

## Course Information Sheet 2024/25 Work & Wellbeing Non-Qualification Course

<b>Course title:</b>	<b>Intermediate Digital Skills</b>			<b>Code: CP321/322/323 /324/325/326</b>		
<b>Tutor:</b>	TBC					
<b>Day &amp; Time:</b>	Wednesday 1.00pm to 3.00pm					
<b>Start &amp; End Dates:</b>	Term 1	Term 2	Term 3			
	18/09/24 – 23/10/24 30/10/24 – 04/12/24	08/01/25 – 12/02/25 26/02/25 – 02/04/25	23/04/25 – 28/05/25 04/06/25 – 09/07/25			
<b>Number of sessions:</b>	6	6	6			
<b>Venue:</b>	Prestwich Library			<b>Room No: P02- Wilton Room</b>		
<b>Learner numbers:</b>	Minimum			Maximum		
	7			10		
<b>Costs:</b>	Full Fee			Discounted Fee		
	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3
	Free	Free	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:

- Communicate using messaging apps/services and video tools, post photos/videos on social media sites
- Implement security measures for your smart phone and device
- Use Cloud/Drive to store and access documents/photos
- Stream music/videos
- Use Google maps
- Use Advanced Settings on your device
- Use price comparison sites to find best deals (insurance/travel)
- Utilise QR Codes
- Create a document using Microsoft Word, amend, copy and paste, introduction to formatting

### 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?**

- Tablets are available for you to use during class, you can also bring and use your own smartphone/tablet.
- Pen, notepad and a ring binder.

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?**

Progression route after Intermediate Digital Skills, after discussion with your tutor:

- ✓ Introduction to ICT Entry 3

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.

### **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.**