

# Course Information Sheet



## Course Code and Name: GL0051553 Excel Beginner Skill Set

**Venue:** Adult Education In Gloucestershire  
Gloucestershire County Council  
4-6 Commercial Road  
Gloucester  
GL1 2EA

**Start Date:** 29 January 2019  
**End Date:** 19 March 2019  
**Day:** Tuesday  
**Time:** 17:45 to 19:45  
**Weeks:** 7

**Tutor:** Suzie Janes

**Course Provider:** Adult Education in Gloucestershire

### Course Summary:

Does the thought of creating formulas fill you with fear? If you prefer seeing things done rather than reading instructions then our 7 weeks of taught sessions will see you well on the way to being self-sufficient in Excel. Learn some tips and tricks to help make you better at using this program. This program is suitable for beginners.

### Eligibility:

Learners must be over 19 on the 1st August of the academic year they start their learning. Note: if not ordinarily resident in UK for 3 years (Please speak to a member of staff to confirm eligibility for funding).

### How will the course be taught?

Learning will take place in small friendly classes using, individual and group work, demonstration, discussion and using a variety of practical activities.

### How will I know how well I am doing?

You will follow your own individual learning plan with progress recorded by tutors and yourself.

### Prior Knowledge:

An assessment at the start of the course will be carried out to establish what level you are currently working at.

### What do I need to bring?

All materials needed will be provided by the tutor.

### How do I join the course, or find out more?

If you are interested, please contact us by telephone 01452 583800 or email [learn@gloucestershire.gov.uk](mailto:learn@gloucestershire.gov.uk)

### Cost:

Free to eligible learners

### What course can I do next?

We can help you decide the best way forward for you.

### Information and Advice for Progression:

Advice will be given on an individual basis throughout the course. Please contact your tutor for information about suitable progression routes.

### Health and safety:

All of our venues undergo a health and safety audit on a regular basis. The tutor will advise on health and safety guidelines at the beginning of the course, these guidelines will be followed throughout the course.

### Further information:

No information provided