

# Digital & IT

## IT Skills for Work and Study (Intensive)

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### When does this start and end?

We have 2 different start dates for this course:

- 10 October 2022 - 1 November 2022
- 2 February 2023 - 18 February 2023

### What are the entry requirements?

No formal qualifications are required to study this course. A willingness to learn is essential.

### Need more information?

You can find out more about Northern College and the courses on offer by calling us on 01226 776000 or emailing us [courses@northern.ac.uk](mailto:courses@northern.ac.uk)

## Course description

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On this course you will learn about all the digital tools and skills that are needed in the workplace and in studying.

These include:

- Microsoft 365 & Microsoft Teams
- Word
- Excel
- PowerPoint
- IT skills in the workplace

As part of this course, you will also achieve an NCFE Level 1 Award in Employability Skills.

Get the skills you need now!

If you are interested in developing your IT skills you can access this course as part of an 11 week programme to give you all the basic skills you will need.

On this course you will learn about all the digital tools and skills that are needed in the

workplace and in studying.

On completion of this course, you will achieve:

- **NCFE Level 1 Award in Employability Skills**

If you are interested in Business, you can access this course as part of an 11-week programme that will start with the basics and lead up to level 1 and 2 certificates. Gateway to Business - Northern College [<https://www.northern.ac.uk/course/gateway-to-business/>]

## Want to learn more?

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You can find out more about Northern College and the courses on offer at one of our Open Events [<https://www.northern.ac.uk/about-us/open-events/>]

## Location

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Northern College, Yorkshire [<https://www.northern.ac.uk/contact-us/>]

## Course fees and funding support

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## Course session dates

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Session dates for 10 October 2022 - 1 November 2022

- Monday 10 Oct 2022 to Tuesday 11 Oct 2022
- Monday 17 Oct 2022 to Tuesday 18 Oct 2022
- Monday 31 Oct 2022 to Tuesday 01 Nov 2022

Session dates for 2 February 2023 - 18 February 2023

- Thursday 02 Feb 2023 to Friday 03 Feb 2023
- Thursday 09 Feb 2023 to Friday 10 Feb 2023
- Friday 17 Feb 2023 to Saturday 18 Feb 2023

## Course fees and funding support

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FREE\*

\* [This course is fully funded for eligible students.](#)

If you are not eligible, the cost of the course is £150.00. If you choose to stay residentially, and you are not eligible via the residential funding assessment, there will be an additional fee to pay. The vast majority of students are eligible to study and stay residentially for free and we will confirm when you apply.

**Last updated:** 7th October 2022