is an accessible way to get children and families into the world of computer hardware and coding/programming.</p> <p>These can sound complex, but if you know where to start, you and your family can not only enjoy yourselves learning the basics of computing together, you can actually end up with some incredibly useful creations.</p> |
| What are the Entry requirements? | There are no entry requirements for this course. It is perfect for absolute beginners. |
| Requirements of the course (e.g. kit/uniform info) | None |
| Progression and Careers | You can progress from here to an accredited digital skills course to gain a nationally recognised Entry Level Award in computer skills. |
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| | |
|---|---|
| Course title | Arduino Projects for Families |
| Level | Entry Level |
| Accredited | No |
| Who is this course for? | The course is for families children must be accompanied by an adult aged 18 or over |
| What will I study? (Key modules or content) | <p>Arduino is an open-source electronics prototyping platform based on flexible, easy-to-use hardware and software. It's intended for artists, designers, hobbyists, and anyone interested in creating interactive objects or environments.</p> <p>This course is an ideal opportunity to try your hand at small scale automation and computer control. Add movement to your projects, gather information from sensors and feed back to your computer or phone!</p> <p>During this course you will get an introduction to the pi/arduino hardware and see examples of innovative projects. Learn some basic electronics to allow you to make small circuits. Explore the software programming environment which controls the arduino.</p> |
| What are the Entry requirements? | There are no entry requirements for this course. It is perfect for absolute beginners. |
| Requirements of the course (e.g. kit/uniform info) | None |
| Progression and Careers | You can progress from here to an accredited digital skills course to gain a nationally recognised qualifications computer skills. |
| For more information please contact: | Tel: 01670 622104 Email: nals@northumberland.gov.uk |





| | |
|---|---|
| Course title | Games Design in Scratch for Families |
| Level | Entry Level |
| Accredited | No |
| Who is this course for? | The course is for families children must be accompanied by an adult aged 18 or over |
| What will I study? (Key modules or content) | <p>“Although many of the programs designed to teach kids to code are very simplistic, many of them, like Scratch, are suitable for all ages. It doesn't matter how old you are...Get started with the basics of programming!”</p> <p>Want to learn computer programming, but unsure where to begin? This is the course for you! Scratch is the computer programming language that makes it easy and fun to create interactive stories, games and animations and share them online.</p> <p>This course is an introduction to computer science using the programming language Scratch, developed by MIT. Starting with the basics of using Scratch, the course will stretch your mind and challenge you. You will learn how to create amazing games, animated images and songs in just minutes with a simple “drag and drop” interface.</p> |
| What are the Entry requirements? | There are no entry requirements for this course. It is perfect for absolute beginners. |
| Requirements of the course (e.g. kit/uniform info) | None |
| Progression and Careers | You can progress from here to an accredited digital skills course to gain a nationally recognised qualifications computer skills. |
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|---|--|
| Course title | Computer Maintenance |
| Level | Level Two |
| Accredited | No |
| Who is this course for? | The course is for anyone who is 19 years old or over and free for the unemployed. |
| What will I study? (Key modules or content) | <p>This course is for those that need basic home or work PC repair & upgrade or to become familiar with hardware and software. This practical "hands-on" course will teach you the essentials of assembling a PC from scratch and troubleshooting the various types of PC hardware. With the modern world's emphasis on technological solutions, skills in building and maintaining computer equipment are in high demand.</p> <p>Learners are assessed through activities that are internally set by tutors. These include role play, practical demonstration, report writing, group discussion, essay, written question/answer</p> |
| What are the Entry requirements? | This course is for complete beginners - no previous experience or knowledge is necessary. |
| Requirements of the course (e.g. kit/uniform info) | None |
| Progression and Careers | Raspberry Pi, introduction to cyber security essentials, stay safe online. |
| For more information please contact: | Tel: 01670 622104 Email: nals@northumberland.gov.uk |





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|---|--|
| Course title | What's App - What's That? |
| Level | Entry |
| Accredited | No |
| Who is this course for? | The course is for anyone who is 19 years old or over and free for the unemployed. |
| What will I study? (Key modules or content) | With more than one billion users globally, WhatsApp is one of the most popular messaging apps in the world. In this course, join the conversation by learning the basics of how to set up and use WhatsApp. Our tutor will guide through the setup process, showing you how to add new contacts, and send and receive chat messages. How to initiate group chats and send files through WhatsApp. How to send voice recordings to contacts and place voice calls. How to migrate your WhatsApp contacts and data when you get a new phone or change your phone number. |
| What are the Entry requirements? | This course is for complete beginners - no previous experience or knowledge is necessary. |
| Requirements of the course (e.g. kit/uniform info) | None |
| Progression and Careers | Raspberry Pi, introduction to cyber security essentials, stay safe online. |
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|---|---|
| Course title | 3D printing with DesignSpark Mechanical |
| Level | Entry |
| Accredited | No |
| Who is this course for? | The course is for anyone who is 19 years old or over and free for the unemployed. |
| What will I study? (Key modules or content) | A beginner's course, for those who want to start learning 3D modelling and 3D printing. You will learn basic 3D modelling skills through hands on exercises and how to prepare your 3D designs for 3D printing. We will work on hands-on exercises of small 3D printed objects, such as coasters, USB sticks and rings. |
| What are the Entry requirements? | This course is for complete beginners - no previous experience or knowledge is necessary. |
| Requirements of the course (e.g. kit/uniform info) | None |
| Progression and Careers | Raspberry Pi, introduction to cyber security essentials, stay safe online. |
| For more information please contact: | Tel: 01670 622104 Email: nals@northumberland.gov.uk |



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|---|--|
| Course title | Getting to Grips with Digital Devices in the Home |
| Level | Entry |
| Accredited | No |
| Who is this course for? | The course is for anyone who is 19 years old or over and free for the unemployed. |
| What will I study? (Key modules or content) | <p>The invention of the computer has had a huge impact on our day-to-day lives, and they are now present everywhere – at home, at work and in education.</p> <p>It is easy to recognise that personal computers, laptops and mobile devices are computers, but computers are also hidden in many more devices. Computers are found in many of the devices we use on a daily basis. Because they are relied on so heavily, knowing what they are and how to use them is valuable.</p> |
| What are the Entry requirements? | This course is for complete beginners - no previous experience or knowledge is necessary. |
| Requirements of the course (e.g. kit/uniform info) | None |
| Progression and Careers | Raspberry Pi, introduction to cyber security essentials, stay safe online. |
| For more information please contact: | Tel: 01670 622104 Email: nals@northumberland.gov.uk |



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| | |
|---|--|
| Course title | Get Digital Online Basics |
| Level | Entry Level |
| Accredited | No |
| Who is this course for? | The course is for anyone who is 19 years old or over and free for the unemployed. |
| What will I study? (Key modules or content) | <p>This 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> |
| What are the Entry requirements? | There are no entry requirements for this course. It is perfect for absolute beginners. |
| Requirements of the course (e.g. kit/uniform info) | None |
| Progression and Careers | You can progress from here to an accredited digital skills course to gain a nationally recognised Entry Level Award in computer skills. |
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|---|---|
| Course title | Get Digital On-line Basics 2 |
| Level | Entry Level |
| Accredited | No |
| Who is this course for? | The course is for anyone who is 19 years old or over and free for the unemployed. |
| What will I study? (Key modules or content) | <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> |
| What are the Entry requirements? | There are no entry requirements for this course. It is perfect for absolute beginners. |
| Requirements of the course (e.g. kit/uniform info) | None |
| Progression and Careers | You can progress from here to an accredited digital skills course to gain a nationally recognised Entry Level Award in computer skills. |
| For more information please contact: | Tel: 01670 622104 Email: nals@northumberland.gov.uk |





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|---|---|
| Course title | Get to Grips with Basic Computing Entry & L1 - Accredited |
| Level | Entry Level |
| Accredited | Yes |
| Who is this course for? | The course is for anyone who is 19 years old or over and free for the unemployed. |
| What will I study? (Key modules or content) | <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> |
| What are the Entry requirements? | This course is suitable for those who have some basic computer skills and/or have progressed from non-accredited digital skills courses. |
| Requirements of the course (e.g. kit/uniform info) | None |
| Progression and Careers | 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. |
| For more information please contact: | <p>Tel: 01670 622113</p> <p>Email: Julie.Hindhaugh@northumberland.gov.uk</p> |



| | |
|---|---|
| Course title | Get to Grips with Basic Computing Non Accredited |
| Level | Entry Level |
| Accredited | No |
| Who is this course for? | The course is for anyone who is 19 years old or over and free for the unemployed. |
| What will I study? (Key modules or content) | <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> |
| What are the Entry requirements? | There are no entry requirements for this course. It is perfect for absolute beginners. |
| Requirements of the course (e.g. kit/uniform info) | None |
| Progression and Careers | 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. |
| For more information please contact: | <p>Tel: 01670 622113</p> <p>Email: Julie.Hindhaugh@northumberland.gov.uk</p> |



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|---|---|
| Course title | Improve your Digital Skills |
| Level | Level 1 |
| Accredited | Yes |
| Who is this course for? | The course is for anyone who is 16 years old or over and free for the unemployed. |
| What will I study? (Key modules or content) | <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> |
| What are the Entry requirements? | 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. |
| Requirements of the course (e.g. kit/uniform info) | None |
| Progression and Careers | 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. |
| For more information please contact: | <p>Tel: 01670 622113</p> <p>Email: Julie.Hindhaugh@northumberland.gov.uk</p> |





| | |
|---|---|
| Course title | ITQ Level 1 |
| Level | Level 1 |
| Accredited | Yes |
| Who is this course for? | The course is for anyone who is 16 years old or over and free for the unemployed. |
| What will I study? (Key modules or content) | <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> |
| What are the Entry requirements? | You will need to have an entry level qualification in computing or have some prior knowledge of using software applications |
| Requirements of the course (e.g. kit/uniform info) | None |
| Progression and Careers | 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. |
| For more information please contact: | <p>Tel: 01670 622113</p> <p>Email: Julie.Hindhaugh@northumberland.gov.uk</p> |



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|---|--|
| Course title | OCR Level 2 Certificate for IT Users (ITQ) (QCF) |
| Level | Level 2 |
| Accredited | Yes |
| Who is this course for? | The course is for anyone who is 16 years old or over and free for the unemployed. |
| What will I study? (Key modules or content) | <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> |
| What are the Entry requirements? | 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. |
| Requirements of the course (e.g. kit/uniform info) | None |
| Progression and Careers | 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. |
| For more information please contact: | Tel: 01670 622113 Email: Julie.Hindhaugh@northumberland.gov.uk |



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|---|---|
| Course title | Introduction to Podcasting |
| Level | Level 1 |
| Accredited | No |
| Who is this course for? | The course is for anyone who is 19 years old or over |
| What will I study? (Key modules or content) | <p>You will learn how to develop and structure your podcasting ideas. Target your audience. Recording and editing a podcast. Publicise your podcast. Keeping your podcasts fresh and vital.</p> <p>There is no formal assessment but your progress and achievement will be recognised and recorded by your teacher throughout the course.</p> |
| What are the Entry requirements? | For beginners with an interest in podcasting and a basic level of computer literacy. |
| Requirements of the course (e.g. kit/uniform info) | None |
| Progression and Careers | You can progress from here to an accredited digital skills course to gain a nationally recognised qualification in computer skills. |
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|---|--|
| Course title | Introduction to Web Development |
| Level | Level 1 |
| Accredited | No |
| Who is this course for? | The course is for anyone who is 19 years old or over |
| What will I study? (Key modules or content) | <p>This course is an introduction to designing websites. Web design encompasses many different skills which include web graphic design, interface design, authoring, user experience design and search engine optimization (SEO). Website designers use a variety of different tools depending on what part of the production process they are involved in with skills and techniques including Marketing and Communication design, Page Layout design and Typography.</p> <p>There is no formal assessment but your progress and achievement will be recognised and recorded by your teacher throughout the course.</p> |
| What are the Entry requirements? | For beginners with an interest in web design and a basic level of computer literacy. |
| Requirements of the course (e.g. kit/uniform info) | None |
| Progression and Careers | You can progress from here to an accredited digital skills course to gain a nationally recognised qualification in computer skills. |
| For more information please contact: | Tel: 01670 622113 Email: Julie.Hindhaugh@northumberland.gov.uk |





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|---|---|
| Course title | Digital Marketing |
| Level | Level 1 |
| Accredited | No |
| Who is this course for? | The course is for anyone who is 19 years old or over |
| What will I study? (Key modules or content) | <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> |
| What are the Entry requirements? | You will need to have an entry level qualification in computing or have some prior knowledge of using software applications |
| Requirements of the course (e.g. kit/uniform info) | None |
| Progression and Careers | You can progress from here to an accredited digital skills course to gain a nationally recognised qualification in computer skills. |
| For more information please contact: | Tel: 01670 622113 Email: Julie.Hindhaugh@northumberland.gov.uk |





| | |
|---|---|
| Course title | On-line buying & selling |
| Level | Level 1 |
| Accredited | No |
| Who is this course for? | The course is for anyone who is 19 years old or over |
| What will I study? (Key modules or content) | <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> |
| What are the Entry requirements? | This course is for learners who have keyboard and mouse skills and who have some knowledge of using a computer and the Internet. |
| Requirements of the course (e.g. kit/uniform info) | None |
| Progression and Careers | You can progress from here to an accredited digital skills course to gain a nationally recognised qualification in computer skills. |
| For more information please contact: | Tel: 01670 622113 Email: Julie.Hindhaugh@northumberland.gov.uk |





| | |
|---|--|
| Course title | Web Design for Beginners |
| Level | Level 1 |
| Accredited | No |
| Who is this course for? | The course is for anyone who is 19 years old or over |
| What will I study? (Key modules or content) | <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> |
| What are the Entry requirements? | This course is for learners who have keyboard and mouse skills and who have some knowledge of using a computer and the Internet. |
| Requirements of the course (e.g. kit/uniform info) | None |
| Progression and Careers | You can progress from here to an accredited digital skills course to gain a nationally recognised qualification in computer skills. |
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