

Course Information Sheet

<p>Course Title and level:</p> <p>Improvers Computers</p>	<p>Number of Weeks: 6</p> <p>Number of hours per week: 2</p>
<p>Who is this course for?</p> <p>This course is aimed at 19+ adults or anyone who has completed the Beginners Computer Course and wants to further their knowledge or has previous experience of computers and wants to update their skills.</p> <p>Previous learners have said this course was an excellent “next step” on their learning path.</p>	
<p>What will I learn? How to create a spreadsheet using Microsoft Excel</p> <p>How to create a new spreadsheet and use Excels Toolbars. How to save and print a spreadsheet. How to enter simple formula into a spreadsheet to perform calculations. How to create a Chart/ Graph using information taken from a spreadsheet How to create a Presentation using Microsoft PowerPoint How to save and print a presentation How to insert/delete slides in a presentation How to insert ClipArt and WordArt into a presentation</p>	
<p>What previous experience or qualifications will I need?</p>	<p>Completion of the Beginners Computer Course would be helpful, but not necessary.</p>
<p>How will I know I have achieved?</p>	<p>Your tutor will develop an individual learning plan which will record what you have achieved over the course.</p>
<p>How will I be assessed?</p>	<p>Your tutor will plan assessment activities that will capture how you are progressing in the subject area. There is no exam / evidence is collated in a portfolio.</p>

<p>Where can I go next?</p>	<p>A Desktop Publishing Course may be available using Microsoft Publisher.</p> <p>You may want to progress to a qualification in ICT. We offer level 1 and level 2 courses.</p> <p>For more information, email adultlearning@wigan.gov.uk or, please contact Lisa 01942 489758 or Jill 01942 489714.</p>
<p>What do I need to bring?</p>	<p>Pen and paper may be useful for making notes.</p>
<p>What is the cost?</p>	<p>There is no cost for this course.</p>
<p>Will I need childcare?</p>	<p>This course will run term time only.</p>
<p>Where is the course venue?</p>	<p>Wigan Life Centre/Wigan Library. Snacks and drinks are available from a vending machine on the entrance floor.</p>
<p>Who can I speak to for further information?</p>	<p>Please contact Lisa 01942 489758 or Jill 01942 489714. You can also email adultlearning@wigan.gov.uk.</p>
<p>How and when do I enrol?</p>	<p>You can enrol at the first session of the course.</p>