

WEA Course Information Sheet 2017-18



Course title: Computer Skills for Work and Home		Course ID: C2339059
Start date: 17/04/2018	End date: 10/07/2018	Day(s)/time(s): Tue 13:00
Number of sessions: 11	Hours per session: 2	Tutor: Richard Jones
Additional hours:	Specific funder/partner requirements:	
Awarding body (if any): Title of qualification to be gained:		Level: Level 1
Fee: £66.00 or Free if you are in receipt of an income related benefit (only SFA funded) Accreditation Fee (if applicable):		
Venue: Trinity Centre, 1 Diamond Avenue, Kirkby-in-Ashfield, Nottingham, NG17 7GN		
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
This course aims to improve learners' use of office programs, the Internet/email and digital imaging

Course Description
The course is run as a workshop with students bringing their own interests and challenges to the class which may occasionally be shared with like-minded students

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. Create, format and save a Word document
2. Create an Excel spreadsheet, enter data, format and save the spreadsheet
3. Access the Internet, search for and save required information
4. Create and use an email account
5. Manipulate digital images

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
- You will be encouraged to share your work with the group and discuss your learning
- You will be encouraged to consider other students work and give your opinions and suggestions
- A file of work will be kept which will help to record your progress
- There will be a number of tasks appropriate to your course such as written work, creating art or craft, video, photography or small projects. Some of these may be marked to help you progress

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

- A selection of materials and basic equipment will be provided but you are welcome to bring additional materials with you

Pre-course work, reading and information sources

- No pre reading is required but research on the subject on the internet or in the library may be helpful

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
- You could progress to Higher Education courses. Follow link to the PEARL website for information <http://pearl.open.ac.uk/>
- 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

