London Borough of Hounslow

Hounslow Adult & Community Education
Course Information Sheet

Course Title	Course Code	Day/s	Time	Start Date	End Date
Digital Skills for Employment	MZ635QA	Saturdays	9:30-11:30am	12/09/20	31/10/20

You will track your progress by accessing your online learning plan (ILP), at the start and at the end of the course. You will respond to questions and feedback in the Google Classroom.

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

- Understand how to improve collaboration and productivity in the Digital age
- Understand customer needs and online behaviours
- Understand digital technologies and how organisations can become digitally literate
- Understand how to communicate with colleagues, clients and customers in the digital age
- Apply a range of new digital skills and knowledge in the workplace

What is required to attend the course?
- A high level of enthusiasm to learn about the digital age we are living in.

Technical Requirements for our Online Courses:

- Access to internet with camera and microphone.
- You must know how to independently access Google Suite Apps - access to a Chrome Browser or Download Phone Apps to access Google Meet, Google Classroom and Google Docs.
  Link to download Chrome: https://www.google.com/chrome/

- A **hace.ac.uk** account – which will be created after enrolment if you do not have one. You will be sent the Log in Details to this NEW Gmail account the next day (initial password: Hounslow1).
- You must check your hace.ac.uk regularly and accept the invite to Join the Google Classroom a day before your class starts.

This course might be free/discounted for you please check your eligibility here:

- https://www.hace.ac.uk/courses

After this course you will be able to:

- Enrol onto another Adult Learning course.

Who can I contact for further information?

- For employment support, please visit http://www.hace.ac.uk/employment-support
- For more information please call 0208 583 6000