

# WEA Course information sheet 2019-20



<b>Course title:</b> Computer Skills for Work - Pathway		<b>Course ID:</b> C2342199
<b>Start date:</b> 06/11/2019	<b>End date:</b> 04/12/2019	<b>Day(s)/time(s):</b> Wed 18:30
<b>Number of sessions:</b> 5	<b>Hours per session:</b> 2	<b>Tutor</b> Marcia Pax Romana
<b>Additional hours:</b>	<b>Online Learning Hours:</b> 0	
<b>Specific funder/partner requirements:</b>		
<b>Awarding body (if any):</b> <b>Title of qualification to be gained:</b>		<b>Level:</b> Entry 3
<b>Fee:</b> £38.50 or <b>Free</b> if you are in receipt of an income related benefit (only SFA funded) <b>Accreditation Fee</b> (if applicable):		
<b>Venue:</b> Somali Community Parents Association (SOCOPA), 19 Brunswick Street, Leicester, LE1 2LP		
<b>Theme(s):</b> The WEA has four themes it uses for planning its provision. <b>Employability</b> – helping students to get a job or to make progress in their employment <b>Health and Wellbeing</b> – making a positive contribution to their own or others health and wellbeing <b>Community Engagement</b> – encouraging students to be positively involved in their communities <b>Culture</b> – learning about diverse cultures, identities and environments		
The Theme(s) used in planning your course is/ are:		
1. <b>Employability</b> 2. <b>Community Engagement</b>		

## Course Aim

Get to grips with basic computer skills, learn how to save, file and attach documents, search the internet and feel confident using a computer, mobile phone or tablet

## Course Description

This course provides a good grounding in the everyday uses of computers and the internet in a relaxed and friendly environment. The course will cover using email (including attachments), finding information on the internet, saving and filing documents on Windows computers and Apple and Android devices.

The students will gain the knowledge and confidence to perform everyday tasks independently.

Every student is catered for individually and equipment and materials are provided

## Do I need any particular skills or experience?

## What will I achieve?

**By the end of the course I will be able to:**

1. Use the mouse and keyboard with confidence

2. Use the internet to search for information
3. Send, receive, reply and add attachments to emails
4. Save and retrieve documents

**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
- Feedback will be provided verbally by the tutor to individual students in a timely and appropriate fashion

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

- All materials will be provided
- Students are encouraged to bring their own devices if they would like to. If a windows device is being used, only Windows 7/8/10 are supported

**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/>

**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)



Education & Skills  
Funding Agency



European Union  
European Social Fund

The Workers' Educational Association (WEA) is a charity registered in England and Wales (number 1112775) and in Scotland (number SC039239) and a company limited by guarantee registered in England and Wales (number 2806910). Registered Office: Workers' Educational Association, 4 Luke Street, London, EC2A 4XW