

Course title: Microsoft Office for Small Businesses and Charities		Course ID: C2344348
Start date: 07/01/2021	End date: 01/04/2021	Day(s)/time(s): Thu 14:00
Number of sessions: 12	Hours per session: 2	Tutor Peter Goodwin
Additional hours:	Online Learning Hours: 0	
Specific funder/partner requirements:		
Awarding body (if any):		Level: Level 1
Title of qualification to be gained:		
Fee: £76.80 or Free if you are in receipt of an income related benefit (only SFA funded)		
Accreditation Fee (if applicable): £.00		
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: 1. Employability 2. Community Engagement</p>		

<p>Course Aim</p> <p>The course will help students with a basic understanding of MS Office develop their skills to make practical use of as part of business, charity or private activities. It will cover how to use Office as a business tool to save time, money and effort.</p>
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<p>Course Description</p> <p>This course aims to introduce students with an understanding of Microsoft Office to its practical uses as a business tool. The course will cover how to customize office programmes to make their use more efficient and learn how programmes such as Word, Excel etc can work together to reduce a busy workload. The course will look at some of the more advanced functions such as mail merge, creating simple databases and accounts. It will also introduce how to customize the programmes so they perform better to meet business needs such as creating templates, customizing toolbars and a range of other "useful tricks". The course will encourage research into using the full range of functions and tools and will be very hands on and practical with students sharing experiences. The course aims to be student led where possible and encourages students to bring real examples of how they use the programmes and explore, with the tutor and other students, how improvements can be achieved.</p>
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<p>Do I need any particular skills or experience?</p>
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What will I achieve?

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

1. Construct a simple database to store information such as contact details, stock etc.
2. Use Word and Excel templates to create such things as invoices, monthly accounts etc.
3. Create merge mail addresses and data from an Excel database to a letter or email (mail merge)
4. Customize your MS Office programme such as Word & Excel to make life easier and maximize business efficiency
5. Discover the 'tricks of the trade' which are available to fully utilise MS Office

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
- You will be expected to carry out a range of activities in your own time

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.
- You will be able to keep a digital portfolio of your work on WEA's digital learning platform, Canvas.
- 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
- You will be encouraged to consider other students work and give your opinions and suggestions
- A file of work will be kept which will help to record your progress
- 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 also need access to the internet outside of your sessions. You could do this using a smart phone, tablet, laptop or a desktop computer (at home or through a library etc.).
- 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>
- Students will need a PC or Laptop loaded with Windows and access to MS Office programmes

Pre-course work, reading and information sources

- Pre-course reading is required: resources will be made available to you using the WEA's digital learning platform, Canvas: <http://bit.ly/WEAonline>
- You will have access to course resources and links to wider learning through the WEA's digital learning platform, Canvas: <http://bit.ly/WEAonline>
- No pre reading or pre course work is required
- No pre reading is required but research on the subject on the internet or in the library may be helpful

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 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



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