

# WEA Course information sheet 2019-20



<b>Course title:</b> Advanced Computers		<b>Course ID:</b> C3843846
<b>Start date:</b> 26/11/2019	<b>End date:</b> 04/02/2020	<b>Day(s)/time(s):</b> Tue 12:30
<b>Number of sessions:</b> 9	<b>Hours per session:</b> 2.5	<b>Tutor:</b> Yvonne Gerrard
<b>Additional hours:</b>	<b>Online Learning Hours:</b> 0	
<b>Specific funder/partner requirements:</b> This course is only available for those residing in a Greater Manchester Combined Authority postcode area.		
<b>Awarding body (if any):</b> <b>Title of qualification to be gained:</b>		<b>Level:</b> Level 2
<b>Fee:</b> £78.75 or <b>Free</b> if you are in receipt of an income related benefit (only SFA funded) <b>Accreditation Fee (if applicable):</b>		
<b>Venue:</b> Higher Folds Community Centre, Stirling Close, Leigh, Greater Manchester, WN7 2UB		
<b>Theme(s):</b> The WEA has four themes it uses for planning its provision. <b>Employability</b> – helping students to get a job or to make progress in their employment <b>Health and Wellbeing</b> – making a positive contribution to their own or others health and wellbeing <b>Community Engagement</b> – encouraging students to be positively involved in their communities <b>Culture</b> – learning about diverse cultures, identities and environments		
The Theme(s) used in planning your course is/ are:		
1. <b>Employability</b> 2. <b>Community Engagement</b>		

<b>Course Aim</b> To expand knowledge and skills in some applications of MS Word, Excel, PowerPoint and the Internet to build confidence to use these skills independently.
<b>Course Description</b> This course is suitable for students who have some knowledge/experience of using a computer or have completed an intermediate computer course. You will learn how to use more advanced formatting features in MS Word, Excel and PowerPoint; produce tables, letters and labels in MS Word using mail merge; perform calculations and design an Excel spreadsheet; organise and research information using the internet and design a PowerPoint presentation. Although there is no examination, your work will be assessed throughout the course with verbal and written feedback and you will receive a certificate upon successful completion of the course.
<b>Do I need any particular skills or experience?</b>
<b>What will I achieve?</b> <b>By the end of the course I will be able to:</b> 1. Develop my word processing skills by editing and formatting a document in MS Word using advanced formatting features including WordArt, symbols, borders and shading by week 3. 2. Organise and research information using the internet to produce a document of my own design

to demonstrate my computer skills by the end of week 4.

3. Produce a letter in MS Word by inserting tabs, changing the line spacing and using spell check to demonstrate my word processing skills by the end of week 6.

4. Perform calculations by using formulae in an Excel spreadsheet to analyse and present numerical data to demonstrate my computer skills by week 7.

5. Design a PowerPoint presentation using text boxes, formatting features, transitions and animations to demonstrate my computer skills by week 8.

### **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
- 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?**

- 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
- You will be encouraged to consider other students work and give your opinions and suggestions
- 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?**

- A selection of materials and basic equipment will be provided but you are welcome to bring additional materials with you
- 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
- 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/>
- Become involved with the WEA in a range of voluntary work and other activities including campaigning as a WEA member
- Become involved as a volunteer for a WEA partner or another organisation
- You could progress to Higher Education courses. Follow link to the PEARL website for information <http://pearl.open.ac.uk/>
- 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](mailto:courseenquiries@wea.org.uk)



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