

WEA Course information sheet 2019-20



Course title: The Monday IT Club		Course ID: C2227425
Start date: 01/06/2020	End date: 27/07/2020	Day(s)/time(s): Mon 09:00
Number of sessions: 9	Hours per session: 2	Tutor Christopher George
Additional hours:	Online Learning Hours: 0	
Specific funder/partner requirements:		
Awarding body (if any): Title of qualification to be gained:		Level: Entry 3
Fee: £.00 or Free if you are in receipt of an income related benefit (only SFA funded) Accreditation Fee (if applicable):		
Venue: Online Learning, Online, ZZ99 9ZZ		
<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

To extend basic PC skills and build confidence both individually and as a group. In addition to office software and digital imaging, learn about online shopping and online security.

Course Description

A computing course to solve the jargon and conundrums we all face when trying to find our way around a computer. Learn everything from switching on to all you need to know about Blogs and Social Media!

Do I need any particular skills or experience?

What will I achieve?

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

- Exploring Google - learn the benefits of your account using Gmail, Google Drive and Photos. Create an Google account and learn how to send emails using attachments from your Gmail address.
- Word Processing - create new documents using Google Docs and experience text entry, inserting images and graphics, including text flow. Learn about typography and how to create an eye-catching layout. Create a letter and incorporate elements inc images and bullet points.
- Spreadsheets - create new documents using Google Sheets. Enter data into a table and perform basic calculations. Amend an existing spreadsheet and learn to filter data and display results using

graphs.

4. Presentations - create a slideshow using Google Slides. Display images both supplied by your tutor and sourced from copyright-free image websites - and add titles and transitions.

5. File Management - Create a rudimentary filing system with folders and sub-folders. Learn how to share folders and documents using your Google account.

What teaching methods will be used and will there be work outside of the class?

- The WEA's digital learning platform, Canvas will be used to provide resources or to support lessons, enable assessment, provide learner feedback and for other activities for individuals away from the course. If you want to understand more about our digital learning platform please visit: <http://bit.ly/WEAonline>

- Most of your learning will take place in your class, but one or two sessions will be online using WEA's digital learning platform, Canvas, working by yourself or engaging with other students. If you want to understand more about our digital learning platform please visit: <http://bit.ly/WEAonline>

- 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 be able to keep a record of your progress and achievement using photos, audio, text or documents uploaded into the WEA's digital learning platform, WEA Canvas.

- Your tutor will provide written, text and audio feedback recorded in WEA Canvas, WEA's digital learning platform.

- You will be able to keep a digital portfolio of your work on WEA's digital learning platform, Canvas.

- 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

- 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?

- What you need: You will need an internet connection, speakers, a microphone and a webcam so that you can use our video learning platform, Zoom. If you'd like to understand more Zoom please visit: <http://bit.ly/ZoomSpec>

- You will also need access to the internet outside of your sessions. You could do this using a smart phone, tablet, laptop or a desktop computer (at home or through a library etc.).

- You will need a personal email address to join the WEA's digital learning platform, Canvas so that you can receive resources, record your progress and achievement and to work with others and share ideas. If you want to understand more about our digital learning platform please visit:

<http://bit.ly/WEAonline>

- Digital resources will be available but a notebook and pen would be useful.

Pre-course work, reading and information sources

- You will have access to course resources and links to wider learning through the WEA's digital learning platform, Canvas: <http://bit.ly/WEAonline>

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

- Progress to another WEA course
- 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



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Funding Agency



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