

## Course Information Sheet 2025/26 Foundation Non-Qualification Course

<b>Course title:</b>	<b>My Computer Skills Journey</b>	<b>Code: B421X</b>
<b>Tutor:</b>	Daniel Davidson	
<b>Day &amp; Time:</b>	<b>Thursday</b> 12:45pm to 3:00pm	
<b>Start &amp; End Dates:</b>	Term 1 25/09/2025 – 04/12/2025	
<b>Number of sessions:</b>	10	
<b>Venue:</b>	Bury Adult Learning Centre	<b>Room No: 12</b>
<b>Learner numbers:</b>	Minimum	Maximum
	7	8
<b>Costs:</b>	Full Fee	Discounted Fee
	£74.25	Free

### What will I learn on this course?

This is a fun 10-week course designed to allow you to develop your digital skills for everyday life, work and pleasure. We will look at some of the different uses of everyday digital devices and how to use some of the programmes and apps available.

The course will be on throughout the year in 3 blocks of ten weeks. Enrolment is every 10 weeks. Each term we will build on and explore digital skills and apps.

By the end of the year, I will be able to:

- Load and open a programme or app.
- Use devices safely and be aware of the risks associated with online activity.
- Recognise and apply settings on devices.

Use programmes or apps to:

- Go online to communicate, find information, pictures, games and activities, etc.
- Work with text, pictures and shapes.

During the course, there may also be the opportunity to develop other skills such as creating posters, cards and flyers and making tables.

What syllabus will I follow?

Your progress will be mapped weekly using an Individual Learning Plan.

### **Additional information**

This is a course for those learners who have sensory, physical, or cognitive impairments, neuro-divergent or with mental health conditions. A pre course interview is required.

Before you enrol on a course, advice and information is available to help you decide on the right course for you. Contact Learner Services on 0161 253 7501 or e-mail at [learner.services@bury.gov.uk](mailto:learner.services@bury.gov.uk).

### **What will be expected of me?**

A commitment to learning and regular punctual attendance.

### **What could I do next?**

Your tutor will be able to advise on the options available to you in their subject. If you would like to speak to someone about moving on, please ask your tutor to refer you to Learner Services or contact them directly on 0161 253 7501 or email [learner.services@bury.gov.uk](mailto:learner.services@bury.gov.uk).

### **Can I get extra help?**

Support with English and Maths is available. Please ask for details when you attend your interview.

### **Help with paying for your course.**

You may be entitled to a reduced fee for your course if you claim a benefit. Please see the website, course guide, or ask at the centre for more details. You will be asked to produce evidence on enrolment.

### **How to enrol**

Phone: 0161 253 5772

Call into: Bury Adult Learning Centre, 18 Haymarket Street, Bury, BL9 0AQ

**Please keep your copy of this information sheet. It will be useful throughout your course.**