

Course Information Sheet



Course Code and Name: GL0052607 Email Skills Workshop (LMW)

Venue: Dursley Library
May Lane
Dursley
Gloucestershire
GL11 4JH

Start Date: 30 October 2019
End Date: 30 October 2019
Day: Wednesday
Time: 14:00 to 16:00
Weeks: 1

Tutor: Louise Newton

Course Provider: Adult Education in Gloucestershire

Course Summary:	During this 2-hour session you will learn about different email providers, how to create an email account as well as how to send and receive emails. We will also discuss email safety and security to enable you to spot and avoid scams and viruses.
Eligibility:	Learners must be over 19 on the 1st August of the academic year they start their learning. Note: if not ordinarily resident in UK for 3 years (Please speak to a member of staff to confirm eligibility for funding).
How will the course be taught?	One off session / workshop
How will I know how well I am doing?	You will follow your own individual learning plan with progress recorded by tutors and yourself.
Prior Knowledge:	Learners need to be able to use a keyboard and mouse on a computer
What do I need to bring?	All materials needed will be provided by the tutor.
How do I join the course, or find out more?	If you are interested, please contact us by telephone 0800 542 1655 or email learn@gloucestershire.gov.uk
Cost:	Free to eligible learners
What course can I do next?	We can help you decide the best way forward for you. You could progress onto further Adult Education courses and vocational qualifications.
Information and Advice for Progression:	Advice will be given on an individual basis throughout the course. Please contact your tutor for information about suitable progression routes
Health and safety:	All of our venues undergo a health and safety audit on a regular basis. The tutor will advise on health and safety guidelines at the beginning of the course, these guidelines will be followed throughout the course.
Further information:	No information provided