

# WEA Course information sheet 2020-21



<b>Course title:</b> Introduction to Digital Skills		<b>Course ID:</b> C2343916
<b>Start date:</b> 02/10/2020	<b>End date:</b> 13/11/2020	<b>Day(s)/time(s):</b> Fri 09:00
<b>Number of sessions:</b> 7	<b>Hours per session:</b> 2	<b>Tutor</b> Kay Parker
<b>Additional hours:</b>	<b>Online Learning Hours:</b> 0	
<b>Specific funder/partner requirements:</b>		
<b>Awarding body (if any):</b> <b>Title of qualification to be gained:</b>		<b>Level:</b> Level 1
<b>Fee:</b> £44.80 or <b>Free</b> if you are in receipt of an income related benefit (only SFA funded) <b>Accreditation Fee</b> (if applicable): £.00		
<b>Venue:</b> Online Learning, Online, ZZ99 9ZZ		
<p><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</p> <p>The Theme(s) used in planning your course is/ are:</p> <p>1. <b>Community Engagement</b>                                      2. <b>Employability</b></p>		

<p><b>Course Aim</b></p> <p>This is a course suitable for beginners who wish to gain confidence and skills in using a computer.</p>
<p><b>Course Description</b></p> <p>The course is suitable for learners who are new to using a computer and want to build up their confidence. If you are a beginner and need help getting started on a computer, or need to improve your current basic computing skills then our Digital Skills course will get you started on your journey. This is a non-accredited course and a practical and flexible way of improving your ICT skills using Office 2010.</p>
<p><b>Do I need any particular skills or experience?</b></p>
<p><b>What will I achieve?</b></p> <p><b>By the end of the course I will be able to:</b></p> <ol style="list-style-type: none"> <li>1. Use a word processing application to create and edit a document, save it in a folder and identify and solve any simple technical problems.</li> <li>2. Compose an email to a friend, family or an organisation (the Job Centre, your local council or MP) and add an attachment such as a document, letter, photo or CV etc.</li> <li>3. Choose a search engine to source different types of information on the internet, i.e., job searches, travel information, using digital maps, supermarket opening hours, hand washing advice, checking the news/weather, finding a favourite recipe etc.</li> </ol>

4. Complete and submit online forms securely and demonstrate how to buy an item or service online.
5. Explain how to stay cyber safe, protect your computer from viruses, recognise online scams or fraud and know who to report concerns online content.

**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>

**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?**

- 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 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>
- 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
- 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 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 most 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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