

# Adult Learning - Course Information Sheet



## AJW4VN16 - IT for Everyday Tasks

**The Spring Charity Annex Community Centre**  
Spring Lane  
Northampton

NN1 2JW      **Room** The Spring Charity

Start Date: 07 November 2024  
End Date: 14 November 2024  
Start Time: 1:00PM  
End Time: 3:00PM  
Day: Thursday  
Sessions: 2  
Tutor: Mrs Suzanne Hill

### UKSPF - Shared Prosperity Fund

UKSPF aims to level up the whole of the UK by building pride in place, supporting local businesses and people, and skills.

### What will I learn?

To gain knowledge and confidence in using a computer for everyday tasks. This course is suitable for beginners who have never used a computer before. The course will be taught in very small groups allowing learners to get the support they need.

- Know how to use your digital skills to allow you to carry out everyday tasks that have become digital e.g. shopping, booking a doctors appointment, banking
- Gain new skills, knowledge and confidence in a positive learning environment.?

### What will I need to take part?

You won't need to print anything out as all your work will be online, but you may wish to have a pen and notepad handy to make notes. You do not have to have Microsoft Office programmes to work with. If this is an online course, a laptop, PC or tablet and a stable internet connection will be needed.

### What to expect

Step by steps tasks, discussion and support from your tutor.  
If this is an online course, please check the email confirmation for the link to join your Google Classroom. This information is also on 'My Account' when you are logged in to the Adult Learning website. Find 'How to use Google Classroom' at <https://getgoing.nccadultlearning.ac.uk/it-tips/google-classroom>

### Where can it lead to?

The course will have links to other resources to help you continue your learning. You may also want to take next steps with IT skills?by progressing to an Essential Digital Skills course with Adult Learning, details at [www.northamptonshire.gov.uk/adultlearning](http://www.northamptonshire.gov.uk/adultlearning)

### Course eligibility and fees

**Northamptonshire Adult Learning Service work in partnership with National Careers Service advisers who can provide information, advice and guidance on skills, learning and work. National Careers Service can be contacted by telephone 0800 100 900 or text your name and the word ADVICE to 07766 413219 and an adviser will call you back for free or go to <https://nationalcareersservice.direct.gov.uk/>**

