

Course title: Moving on ICT Level 1		Course ID: C3843626
Start date: 21/04/2020	End date: 23/06/2020	Day(s)/time(s): Tue 12:30
Number of sessions: 9	Hours per session: 2	Tutor Lisa Richards
Additional hours:	Online Learning Hours: 3	
Specific funder/partner requirements:		
Awarding body (if any):		Level: Level 1
Title of qualification to be gained:		
Fee: £73.50 or Free if you are in receipt of an income related benefit (only SFA funded)		
Accreditation Fee (if applicable):		
Venue: Deelish Community Centre, Hare Street, Deelish, ROCHDALE, Lancs., OL11 1JT		
<p>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</p> <p>The Theme(s) used in planning your course is/ are:</p> <ol style="list-style-type: none"> 1. Employability 2. 		

Course Aim

Develop your computer skills further to enable you to use a range of programs safely and effectively to help prepare you for the world of work. Feel confident in your daily use of a computer.

Course Description

This course continues with the practical and everyday use of computers and covers topics such as editing and formatting information, including the use of graphics and other digital content, keeping safe on the internet and setting up an email account to send and receive emails. Our courses are friendly and help you to develop at your own pace whilst becoming a confident user.

Do I need any particular skills or experience?

What will I achieve?

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

1. Select information from a variety of ICT sources for a straightforward task - recognize copyright when selecting and using information.
2. Receive, read and send electronic messages with attachments securely - state how to identify fraudulent links.
3. Create engaging documents using images, tables, and other formatting features.

and respect others when using web-based communication.

4. Create and use functions & formulae on an excel spreadsheet - create graphs and charts.

5. Use a presentation software program to create a slideshow with text and images - including the use of transitions and animations.

What teaching methods will be used and will there be work outside of the class?

- Most of your learning will take place in your class, but one or two sessions will be online using WEA's digital learning platform, Canvas, working by yourself or engaging with other students. If you want to understand more about our digital learning platform please visit: <http://bit.ly/WEAonline>
- 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?

- You will be able to keep a record of your progress and achievement using photos, audio, text or documents uploaded into the WEA's digital learning platform, WEA Canvas.
- 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

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

- You will also need access to the internet outside of your sessions. You could do this using a smart phone, tablet, laptop or a desktop computer (at home or through a library etc.).
- You will need a personal email address to join the WEA's digital learning platform, Canvas so that you can receive resources, record your progress and achievement and to work with others and share ideas. If you want to understand more about our digital learning platform please visit: <http://bit.ly/WEAonline>
- 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

- You will have access to course resources and links to wider learning through the WEA's digital learning platform, Canvas: <http://bit.ly/WEAonline>
- 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
- Become involved with the WEA in a range of voluntary work and other activities including campaigning as a WEA member
- Access the WEA What Next? booklet here <http://www.wea.org.uk/learn-wea/what-can-i-do-next>

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



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