

Course Information Sheet 2024/25
Learning for Pleasure Course

Course title:	Digital Skills for Everyday Life			Code: LPB501Y/ LPB501Z		
Tutor:	Fiona Dutton					
Day & Time:	Friday 09.45am to 12.00 noon					
Start & End Dates:	Term 2 24/01/2025 – 21/03/2025 (Off for half term – 21/2/25)			Term 3 25/04/2025 – 20/06/2025 (Off for half term - 30/5/25)		
Number of sessions:	8			8		
Venue:	Bury Adult Learning Centre				Room No: LPB501Y Room 20 (week 1) then Room 12 LPB501Z-Room 20	
Learner Numbers:	Minimum			Maximum		
	7			9		
Costs:	Full Fee			Discounted Fee		
	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3
		£147.60	£147.60		£147.60	£147.60
Cost of Consumables						

What will I learn on this course?

This course will help you develop and improve digital skills for everyday life in a relaxed and supportive environment.

During the course we will use tablets and laptops to look at some of the different programmes and apps available.

You will learn:

- *How to turn a tablet on and off*
- *How to find your way around on the screen and to access apps*
- *How to use a range of useful settings and apps*
- *How to find and download new apps*
- *How to use the internet to find information*
- *How to stay safe and legal online*

During the course we will access the internet for shopping, listening to music, watching video tutorials, maps, games and finding information.

Learning Level

This course is aimed at learners who have little or no experience of using a tablet or learners who wish to become more confident in using digital devices. The ability to be able to listen and follow instructions will help you to get the most out of this course. Some literacy skills are also required to enable basic keyboard use.

Additional information

This is a course for people who need a more supported learning environment. A pre course discussion is required to ensure that this is the right course for you.

Before you enrol on a course advice and information is available to help you decide if this is the right course for you. Contact Learner Services on 0161 253 7501 or e-mail at learner.services@bury.gov.uk. Alternatively, you can get advice and information from Bury Adult Learning Centre on 0161 253 5772.

Tutor profile

Fiona is an experienced, enthusiastic and patient tutor who has taught IT, English and Employability Skills in Foundation Learning for over 20 years. She will assist you to learn how to use digital devices for everyday use.

What will I need to provide myself?

Tablets and laptops are available for you to use during the class.

Please bring a 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?

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 .

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.

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.