

# Adult Learning - Course Information Sheet



## SZY3NA07 - Basic Digital Skills for Families 2

**Virtual Classroom - Google Classroom**  
classroom.google.com

Start Date: 24 February 2021  
End Date: 31 March 2021  
Start Time: 10:00AM  
End Time: 12:00PM  
Day: Wednesday  
Sessions: 6  
Tutor: Mrs Vincentia Boham

**Room** Google Code d6iu6gr

### Course Description

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, Excel to support your childrens' learning.
- Find out how to use email safely and effectively.
- Gain new digital skills, knowledge and confidence in a positive learning environment

### How will the course be taught?

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

### Could I gain a certificate?

You will gain an Adult Learning Service certificate for attending the course. If you are working towards a recognised qualification and you are successful then you will gain a certificate from the relevant awarding organisation.

### 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

### Health and Safety/ Online Safety

Your tutor will give you information about Health and Safety on the first day. For information on how to keep safe online go to [https://safety.lovetoknow.com/Internet\\_Safety\\_Adult](https://safety.lovetoknow.com/Internet_Safety_Adult) and <https://takefive-stopfraud.org.uk/> national awareness campaign. To report suspected scams, or get help and advice about preventing scams call the Citizens Advice consumer helpline on 03454 04 05 06.

### Further Support or Progression

Please let us know if you require additional personal support to participate in this course. This course is a good foundation for AIM qualifications. You will find out about further learning opportunities and careers and guidance as appropriate through this course.

### Further Information

[www.futurelearn.com](http://www.futurelearn.com) [www.nals.org.uk](http://www.nals.org.uk) [www.northamptoncollege.ac.uk](http://www.northamptoncollege.ac.uk) Information on keeping you and your family safe online.

**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/>**

