

WEA Course information sheet

2019-20



Course title: Introduction to Spreadsheets		Course ID: C3744800
Start date: 02/10/2019	End date: 11/12/2019	Day(s)/time(s): Wed 10:00
Number of sessions: 10	Hours per session: 2	Tutor Julie Eyton
Additional hours:	Online Learning Hours: 1	
Specific funder/partner requirements:		
Awarding body (if any): Title of qualification to be gained:		Level: Level 1
Fee: £70.00 or Free if you are in receipt of an income related benefit (only SFA funded) Accreditation Fee (if applicable):		
Venue: Omega Centre, Omega Street, Southsea, Portsmouth, PO5 4LP		
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 The Theme(s) used in planning your course is/ are: 1. Community Engagement 2.		

Course Aim
The aim of this course is to introduce students to the spreadsheet programme (Excel) giving them an opportunity to create spreadsheets, use formula and create charts. This course will be suitable for both beginners and improvers.

Course Description
Based over 10 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. The course will be suitable for both beginners and for those who want to build on their Excel skills as different level worksheets will be used.

Do I need any particular skills or experience?

What will I achieve?
By the end of the course I will be able to:
1. Create and save spreadsheets
2. Change page layout and print spreadsheets
3. Use different formulas to carry out calculations (including addition, multiplication and division)
4. Print spreadsheets showing formulas
5. Create and show at least 3 charts.

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
- 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?

- 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
- 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
- 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 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



Education & Skills
Funding Agency



European Union
European Social Fund

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