

WEA Course information sheet 2019-20



**Adult Learning
Within Reach**

Course title: Computer skills for work Moving on L2 - Pathways		Course ID: C3843833
Start date: 22/11/2019	End date: 17/01/2020	Day(s)/time(s): Fri 12:30
Number of sessions: 7	Hours per session: 2	Tutor Mark Howarth
Additional hours:	Online Learning Hours: 0	
Specific funder/partner requirements:		
Awarding body (if any): Title of qualification to be gained:		Level: Level 2
Fee: £3.50 or Free if you are in receipt of an income related benefit (only SFA funded) Accreditation Fee (if applicable): £.00		
Venue: Kensington Community Learning Centre, 291-299 Kensington, Liverpool, Merseyside, L7 2RG		
<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"> Employability 		

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 is for computer users who would like to gain more in-depth ICT knowledge and develop their existing skills further. 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.

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:

- Use the mouse and keyboard with confidence
- Use the internet to search for information
- 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
- 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?

- 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 or pre course work is required

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/>

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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