

WEA Course Information Sheet 2017-18



Course title: Intermediate Computing		Course ID: C2338504
Start date: 20/04/2018	End date: 06/07/2018	Day(s)/time(s): Fri 13:00
Number of sessions: 12	Hours per session: 2	Tutor: Peter Goodwin
Additional hours:	Specific funder/partner requirements:	
Awarding body (if any): Title of qualification to be gained:		Level: Level 1
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 give students with basic computer skills the opportunity to practice those skills and learn new skills to enable students to be able to transfer the skills learned to related work outside the classroom.

Course Description
This course is aimed at people who want to learn how to organise and manage files and folders on computers. You will also learn how to send and receive emails with attachments and create simple Microsoft Word documents.

Do I need any particular skills or experience?
- This course is for improvers

What will I achieve?
By the end of the course I will be able to:
1. Create new folders and move files and folders on the computer
2. Move files and folders to and from a data stick
3. Send and receive emails with attachments
4. Create new, simple MS Word documents

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
- You may be asked to undertake additional work in your own time to support 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

- Students should satisfy themselves before attending the course that they can use a mouse and have sufficient typing 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

