

Adult Learning - Course Information Sheet



AZY3NA08 - Basic Digital Skills for Families 2

Virtual Classroom - Google Classroom
classroom.google.com

Start Date: 03 November 2021
End Date: 08 December 2021
Start Time: 10:00AM
End Time: 12:00PM
Day: Wednesday
Sessions: 6
Tutor: Mr Jonathan Sheldon

ZZ99 9ZZ **Room** Class Code:

Course Aim

To gain confidence and digital skills to help support your child's learning. This course is suitable for all levels.

Course Outcomes

Find out how you can support your child with better IT skills and keep them safe online.
Develop digital skills using Word, Powerpoint and Excel to support your children's learning.
Find out how to use email safely and effectively
Gain new skills, knowledge and confidence in a positive learning environment.

How will the course be taught?

The course will be taught online using Google Classroom.

What do I need to bring?

You will need a computer and internet connection, plus a Gmail address to access Google Classroom. 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.

Further Support or Progression

If you need help whilst on a course with us, our Learner Support Advisor is available to discuss your needs. We offer a range of services, subject to eligibility, which can include practical support and/or financial assistance to ensure you feel fully supported while learning with us. For more information contact alsreferrals@northamptonshire.gov.uk or call 01604 368023 (answerphone available). Visit our website www.northamptonshire.gov.uk/course-info for further information about our fees and concessions. Your tutor will inform you of further learning opportunities and progression during your course.

Health and Safety/ Online Safety

Your tutor will give you information about Health and Safety at the session. For information on how to keep safe online, go to https://safety.lovetoknow.com/Internet_Safety_Adult and <https://takefive-stopfraud.org.uk/> national awareness campaign. To report suspected scams, or for information on preventing scams, call the Citizens Advice on 03454 04 05 06.

Further Information

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

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/>