CRAVEN COLLEGE

COMPUTING & IT
INFORMATION TECHNOLOGY LEVEL 1
INTRODUCTORY CERTIFICATE

BTEC

OVERVIEW

The Level 1 Introductory Certificate in IT is a skills-based qualifications designed to help you develop the personal and social skills needed to help you progress to independent living, future employment or further vocational study.

It provides an opportunity for those who have an interest in Computing to explore, develop and test your technical skills within a qualification structure that mimics the real world. The course covers topics that are stimulating, demanding and provides a supportive transition from general to more specialised study.

All units are 100% internally assessed, based on assignments that mimic real world examples, where you can create various technical solutions such as Websites and Digital Graphics.
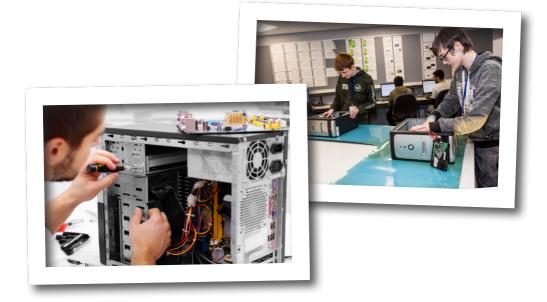
COURSE DELIVERY & CURRICULUM

SEMESTER 1

Unit A1 **|** Being Organised

Unit IT8 **|** Creating a Spreadsheet to solve problems

SEMESTER 2

Unit A2 **|** Developing a Personal Progression Plan

Unit IT12 **|** Creating a Digital Animated Graphic

BEING ORGANISED

This unit will introduce you to ways that will help you to plan and use your time effectively, as well as organising yourself and your work. After learning and practising these techniques, you will have the opportunity to put them into practice over a period of time, reviewing how successful they were and whether they improved your organisational skills. The skills you learn in this unit are key for progression to the next stage in your education. They are also crucial for work and life.

CREATING A SPREADSHEET TO SOLVE PROBLEMS

You will learn to create a spreadsheet to help you carry out mathematical operations such as addition, subtraction, multiplication, division, averages and totals. Spreadsheet software also allows you to sort non-numeric data, quickly getting the results you are looking for. Spreadsheet programs allow you to easily change the appearance of your information, including layouts. In this unit, you will learn how to create spreadsheets to solve problems and present information in different ways, using numbers, text and graphs.

DEVELOPING A PERSONAL PROGRESSION PLAN

This unit will help you find out what opportunities are available to you and how to get to the next stage. You will carry out a self-audit, identifying what your strengths are and what you need to develop to be able to meet your progression goals. You will learn how to set goals and plan ways to achieve them. You will then produce a personal progression plan to help you reach the next step in your life. The skills you develop in this unit will be good preparation when applying for another course or training programme.

CREATING A DIGITAL ANIMATED GRAPHIC

In this unit, you will explore the uses of digital graphics and animation and the features used to create effective and appropriate digital content. You will develop skills in the use of graphic and animation software tools to source, edit and create a digital animated graphic for a specific purpose.

WORK BASED LEARNING

As part of the course, a week is set aside each year to engage in work based learning. During this week, you are given specialist guest lectures, trips out and various industry based activities that show the students how their skills developed in their course can be used in the wider world.

OTHER ACTIVITIES

PLACES THAT WE VISITED 2018/19:

– Bradford Media Museum
  (Level 1 & 2, Level 3 x 2 trips)

PLACES WE WANT TO VISIT IN THE FUTURE:

– National Computing Museum

GUEST TALKS (ABOUT):

– Working in the IT Industry
– Preparation for progression
  after College
– Culture and Diversity

ENTRY REQUIREMENTS

Each Level 1 candidate is assessed individually, please speak to a member of staff to discuss your options for the Level 1 course.

As part of the course you will also be able to work towards GCSE or Functional Skills Maths and English, this can be discussed with the English and Maths Department. English and Maths will run alongside the Level 1 course and fit in to your timetable.

PROGRESSION

Completing the Level 1 Introductory Certificate in IT will allow the learner to progress onto other Level 1 Courses at a higher level (Level 1 Diploma), progression on to Level 2 courses offered at Craven College and other non-academic options.

During this time, you will also be able to work on obtaining Maths and English GCSE's with Craven College.

Enriching lives through learning

Craven College
Aireville Campus
Gargrave Road, Skipton
North Yorkshire, BD23 1US
Tel: 01756 791 411

enquiries@craven-college.ac.uk
www.craven-college.ac.uk