

Course title: Computer Skills for Work		Course ID: C3677264
Start date: 16/01/2020	End date: 12/03/2020	Day(s)/time(s): Thu 12:30
Number of sessions: 8	Hours per session: 2	Tutor Zakeria Bibi
Additional hours:	Online Learning Hours: 0	
Specific funder/partner requirements: This course is held at centre for women only.		
Awarding body (if any):		Level: Entry 1
Title of qualification to be gained:		
Fee: £60.80 or Free if you are in receipt of an income related benefit (only SFA funded)		
Accreditation Fee (if applicable):		
Venue: Millan Centre, Victor Street, Bradford, West Yorkshire, BD9 4RA		
<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> <p>1. Employability 2.</p>		

<p>Course Aim</p> <p>Learn how to get to grips with basic IT skills, how to save, file and attach documents, search the internet and feel confident in using a computer.</p>
<p>Course Description</p> <p>This course provides a good starting point in the everyday uses of computers and the internet in a relaxed and friendly environment. The course will cover using email (including attachments), finding information on the internet, saving and filing documents and producing a word document. We will also cover how to stay safe.</p>
<p>Do I need any particular skills or experience?</p>
<p>What will I achieve?</p> <p>By the end of the course I will be able to:</p> <ol style="list-style-type: none"> 1. Use the touchpad and keyboard confidently. 2. Search for information on the internet. 3. Send, receive, reply and add attachments to emails. 4. Send and receive documents. 5. Produce a word document, such as a letter, C.V. or personal statement.

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

Possible next steps after this course (including career opportunities if appropriate)

- Progress to another WEA course
- Progress to a course with another provider
- 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

