

4. Social Media - Twitter & Pinterest. Explore the benefits of using at least one of these on a daily basis to keep pace of both news and social activities. View and upload to the course Padlet blog and news page will increase these skills.

5. Word Processing & File Management - create evidence documents for weekly tasks and exercises to display on Padlet board. Create rudimentary filing system with folders and sub-folders or organise your work.

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
- A file of work will be kept which will help to record your progress
- A Padlet board will be set up for the course to both share resources and record progress of students by means of file uploads.

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

- Some handouts will be given but a notebook and pen would be useful.

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

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

