

Course Information Sheet



Course Code and Name: GL0052676 Email Skills Workshop (Fastershire)

Venue: Hucclecote Library
Hucclecote Road
Gloucester
GL3 3RT

Start Date: 17 October 2019
End Date: 17 October 2019
Day: Thursday
Time: 10:00 to 12:00
Weeks: 1

Tutor: Julie King

Course Provider: Adult Education in Gloucestershire

Course Summary:	This one-off workshop, funded by Fastershire, is for people who are able to turn on a computer and use the keyboard & mouse confidently. We will be looking at different types of email accounts, setting up an account, sending basic emails, attaching documents, safety & spam.
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?	This course is delivered by a professionally qualified tutor.
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 must be able to turn on a computer and use the keyboard and mouse
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 all 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