

WEA Course information sheet 2020-21



**Adult Learning
Within Reach**

Course title: Creating Budgets in Excel		Course ID: C2343753
Start date: 03/11/2020	End date: 24/11/2020	Day(s)/time(s): Tue 10:00
Number of sessions: 4	Hours per session: 2	Tutor Karen Binns
Additional hours:	Online Learning Hours: 0	
Specific funder/partner requirements:		
Awarding body (if any): Title of qualification to be gained:		Level: Level 1
Fee: £25.60 or Free if you are in receipt of an income related benefit (only SFA funded) Accreditation Fee (if applicable):		
Venue: Online Learning, Online, ZZ99 9ZZ		
<p>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</p> <p>The Theme(s) used in planning your course is/ are:</p> <p>1. Community Engagement 2. Employability</p>		

Course Aim
IT beginners with keyboard/mouse skills to be able build skills and confidence to learn to manage money and create a budget with Excel spreadsheets.

Course Description
Whether you are a complete spreadsheet beginner, lacking in skills, confidence or muddling through, this relaxed class is for you. These introductory classes will start with H&S, talk about money and budgets then guide you through terminology and skills to enter into your own Excel spreadsheets. We will use Excel spreadsheet formulas and functions to do the maths. We will change the look, add some charts and look at ways to reduce your spending. Finally, we will look at credit card/loan annual percentage rate calculations, tweak your budget and explore some sources of financial help. Excel spreadsheets skills can help with future job employment and managing your money.

Do I need any particular skills or experience?

- You will need your own personal email address so that you're able to login to the WEA's digital learning platform: WEA Canvas. You will need to be able to understand how to follow URL links to pages on the internet. If you want to understand more about Canvas please visit:
<http://bit.ly/WEAonline>
- You will need to be able to follow links to join our WEA live video learning platform: WEA Zoom. If you'd like to understand more about our video learning platform, Zoom please visit:

<http://bit.ly/WEAonline> and <http://bit.ly/ZoomSpec>

- This course is for a group of around 15 students studying in a live video-learning platform conference and an online digital learning environment platform from the comfort of your own home.
- This is a live lecture delivered by a subject specialist in an online webinar video learning platform. You will need to be able to access the internet on a device with speakers or earphones. There will be opportunities to take part in discussions and chats. If you'd like to know how to use Zoom please visit: <http://bit.ly/ZoomSpec>
- This course is for beginners
- Access to Microsoft Excel 2016 software preferably or Google Sheets on a laptop or PC so that the screen can easily be seen and follow class instructions.

What will I achieve?

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

1. Understand why budgets are useful for managing money and how to create one in Excel.
2. Understand some basic terminology in Excel.
3. Know how to use some formulas and functions to do maths in Excel.
4. Calculate annual percentage rates on credit cards/loans
5. Use a computer safely and find sources of financial help.

What teaching methods will be used and will there be work outside of the class?

- 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 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 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?

- 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
- You will be encouraged to share your work with the group and discuss your learning
- You will be encouraged to consider other students work and give your opinions and suggestions
- There will be a number of tasks appropriate to your course such as written work, creating art or craft, video, photography or small projects. Some of these may be marked to help you progress

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>

- PC or Laptop with Excel 2016 OR Gmail enabled Google Sheets installed, calculator (computer, manual or phone one); paper and pen for any notes and safe access to the internet for research.

Pre-course work, reading and information sources

- You will have access to course resources and links to wider learning through the WEA's digital learning platform, Canvas: <http://bit.ly/WEAonline>
- Pre-evaluation materials to complete please.

Possible next steps after this course (including career opportunities if appropriate)

- Progress to another WEA course
- 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 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



The Workers' Educational Association (WEA) is a charity registered in England and Wales (number 1112775) and in Scotland (number SC039239) and a company limited by guarantee registered in England and Wales (number 2806910). Registered Office: Workers' Educational Association, 4 Luke Street, London, EC2A 4XW