



2. Use a mouse and keyboard on a computer, use a touch screen on a smart phone or tablet.
3. Understand the importance of communicating securely, set up an email account, communicate with others digitally using email and other messaging apps.
4. Use word processing applications to create and format documents.
5. Set up online accounts with retailers to order and pay for goods online such as through Amazon or eBay.

**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?**

- 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?**

- It would be helpful if you had access to the internet (Mobile phone, tablet or computer at home or through a library etc.)

**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

**Learning with the WEA**

WEA courses increasingly make use of the rich variety of educational tools and material available on the internet and from digital devices. The WEA's digital learning platform, Canvas will play an increasing role in all WEA courses to provide resources or support, or to conduct lessons, enable assessment, provide learner feedback and for other activities for individuals away from the course. It is helpful, although not essential if you have access to a computer or smartphone to support your 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 our Learning Agreement and Privacy Notice. Full details of the Learning Agreement and privacy notice can be found on our website at <http://www.wea.org.uk/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](mailto:courseenquiries@wea.org.uk)



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