

# WEA Course information sheet 2020-21

<b>Course title:</b> Basic Computer Skills for the Workplace and Home		<b>Course ID:</b> C2526549
<b>Start date:</b> 15/04/2021	<b>End date:</b> 20/05/2021	<b>Day(s)/time(s):</b> Thu 13:00
<b>Number of sessions:</b> 6	<b>Hours per session:</b> 2	<b>Tutor</b> Kate Scott
<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> £38.40 or <b>Free</b> if you are in receipt of an income related benefit (only SFA funded) <b>Accreditation Fee</b> (if applicable):		
<b>Venue:</b> Online Learning, Online, ZZ99 9ZZ		
<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  The Theme(s) used in planning your course is/ are: 1. <b>Employability</b> 2. <b>Culture Education</b>		

<p><b>Course Aim</b></p> <p>To learn basic skills of computers for work or personal use. To be able to type and present basic documents in word, spreadsheet or email and use the internet to find information</p>
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<p><b>Course Description</b></p> <p>An online course to learn basic skills on the computer to help with basic creations of word documents, spreadsheets and emails with basic internet search skills to find specific information.</p>
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<p><b>Do I need any particular skills or experience?</b></p>
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<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. Using basic features and editing tools in word</li><li>2. Using basic features and editing tools within emails</li><li>3. Using the interent to find specific information</li></ol>
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<p><b>What teaching methods will be used and will there be work outside of the class?</b></p> <p>- 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</p>
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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 will be expected to carry out a range of activities in your own time

### **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.
- 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

### **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>

### **Pre-course work, reading and information sources**

- Pre-course reading is required: resources will be made available to you using the WEA's digital learning platform, Canvas: <http://bit.ly/WEAonline>
- 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/>
- Become involved with the WEA in a range of voluntary work and other activities including campaigning as a WEA member
- Become involved as a volunteer for a WEA partner or another organisation
- You could progress to Higher Education courses. Follow link to the PEARL website for information <http://pearl.open.ac.uk/>
- 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 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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Funding Agency



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