

WEA Course information sheet 2019-20



**Adult Learning
Within Reach**

Course title: Computers made Easy - Beginners Part 2		Course ID: C2342676
Start date: 14/01/2020	End date: 17/03/2020	Day(s)/time(s): Tue 12:15
Number of sessions: 9	Hours per session: 2	Tutor Chantal Ngounou
Additional hours:	Online Learning Hours: 0	
Specific funder/partner requirements:		
Awarding body (if any): Title of qualification to be gained:		Level: Entry 1
Fee: £72.00 or Free if you are in receipt of an income related benefit (only SFA funded) Accreditation Fee (if applicable):		
Venue: WEA, 101 Hinckley Road, Leicester, Leics, LE3 0TD		
<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

The aim of the course is to prepare students with basic computer skills and build up their confidence in using a computer.

Course Description

The course consists of an introduction to the basic vocabulary and terminology related to computers and word processing. Microsoft Word, the Internet, web search and email. Students will also use a range of different computer software and programs. An attempt will be made to support all students' individual needs.

Do I need any particular skills or experience?

What will I achieve?

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

1. Understand the basic vocabulary and terminology related to computers and word processing.
2.
Demonstrate how to use Microsoft Word to create, save and format documents.

3. Demonstrate how to use the internet to search for information.

4.

Gain an understanding of how to begin to use emails.

5. Have increased my own confidence and skills in using computer technology.

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?

- Nothing else is needed
- All materials will be provided

Pre-course work, reading and information sources

- No pre reading or pre course work is required
- 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

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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