

WEA Course Information Sheet 2017-18



Course title: Computers for All		Course ID: C3672773
Start date: 18/04/2018	End date: 20/06/2018	Day(s)/time(s): Wed 13:00
Number of sessions: 8	Hours per session: 2	Tutor: Catherine Ross
Additional hours:	Specific funder/partner requirements:	
Awarding body (if any): Title of qualification to be gained:		Level: Level 1
Fee: £56.00 or Free if you are in receipt of an income related benefit (only SFA funded) Accreditation Fee (if applicable):		
Venue: Clare House, 31 Wells Street, SCUNTHORPE, North Lincolnshire, DN15 6HL		
<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. Employability 2. 		

Course Aim

To give beginners the skills to use a computer. Existing students will be given the opportunity to further their skills using a variety of Microsoft applications. The course is flexible and can be adapted to suit students' individual needs.

Course Description

The course is designed to let a student develop their computer skills in a subject of their own choice whether it is in Word, Excel, Access, Desktop Publishing or PowerPoint at a level that best suits their own needs, so a complete beginner can join or someone just wanting to brush up their skills.

The course also covers learning more about the new Windows 10 operating system where there is plenty of guidance and support available to get you on your learning journey. So come and join this friendly group.

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. Turn on and log in to a computer system with a username and password
2. Locate own software to start work
3. Change text formatting such as font, size and colour

4. Add clipart and page borders to make it more attractive
5. Save and shutdown correctly

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

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

- All materials will be provided
- 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 or pre course work is required

Possible next steps after this course including career opportunities if appropriate

- Progress to another WEA course
- 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

