

WEA Course information sheet 2020-21



**Adult Learning
Within Reach**

Course title: Basic Computer Skills		Course ID: C2344653
Start date: 08/06/2021	End date: 06/07/2021	Day(s)/time(s): Tue 09:45
Number of sessions: 5	Hours per session: 2	Tutor Chantal Ngounou
Additional hours:	Online Learning Hours: 0	
Specific funder/partner requirements:		
Awarding body (if any): Title of qualification to be gained:		Level: Entry 3
Fee: £32.00 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

The aim of the course is to increase students knowledge of basic computer skills and also build up their confidence in using a computer.

Course Description

The course consists of an introduction to the basic vocabulary and terminology related to computers and Microsoft packages like Word. Students will also use a range of different computer software and programs. An attempt will be made to support students' individual needs.

Do I need any particular skills or experience?

What will I achieve?

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

- Understand and use the basic vocabulary and terminology related to computers.
- Understand how to use Microsoft Word to create, save and format documents.
- Independently search the internet for information.
- Demonstrate new found skills in computer technology and also increased confidence in using these skills in both work and life.

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?

- 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?

- Nothing else is needed

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

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

