

WEA Course information sheet 2020-21



**Adult Learning
Within Reach**

Course title: Computer Skills For Work - Beginners		Course ID: C3746167
Start date: 12/02/2021	End date: 26/03/2021	Day(s)/time(s): Fri 10:00
Number of sessions: 7	Hours per session: 1.5	Tutor Sally Easthope
Additional hours:	Online Learning Hours: 0	
Specific funder/partner requirements:		
Awarding body (if any): Title of qualification to be gained:		Level: Level 1
Fee: £33.60 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 Community Engagement 		

Course Aim

To develop your confidence and to feel more capable in your ability to use Word and Excel in a work environment.

Course Description

This beginners course is designed to help build confidence in your ability to use the fundamentals of Word and Excel.

Developing key skills and independence in using the software; whilst thinking about returning to the work place.

The first session will be a short 1:1 zoom with the tutor to make sure your machine set up and software is ok and

your camera works, 10-15mins, so that in the first lesson proper everything can start without any issues. You will be contacted with a time slot.

Do I need any particular skills or experience?

What will I achieve?

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

1. Get to grips with using Microsoft Office 365.
2. Enter and format text and data into Word and Excel. Appreciate layout options, margins, headers & footers, page numbering, alignment, print options etc.

3. Use cut, copy and paste and learn how to create and modify tables in Word.
4. Create basic formulae in Excel and learn about some of its functions.
5. Sort and filter data in Excel spreadsheets to become produce meaningful information and create a simple graph.

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>
- 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

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>
- Learners must have a sound grasp of opening software, saving, using File Explorer and attaching files to emails and know their way around the keyboard

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
- 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 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



Education & Skills
Funding Agency



European Union
European Social Fund

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