

# WEA Course information sheet 2019-20



**Adult Learning  
Within Reach**

<b>Course title:</b> Beginners Digital Skills		<b>Course ID:</b> C2342448
<b>Start date:</b> 15/11/2019	<b>End date:</b> 20/12/2019	<b>Day(s)/time(s):</b> Fri 09:30
<b>Number of sessions:</b> 6	<b>Hours per session:</b> 3	<b>Tutor</b> Nutan Ramji
<b>Additional hours:</b>	<b>Online Learning Hours:</b> 0	
<b>Specific funder/partner requirements:</b>		
<b>Awarding body (if any):</b> <b>Title of qualification to be gained:</b>		<b>Level:</b> Entry 3
<b>Fee:</b> £46.20 or <b>Free</b> if you are in receipt of an income related benefit (only SFA funded) <b>Accreditation Fee</b> (if applicable):		
<b>Venue:</b> WEA, 101 Hinckley Road, Leicester, Leics, LE3 0TD		
<p><b>Theme(s):</b> The WEA has four themes it uses for planning its provision.  <b>Employability</b> – helping students to get a job or to make progress in their employment  <b>Health and Wellbeing</b> – making a positive contribution to their own or others health and wellbeing  <b>Community Engagement</b> – encouraging students to be positively involved in their communities  <b>Culture</b> – learning about diverse cultures, identities and environments</p> <p>The Theme(s) used in planning your course is/ are:</p> <p>1. <b>Employability</b>    2. <b>Health and Wellbeing</b></p>		

## Course Aim

The course aims are for the learners to gain confidence using IT, communicate with friends and family via email, increase social engagement and also the use of the Internet to search for information.

## Course Description

The course is suitable for learners who have never used a computer before. It will cover everything from how to turn on the computer, use a mouse and keyboard and how to print documents. You will also learn how to produce documents containing words and pictures. Create an email account, compose, reply and forward messages, attach and download files and also search for information using the Internet.

## Do I need any particular skills or experience?

## What will I achieve?

### By the end of the course I will be able to:

1. Confidently switch on and shut down a computer safely.
2. Use a Word Processing application where I will have the ability to enter text and format a document.
3. Understand how to use the internet to search for information.
4. Demonstrate how to use a computer to communicate via email.

5. Demonstrate how to send emails to family and friends, attach files or photos and also send e-greeting cards to friends and family during festive seasons.

**What teaching methods will be used and will there be work outside of the class?**

- The WEA tutor will use a range of different teaching and learning methods and encourage you and the group to be actively involved in your learning

**What kind of feedback can I expect from the tutor?**

- You will have opportunities to discuss your progress with your tutor

**What else do I need to know? Is there anything I need to bring?**

- Learners can bring a writing pen and pad for note taking.

**Pre-course work, reading and information sources**

- No pre reading or pre course work is required

**Possible next steps after this course (including career opportunities if appropriate)**

- Progress to another WEA course

**Learning with the WEA**

WEA courses increasingly make use of the rich variety of educational tools and material available on the internet and from digital devices. The WEA's digital learning platform, Canvas will play an increasing role in all WEA courses to provide resources or support, or to conduct lessons, enable assessment, provide learner feedback and for other activities for individuals away from the course. It is helpful, although not essential if you have access to a computer or smartphone to support your course.

You can read about your entitlements and responsibilities as a WEA student in our leaflet, Student Handbook here <http://www.wea.org.uk/learn-wea/student-support> This includes information on fees, learning support and financial support. As part of your course you accept our Learning Agreement and Privacy Notice. Full details of the Learning Agreement and privacy notice can be found on our website at <http://www.wea.org.uk/policies>. This applies to all courses you take in this academic year.

You can enrol online for some courses <http://www.wea.org.uk/learn-wea/course-search> or contact: WEA Support Services, Suite 10B Joseph's Well, Hanover Way, Leeds, West Yorkshire, LS3 1AB Tel: 0300 303 3464 Email: [courseenquiries@wea.org.uk](mailto:courseenquiries@wea.org.uk)



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