

Adult Learning - Course Information Sheet



AZY5NA08 - Basic Digital Skills For Families2

Virtual Classroom - Google Classroom
classroom.google.com

ZZ99 9ZZ **Room**

Start Date: 11 November 2022
End Date: 09 December 2022
Start Time: 12:30PM
End Time: 2:30PM
Day: Friday
Sessions: 5
Tutor: Mr Jonathan Sheldon

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 your digital skills with word processing, spreadsheets and presentation software 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?

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>

What do I need to bring?

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.

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 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@northnorthants.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.

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/>

