

WEA Course information sheet 2019-20



Course title: Microsoft Office Skills - Excel (spreadsheets) Level 1		Course ID: C2342682
Start date: 05/03/2020	End date: 02/04/2020	Day(s)/time(s): Thu 09:30
Number of sessions: 5	Hours per session: 2	Tutor: Hansa Tailor
Additional hours:	Online Learning Hours: 0	
Specific funder/partner requirements:		
Awarding body (if any): Title of qualification to be gained:		Level: Entry 3
Fee: £40.00 or Free if you are in receipt of an income related benefit (only SFA funded) Accreditation Fee (if applicable):		
Venue: WEA, 101 Hinckley Road, Leicester, Leics, LE3 0TD		
<p>Theme(s): The WEA has four themes it uses for planning its provision.</p> <p>Employability – helping students to get a job or to make progress in their employment</p> <p>Health and Wellbeing – making a positive contribution to their own or others health and wellbeing</p> <p>Community Engagement – encouraging students to be positively involved in their communities</p> <p>Culture – learning about diverse cultures, identities and environments</p> <p>The Theme(s) used in planning your course is/ are:</p> <p>1. Employability 2.</p>		

Course Aim
The main aim of this course is to help you to gain skills and confidence with using Microsoft Excel and to be able to create a spreadsheet and use formulae and functions, as well as charts.

Course Description
To provide you with the required knowledge and understanding to enable you to start to use Microsoft Excel to create and format spreadsheets and also to be able to create graphs and charts.

Do I need any particular skills or experience?

What will I achieve?
By the end of the course I will be able to:

1. Understand how to identify and use spreadsheet and graph software correctly.
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2. Understand how to use an input device to enter and edit data accurately.
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3. Demonstrate how to insert, replicate and format arithmetical formulae.
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4. Understand how to use common numerical formatting and alignment.
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5. Understand how to manage and print spreadsheet documents along with graph and chart documents.

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
- You will be encouraged to share your work with the group and discuss your learning
- 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?

- You might want to bring your own notebook and pen to make additional notes on things learnt in class.

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 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
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