

# Welcome to the WEA

Our courses are FREE if on income related benefits and you will be taught by a tutor who will give you support with your learning

At the WEA, we believe all adults should have access to the opportunities of education, right on their doorstep. With 2,000+ dedicated tutors, 3,000+ active volunteers and supportive members, we spread our impact nationwide.

Together, we believe in access to adult learning for all. And, we believe adult learning counts towards a better, fairer society for all.

## Find out more

For further information about the WEA or courses that we offer:

T. 0300 303 3464  
E. [supportservices@wea.org.uk](mailto:supportservices@wea.org.uk)  
W. [wea.org.uk](http://wea.org.uk)

# There's a WEA course for you

## Employability: Digital Skills

**WEA** Adult Learning  
Within Reach



## Photography with Mobile Devices

Where: Zoom Online

[More info and enrol here](#)

When: 15/09/2020 – 20/10/2020 Tuesday  
How long: 6 sessions for 1.5 hrs per session  
Ref: C3745645

Time: 12:30pm – 2:00pm

Cost: £28.80 (FREE if on income related benefits)

We will learn how to maximise and understand the importance of light in photography and the major elements of exposure, and how to avoid making general mistakes and the common pitfalls.

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## Develop Social Media Skills – Pathways

Where: Zoom Online

[More info and enrol here](#)

When: 15/09/2020 – 13/10/2020 Tuesday  
How long: 5 sessions for 2 hrs per session  
Ref: C2421759

Time: 9:30am – 11:30am

Cost: £32.00 (FREE if on income related benefits) Social media has become an important tool when job searching. Most jobs come through networking and not by applying on job boards or aimlessly sending out CVs. Social media tools make networking easier and much more powerful due to their interactive nature.

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## Computer skills for work – Pathways

Where: Zoom Online

[More info and enrol here](#)

When: 17/09/2020 – 15/10/2020 Thursday  
How long: 5 session for 2 hrs per session  
Ref: C2421783

Time: 12:30pm – 2:30pm

Cost: £32.00 (FREE if on income related benefits)

This course provides a good grounding in the everyday uses of computers and the internet in a relaxed and friendly environment. The course will cover using email (including attachments), finding information on the internet, saving and filing documents on Windows computers and Apple and Android devices.

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## Introduction to Word

Where: Zoom Online

[More info and enrol here](#)

When: 17/09/2020 – 22/10/2020 Thursday  
How long: 6 session for 1.5 hrs  
Ref: C3745867

Time: 9:30am – 11:00am

Cost: £28.80 (FREE if on income related benefits)

Based over 6 weeks this course will provide an introduction to using Microsoft Word, enabling students to create a variety of documents.

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## Introduction to Excel

Where: Zoom Online

[More info and enrol here](#)

When: 17/09/2020 – 22/10/2020 Thursday  
How long: 6 session for 1.5 hrs  
Ref: C3745900

Time: 4:30pm – 6:00pm

Cost: £28.80 (FREE if on income related benefits)

Based over 6 weeks, this course will provide students with the opportunity to create spreadsheets, learn to use a variety of different formulas (addition, multiplication and division) as well as creating charts.

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## Introduction to PowerPoint

Where: Zoom Online

[More info and enrol here](#)

When: 18/09/2020 – 23/10/2020 Friday  
How long: 6 session for 1.5 hrs  
Ref: C3745871

Time: 12:00pm – 1:30pm

Cost: £28.80 (FREE if on income related benefits)

Based over 6 weeks, this course will introduce students to PowerPoint. Students will be able to create and design a variety of presentations, adding images and animations.

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## Introduction to Publisher

Where: Zoom Online

[More info and enrol here](#)

When: 18/09/2020 – 23/10/2020 Friday Time: 2:00pm – 3:30pm

How long: 6 session for 1.5 hrs per session

Ref: C3745872

Cost: £28.80 (FREE if on income related benefits)

Based over 6 weeks, this course will introduce students to Publisher. Students will be able to create and design a variety of personalised cards and calendars, changing designs and adding images

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## Computer Skills for Work

Where: Zoom Online

[More info and enrol here](#)

When: 02/10/2020 – 27/11/2020 Friday Time: 10:00am – 11:30pm

How long: 8 sessions for 1.5 hrs per session

Ref: C3745853

Cost: £38.40 (FREE if on income related benefits)

This course is designed to build your confidence about returning or going to work. Developing key skills and independence in using the fundamental elements of Word and Excel.

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