# **WEA Course Information Sheet 2017-18**



Course title: Computer Skills For Work and Home		Course ID: C2338873
<b>Start date:</b> 18/04/2018	End date: 04/07/2018	<b>Day(s)/time(s):</b> Wed 16:00
Number of sessions: 11	Hours per session: 2	Tutor Kay Parker
Additional hours:	Specific funder/partner requirements:	
Awarding body (if any): Title of qualification to be gained:		Level: Level 2

**Fee:** £66.00 or **Free** if you are in receipt of an income related benefit (only SFA funded)

Accreditation Fee (if applicable): £.00

Venue: St Peters Centre, Church Side, Mansfield, Nottinghamshire, NG18 1AP

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. Community Engagement

2.

#### Course Aim

The aim of the course is to learn more about computers and improve skills.

#### **Course Description**

Improve your computing skills by using various programs from Microsoft Office 2010 in particular: word processing, spreadsheets, databases, desktop publishing, presentation, the internet and email. Open to all - beginners and improvers.

## Do I need any particular skills or experience?

- No skills or experience needed
- This course is suitable for beginners and improvers

#### What will I achieve?

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

- 1. Demonstrate increased confidence and skills in using a computer.
- 2. Improve skills and knowledge of your chosen Microsoft Office 2010 program.
- 3. Learn IT skills that will assist in moving on to volunteering or employment.
- 4. Enjoy learning in a welcoming atmosphere.

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

- Learners work through resources designed especially for your chosen IT topic. Learners work on IT subjects of their own choosing and work at their own pace.

#### 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?

- All materials will be provided
- WEA provide laptops.

# 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
- Progress to a course with another provider
- This course could lead to a range of job opportunities. Follow link to National Careers Service for more details https://nationalcareersservice.direct.gov.uk/
- Become involved with the WEA in a range of voluntary work and other activities including campaigning as a WEA member
- Become involved as a volunteer for a WEA partner or another organisation
- Access the WEA What Next? booklet here http://www.wea.org.uk/learn-wea/what-can-i-do-next

You can read about your entitlements and responsibilities as a WEA student in our leaflet, Student Handbook here <a href="http://www.wea.org.uk/learn-wea/student-support">http://www.wea.org.uk/learn-wea/student-support</a> 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 <a href="http://www.wea.org.uk/about-us/policies">http://www.wea.org.uk/about-us/policies</a>. This applies to all courses you take in this academic year.

You can enrol online for some courses <a href="http://www.wea.org.uk/learn-wea/course-search">http://www.wea.org.uk/learn-wea/course-search</a> 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



The Workers' Educational Association (WEA) is a charity registered in England and Wales (number 1112775) and in Scotland (number SC039239) and a company limited by guarantee registered in England and Wales (number 2806910). Registered Office: Workers' Educational Association,

4 Luke Street, London, EC2A 4XW