

STRODE'S COLLEGE ~ ADULT LEARNING COURSE INFORMATION SHEET

**COURSE TITLE:**

Excel - Intermediates

DURATION:

6 sessions

ABOUT THE COURSE:

This course is aimed at students who have basic knowledge of Excel but who would like to explore what the software can achieve for home and employment use.

The course will cover entering formulae, creating graphs and charts, numerical formatting and much more.

ENTRY REQUIREMENTS:

Interview or course specific application required? **Yes / No**

You should have completed a computer course that introduced excel and you should be generally confident in using a computer.

STUDY AND ASSESSMENT:

The course is broken down into six, two hour sessions. There is no exam involved. Any practice that you can do between lessons will assist with your learning.

PROGRESSION OPPORTUNITIES:

Strode's College offers IT courses at varying levels and also many other subjects.

PRE COURSE PREPARATION:

none

FINANCE:

- Fee remission available? **Yes**
(subject to status) / **No**
- 19+ Advanced Learning Loan
Available? **Yes** / **No**
- Bursary Support Available? **Yes**
(which) / **No**

TUITION FEES:

Please call 01784 228676 or 01784 228677 for the course fee.

Or contact adulthoodeducation@strodes.ac.uk

ANY OTHER COSTS TO BE MET BY THE STUDENT:

Notes are provided for the class and it is not necessary to bring anything else to the class apart from a pen and separate notepad for your own use.

Contact us on 01784 228676 or 228677 to enrol,
or email adulthoodeducation@strodes.ac.uk

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ADDITIONAL INFORMATION:

The College has computers and quiet study areas which can be used by Adult Learning students after 4.30pm, and the Literary Institute has some daytime availability. Please contact the Adult Learning Team to book. The Learning Resource Centre is available by prior appointment during the day and has a wide range of books and other resources. Students must book via the Adult Learning reception & a student badge will be required.