

COURSE DESCRIPTION 2017-2018

Course: Making the most of your Phone / Tablet	Awarding body: n/a
Tutor: Chloe Dawney	Course length: 3 weeks

Course summary/aims:	This course will teach you how to get the most from your Phone or Tablet, whether you use an Android or Apple device. Find out what apps are and what these do. Set up and use email and the internet plus learn how to download other apps such as eBay or Facebook*. Learn how to delete unwanted apps, use your camera and photographic apps and learn how to change settings.
Course objectives:	<p>Know how to change settings on your phone or tablet such as change the way your home screen looks</p> <p>Download and use a variety of apps based on your individual needs and wants</p> <p>Delete unwanted apps and understand how you can free up data space on your device</p> <p>Learn how to create folders on your Smart Phone or Tablet to store apps and pictures</p> <p>Learn how to print pictures and share these pictures with friends and family</p>
Course content:	<p>From the basics of setting up your Smart Phone or Tablet and creating you the necessary user accounts to using these apps to help you with your everyday tasks</p> <ul style="list-style-type: none"> • Email communication • Instant messaging communication • Using the Internet • Shopping online • Checking the weather • Social Media • Using your Calendar • Using your Camera and printing pictures • Videos and radio
Teaching and learning methods:	<p>Practical hands on course putting theory discussed and demonstrated by the tutor into practice.</p> <p>Tailoring specific needs to each learner depending on what they want to achieve</p>
Course level/entry requirements:	Basic level – no previous experience is necessary to enrol onto this course

How progress is checked during course:	Checked regularly during each session by the tutor who will discuss progress
Extra study or practice required at home?	Additional worksheets and handouts given to students allow for extra practice to be undertaken at home
Formal course accreditation? If yes, how is the course assessed?	None Each learner at the end of the course will receive a CLIP course completion certificate
Materials you will need to bring to the course:	Your Smart Phone or Tablet Electric charger
What can I do next?	Beginners / ICT for Improvers Intro to Social Media

Information, Advice and Guidance sessions are available on request (it is best to make an appointment).

If you feel you may need some support eg. with English, Maths or ICT, please ask.

To get in touch, please call your local CLIP Learning Centre (see below) or email info@cliplearning.com

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