

Course title: Beginners Digital Skills		Course ID: C2342908
Start date: 22/04/2020	End date: 01/07/2020	Day(s)/time(s): Wed 13:00
Number of sessions: 10	Hours per session: 2	Tutor Nutan Ramji
Additional hours:	Online Learning Hours: 0	
Specific funder/partner requirements:		
Awarding body (if any): Title of qualification to be gained:		Level: Level 1
Fee: £80.00 or Free if you are in receipt of an income related benefit (only SFA funded) Accreditation Fee (if applicable):		
Venue: Thurnby Lodge Youth and Community Centre, 100 Thurncourt Road, Leicester, Leics, LE5 2NG		
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
If you are a beginner and need help getting started on a computer, or need to improve your current skills, explore our Beginners Digital Skills courses to get you started on your journey.

Course Description
This is a non-accredited course which is a practical and flexible way of improving your IT skills using devices and handling information. You will create and edit documents, create an email account, compose, reply and forward messages, attach and download files and learn how to buy securely online. At the end of the course learners will gain confidence in their IT skills, communicate with friends and family via email as well as shop online.

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 how to turn on a device and use the available controls.
2. Understand how to 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 to communicate with others digitally.

4. Gain an understanding of how to use word processing applications to create and format documents.
5. Set up online accounts with retailers to order and pay for goods online using sites such as 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?**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

