

# WEA Course Information Sheet 2017-18



<b>Course title:</b> Word, Excel and PowerPoint		<b>Course ID:</b> C2338507
<b>Start date:</b> 18/04/2018	<b>End date:</b> 04/07/2018	<b>Day(s)/time(s):</b> Wed 10:00
<b>Number of sessions:</b> 12	<b>Hours per session:</b> 2	<b>Tutor:</b> Peter Goodwin
<b>Additional hours:</b>	<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> £92.40 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> Vernon Community College, Vernon House, 18 Friar Lane, Nottingham, Nottinghamshire, NG1 6DQ		
<p><b>Theme(s):</b> The WEA has four themes it uses for planning its provision.</p> <p><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> <ol style="list-style-type: none"> <li>1. <b>Employability</b></li> <li>2. <b>Community Engagement</b></li> </ol>		

## **Course Aim**

This course is aimed at people with a reasonable level of computer skills who want to learn how to use Microsoft Word, Excel and PowerPoint.

## **Course Description**

This course is aimed at people with a reasonable level of computer skills who want to learn how to use Microsoft Word documents, Excel spreadsheets and PowerPoint presentations.

## **Do I need any particular skills or experience?**

- This course is for improvers

## **What will I achieve?**

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

1. Overview of Microsoft Word, Excel and PowerPoint
2. Basic word processing (Microsoft Word)
3. Basic presentations (Microsoft PowerPoint)
4. Basic spreadsheets (Microsoft Excel)

## **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

- 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
- A file of work will be kept which will help to record your progress

### **What else do I need to know? Is there anything I need to bring?**

- It would be helpful if students bring a notebook and folder for making notes and storing handouts.

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

- Students should satisfy themselves before attending the course that they can use a mouse and have sufficient typing skills.

### **Possible next steps after this course including career opportunities if appropriate**

- Progress to another WEA course
- This course could lead to a range of job opportunities. Follow link to National Careers Service for more details <https://nationalcareersservice.direct.gov.uk/>

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 a Learning Agreement. Full details of the Learning Agreement can be found on our website at <http://www.wea.org.uk/about-us/policies>. This applies to all courses you take in this academic year.

You can enrol online for some 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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