

WEA Course information sheet 2019-20



Course title: IT for beginners		Course ID: C3745018
Start date: 14/11/2019	End date: 12/12/2019	Day(s)/time(s): Thu 10:00
Number of sessions: 5	Hours per session: 2	Tutor Catherine Gibson
Additional hours:	Online Learning Hours: 0	
Specific funder/partner requirements: In Partnership with East Surrey College for RBBC		
Awarding body (if any): Title of qualification to be gained:		Level: Level 1
Fee: £35.00 or Free if you are in receipt of an income related benefit (only SFA funded) Accreditation Fee (if applicable):		
Venue: Reigate Town Hall, Town Hall, Castlefield Road, Reigate, Surrey, RH2 0SH		
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		
The Theme(s) used in planning your course is/ are:		
1. Employability 2.		

Course Aim
A basic computer skills course for beginners to help with everyday life. Suitable for ESL students.

Course Description
On this course you will learn how to use Microsoft applications for the basics of everyday life, send an email, write a formal letter and create a poster. You will also practice how to use the internet to find information and help you learn more.

Do I need any particular skills or experience?

What will I achieve?
By the end of the course I will be able to:

1. Send and receive emails
2. Use basic functions in Microsoft Word.
3. Gather information from the internet
4. Print and save work
5. Enter information into Microsoft Excel

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

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
- You will be encouraged to share your work with the group and discuss your learning
- 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?

- Nothing else is needed
- All materials will be provided
- 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
- Become involved as a volunteer for a WEA partner or another organisation

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



Education & Skills
Funding Agency



European Union
European Social Fund

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