

Course Title – Digital Skills for Online Learning

Course Code	Venue & Contact Details	
MZ394NSC	<p>Venue</p> <p>Phone</p> <p>Email</p> <p>Website</p>	<p>Meadowbank Adult Education Centre, Community Close, Cranford TW5 9QX <i>(first two lessons only on 5th and 10th May)</i></p> <p>And then Online, using Google for Education www.classroom.google.com</p> <p>020 8583 6000</p> <p>courses@hounslow.gov.uk</p> <p>www.hace.ac.uk</p>

Day	Times	Start date	End date	No of Weeks	Total Fee
Monday & Wednesday	12.30pm - 14.30am	05/05/2021 (Wednesday start)	26/05/2021	3.5	Free

About the course

This course will equip you with the technical skills required to access our online courses using the G-Suite for Education. It is a course for people with basic skills using a computer, laptop or smartphone to access the internet and join our courses.

This is mainly an online course, but the first two sessions (5th and 10th May) will be face-to-face at Meadowbank Adult Education Centre. You should bring your device that you plan to use for the course, to the first session. We will help you set it up for the course and show you how to join the course video calls. If necessary, due to social distancing requirements, you will be contacted to arrange an appointment for this, prior to the course start date.

You will learn how to access and use the Google Meet app to attend and follow live lessons; how to join and navigate your way around Google Classroom, a very popular online learning platform widely used by many educational institutions; and other practical skills to access, edit and submit assignments to Google Classroom from your desktop PC, laptop, tablet or smartphone, including photos.

By the end of the course you will be able to:

- Get online using your devices with Google Meet and access Google Classroom.
 - Use the controls in Google meet to turn on/off the microphone and the camera and type messages in the chat.
 - Open, edit and share a Google doc in Google Classroom.
 - Submit a photo of your work through Google Classroom using your device.
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What are the entry requirements?

- This course is for beginners with little or no previous knowledge of using a computer. However, to access this course basic digital skills are essential.
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What do I need to bring with me?

- This is an online course – please see the '**Devices and Digital Applications Required for Online Courses**' section below
 - You may wish to have some paper and a pen with you to take notes.
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How will my learning be assessed?

This is a non-accredited course with the intent to benefit lifelong learning. Your tutor will give you regular verbal and written feedback to support your progression. You will submit your course work and track your learning in Google Classroom. You will participate in group discussions and receive guidance.

To successfully complete the course your attendance should be a minimum of 85% and course work should be completed by the end of the course.

Devices and digital applications required for online courses

This is an interactive online course which requires access to a good internet connection and a device with a camera and microphone. We recommend that you download **Google Chrome** browser if using a laptop or PC. For tablets and smartphones, we recommend you download the **Google Meet** and **Google Classroom** apps.

We use Google Suite for Education. If you are a new learner with us, we will create an account for you. Details will be sent to your personal email so please check your inbox and spam regularly prior to course start.

Your tutor will support you, in the first session, if you need help with this.

What can I do after completing this course?

- At the end of the course your tutor will advise you on your possible next steps.
 - You can call us to find out about upcoming courses on 020 8583 6000 – do consider one of our Adult Skills courses or a Vocational course, as well as our many Community Learning courses. Check www.hace.ac.uk/courses
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What will happen if a session is cancelled due to COVID19?

During the COVID19 pandemic we aim to be flexible and to continue to deliver learning in a safe and inclusive environment, whether this is online or in a physical classroom. If you are isolating and are unable to come to class, speak to your tutor or with one of our staff members and we will do our best to find an alternative solution.

Information, advice and guidance for employment

- Call 020 8583 6174 to speak to an advisor
 - Email work@hounslow.gov.uk
 - Visit <http://www.hace.ac.uk/employment-support>
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