

# STRODE'S COLLEGE ~ ADULT LEARNING COURSE INFORMATION SHEET

**COURSE TITLE:**

IT Workshop ( PowerPoint, Mail Merge, and Excel)

**DURATION:**

6 sessions

**ABOUT THE COURSE:**

This course is an excellent introduction to 3 useful programs/ features on your computer. Ideal for business, classroom or personal use, PowerPoint creates presentations and slideshows using templates or your own design. Learn to use Mail Merge, a word processing feature that enables you to automatically create names and addresses from a database. It is an excellent way to create Christmas card lists/ labels or useful within an office environment. The electronic spreadsheets and sophisticated storing and calculating of date within Excel, are beneficial to work or personal use. This course introduces you to these programs to develop your knowledge and enhance your IT skills.

**ENTRY REQUIREMENTS:**

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

Students should be at an intermediate standard, perhaps having completed a Computing Intermediate course or who are confident in using a computer.

**STUDY AND ASSESSMENT:**

The lessons will be tutor led with demonstration followed by practical activities and using programmes on an individual basis. For the excel part of the tuition there will be some individual support as we recognise student may/ may not have previous knowledge. Learn from our experienced and patient tutor.

**PROGRESSION OPPORTUNITIES:**

Students may wish to study a course on Excel to gain more knowledge specific to this program. Alternatively you may want to progress to a Level 2 IT qualification

**PRE COURSE PREPARATION:**

none

**FINANCE:**

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

**TUITION FEES:**

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

Or contact [adulthoodeducation@strodes.ac.uk](mailto:adulthoodeducation@strodes.ac.uk)

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## ANY OTHER COSTS TO BE MET BY THE STUDENT:

None.

## 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.