

Course Information Sheet:

O365 Pick n mix 5 themed short units

KEY FACTS

Course title:	O365 Pick n mix 5 themed short units
Level:	Level 1
Accredited/Awarding organisation:	N/A
Start date:	25 th April 2022
Duration:	9 weeks at 2.5 hours
Study location:	Various

Who is this course for?

Digital skills are becoming ever more important to daily life and employers indicate that about one-third of the vacancies they find difficult to fill are, in some way attributable to a lack of appropriate digital skills among applicants.

Northumberland Skills offers a number of accredited ICT and Digital Skills courses, but how do you know which one is for you? This short course will give you a taste and provide an opportunity to discuss and consider your next steps in digital learning. Broken into bite size and beginning with available templates we will use Office Online to explore common tools and tasks using Microsoft:

- Word,
- PowerPoint,
- Excel,
- and Outlook

What will I gain from this course?

Using computers and other digital devices is an essential part of everyday life. This introductory course will give you a taste of some of the things that can be achieved using Microsoft Word, PowerPoint, Excel and Outlook while signposting you to further learning opportunities available to you.

What will I study?

This Non accredited introductory course is intended to provide a taste of some of the things that can be achieved using the free Microsoft Office Online tools. You will

Set up a Microsoft 365 account and use Outlook to send emails, organise your calendar and create to do lists.



Beginning with templates you will use your Microsoft 365 account to explore how Word, PowerPoint and Excel work, how to save and share files with others.

How will I study?

This course will be taught in face-to-face sessions, though there will be tasks and activities set between sessions too. Since we will be using Office online to form the basis of our work, so long as you have an internet connection at home you should be able to access and use all tools worked on in class from your own device at home.

The sessions will include practical hands-on activities and you will be encouraged to practice and apply the skills you learn between sessions using and familiarising yourself with your own devices as much as possible.

The Cheviot Centre is a lovely environment and step by step support from your lecturer will help you become more skilled. You will have lots of opportunities to ask questions and address areas you need help with. An email address will be necessary for this course. If you have a personal email account great, if you don't, have no fear! Support in setting one up will be provided within sessions and for this you will need a mobile phone to receive texts for e-safety and security reasons.

As well as practical classroom tasks you will be signposted to online resources, tutorials and so forth that will allow you to revisit, practice and work on tasks done during class sessions using your own devices and internet connection at home between classes.

What are the entry requirements?

Although this qualification is designed for adults with little prior digital experience you will need to have some basic digital skills before enrolling. These include:

- Turning on a device (including entering and updating any account information safely, such as a password)
- Using the available controls on a device (such as a mouse and keyboard for a computer, or touchscreen on a smartphone or tablet)
- Connecting to the internet (including Wi-Fi) safely and securely, and opening a browser
- Opening and accessing an application on a device

You should be able to follow spoken and written instructions and be comfortable writing short pieces of text in complete sentences.

You will find it beneficial to have your own computer, tablet or smartphone and access to the internet at home, and you are encouraged to bring these to sessions to support your personal learning.

There are no additional costs attached to this course. Course materials are provided, support in setting up personal email account will be provided if needed. You will need a mobile phone for this in order to verify your new account. You may also wish to bring a pen to make notes and a file to keep your coursework together.

How will I be assessed?

This is an unaccredited course though we will encourage you to engage with initial self-



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assessments at the beginning of your course to help with offers of support and guidance. Throughout your course your lecturer will carry out regular reviews with you and help identify next steps for learning, help you stay on track and ensure appropriate support help and guidance is given as you progress.

Progression information:

Having completed your course it would be good to continue your learning this might be achieved via one of our accredited routes, and by enrolling and completing either an Essential Digital Skills qualification at E3 or L1 or by progressing to our level 2 BCS Certificate in IT User Skills (ECDL Extra) Qualification. This will increase your confidence and enhance your chances of future employment. Please take the opportunity to speak with your lecturer who will be able to advise which course is best suited to your needs.



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