

Course Information Sheet



Course Code and Name: GL0052021 GIS Part 2

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

Start Date: 03 May 2019
End Date: 26 July 2019
Day: Friday
Time: 10:00 to 12:00
Weeks: 11

Tutor: Louise Newton

Course Provider: Adult Education in Gloucestershire

Course Summary:	This course is for GIS Healthcare staff who have attended the Part 1 course. 12-week computer course covering Microsoft Word, Excel, Online Safety
Eligibility:	Only staff of GIS healthcare are eligible to attend this course
How will the course be taught?	This course is delivered by a professionally qualified tutor.
How will I know how well I am doing?	Feedback will be given within the 2 - hour session, with IAG to signpost further detailed information when needed.
Prior Knowledge:	Learners must have completed GIS part 1 course
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?	GIS Heathcare - Nicky Hughes
Cost:	It is free to eligible learners
What course can I do next?	We can help you decide the best way forward for you. You could progress onto further Adult Education courses and vocational qualifications.
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