

WEA Course Information Sheet 2017-18



Course title: Improve your Computer Skills		Course ID: C2338877
Start date: 17/04/2018	End date: 03/07/2018	Day(s)/time(s): Tue 09:30
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: Warsop Town Hall, 20 Church Street, Warsop, Mansfield, Notts, NG20 0AL		
<p>Theme(s): The WEA has four themes it uses for planning its provision.</p> <p>Employability – helping students to get a job or to make progress in their employment</p> <p>Health and Wellbeing – making a positive contribution to their own or others health and wellbeing</p> <p>Community Engagement – encouraging students to be positively involved in their communities</p> <p>Culture – learning about diverse cultures, identities and environments</p> <p>The Theme(s) used in planning your course is/ are:</p> <ol style="list-style-type: none"> 1. Community Engagement 2. 		

<p>Course Aim</p> <p>The aim of the course is to learn more about computers and improve skills whether you are a beginner or an improver.</p>
<p>Course Description</p> <p>Improve your computing skills by using various programs from Microsoft Office 2010: word processing, spreadsheets, databases, desktop publishing, presentation, internet and email. Open to all - beginners and improvers.</p>
<p>Do I need any particular skills or experience?</p> <ul style="list-style-type: none"> - No skills or experience needed - This course is suitable for beginners and improvers
<p>What will I achieve?</p> <p>By the end of the course I will be able to:</p> <ol style="list-style-type: none"> 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.
<p>What teaching methods will be used and will there be work outside of the class?</p> <ul style="list-style-type: none"> - Learners work through resources designed especially for their chosen IT topic.

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

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 <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

