

## XOA8XR51 - Basic IT Skills - Future Courses

### Course Aim

To gain knowledge and confidence in digital skills. This course is suitable for beginners.

### Course Outcomes

- Develop your digital skills with word processing, spreadsheets and presentation software.
- 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.

### 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](mailto:alsreferrals@northnorthants.gov.uk) or call 01604 368023 (answerphone available). Visit our website [www.northamptonshire.gov.uk/course-info](http://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](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](http://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/>**