WEA Course Information Sheet 2017-18



Course ID: C2338501 Course title: Internet and Email Day(s)/time(s): Thu 13:00 **Start date:** 19/04/2018 End date: 05/07/2018 Number of sessions: 12 **Tutor** Peter Goodwin Hours per session: 2 Additional hours: **Specific funder/partner requirements:** Awarding body (if any): Level: Entry 1 Title of qualification to be gained:

Fee: £92.40 or **Free** if you are in receipt of an income related benefit (only SFA funded)

Accreditation Fee (if applicable): £.00

Venue: Vernon Community College, Vernon House, 18 Friar Lane, Nottingham, Nottinghamshire,

NG1 6DQ

Theme(s): The WEA has four themes it uses for planning its provision.

Employability – helping students to get a job or to make progress in their employment Health and Wellbeing – making a positive contribution to their own or others health and wellbeing **Community Engagement** – encouraging students to be positively involved in their communities Culture – learning about diverse cultures, identities and environments

The Theme(s) used in planning your course is/ are:

1. Employability

2. Community Engagement

Course Aim

To develop students' knowledge and skills in using the Internet for searching websites for information and sending and receiving emails.

Course Description

This course is suitable for people who want to learn the basics of Internet and learn how to send emails with and without attachments.

Do I need any particular skills or experience?

- This course is suitable for beginners and improvers

What will I achieve?

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

- 1. Using a web browser and search engine
- 2. Carrying out Google searches
- 3. Accessing websites
- 4. Send and receive emails without attachments
- 5. Send and receive emails with attachments

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?

- A range of informal activities will be used by the tutor to see what you are learning which may include quizzes, question and answer, small projects and discussion
- You will have opportunities to discuss your progress with your tutor
- A file of work will be kept which will help to record your progress

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

- It would be helpful if students bring a notebook and folder for making notes and storing handouts.

Pre-course work, reading and information sources

- The course is for students who have not used the Internet and have not sent emails before. It will assume students can use a mouse, navigate around a Windows desktop and have keyboard skills.

Possible next steps after this course including career opportunities if appropriate

- Progress to another WEA course
- This course could lead to a range of job opportunities. Follow link to National Careers Service for more details https://nationalcareersservice.direct.gov.uk/

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 a Learning Agreement. Full details of the Learning Agreement can be found on our website at http://www.wea.org.uk/about-us/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



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