

## Course Information Sheet 2023/24

### Work & Wellbeing Non-accredited Course

Course title:	Intermediate Digital Skills					Code: CB407	
Tutor:	Daniel Davidson						
Day & Time:	Thursday 1pm-3pm						
Start & End Dates:			Term 2		Term 3		
					06/06/24 – 11/07/24		
Number of sessions:					6		
Venue:	BALC					Room No: 21	
Learner numbers:	Minimum				Maximum		
	7				10		
Costs:	Full Fee				Discounted Fee		
	Term 1	Term 2	Term 3		Term 1	Term 2	Term 3
		Free	Free			Free	Free

#### What will I learn on this course?

IT skills are an essential part of daily living. You will be given the opportunity to develop the digital skills that are needed in everyday life. You will learn how to:

- Use Advanced Settings on your device
- Communicate using messaging apps/services and video tools, post photos/videos on social media sites
- Create a document using Microsoft Word, amend, copy and paste, introduction to formatting
- Use Cloud/Drive to store and access documents/photos
- Stream music/videos
- Use Google maps
- Complete online forms within price comparison sites to find best deals
- Implement security measures for your smart phone and device
- Register for and access:
  - Free magazines with the libraries using RBdigital
  - eBooks/audiobooks using borrow box

#### Additional information

These courses aim to help people improve their wellbeing and gain the confidence to move into further learning and work, if appropriate. Courses offer a great starting point to develop new skills, gain confidence, improve general wellbeing or adapt to life changes.

Some courses may require a pre-course informal meeting.

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 I need to provide myself?**

Learners can bring their own device such as smart phone/tablet  
Your tutor will discuss materials further at the first class.

**Please check that the class is running before buying anything.**

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

From this course you could progress onto English, maths, IT or another course within our Work & Wellbeing programme to develop further your skills for work. Alternatively, if you wish to pursue a hobby or develop a new skill you could progress onto one of our creative courses.

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 e-mail at [learner.services@bury.gov.uk](mailto:learner.services@bury.gov.uk).

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

Support with English and Maths is available through our Skills for Life section. For more information, please contact Learner Services on 0161 253 7501.

Extra support is available for those learners who have sensory, physical or cognitive impairments, neuro-divergent or with mental health conditions. Please contact Nikki Naylor on 0161 253 7287.

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

You may be entitled to a reduced fee for your course if you claim a benefit. Please refer to the 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.**