

CAM ACADEMY TRUST COURSE INFORMATION

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| Course Title | Spreadsheets | | |  |
| Course Description | This course is suitable for absolute beginners and will equip the attendees with the basics of data entry, understanding the Microsoft Excel tool and carrying out some basic calculations and reporting using Excel spreadsheets. | | | |
| Start Date | 6 th June 2020 | Day & Time | Saturday 10.00am – 4.00pm | Venue Cambourne Village College |
| Tutor Details | Josie Maisey has taught Computing and IT for 17 years to students in Further Education, Sixth Form College, Higher Education and Adult Education. She has successfully taught students from absolute beginners to HND level. Currently she is working as a moderator for OCR examining body and helping 2 small businesses to improve their websites. | | | |
| No. of wks | 1 | Terms | 1 | |
| Fee | £40 | Concessionary Fee | £30 | |
| Course Level: | Mixed ability | | | X |
| | Level 1, Level 2 (equiv. to GCSE / NVQ2) | | | |
| | Level 3 Equivalent GCE A Level | | | |
| Skills or qualifications needed for entry into the class | | Basic use of a computer | | |
| Course aims & objectives | | | | |
| <p>To gain basic proficiency with producing and using Microsoft Excel spreadsheets to analyse and present data. To leave the course with confidence using spreadsheets and the ability to develop your skills further. Topics covered include:</p> <ul style="list-style-type: none"> • data entry • sorting data • filtering data • understanding and using formulae (addition/subtraction/multiplication/division) • simple function (sum/average) • creating graphs/charts | | | | |
| Progression – after this course what might you do next? | | | | |
| Spreadsheets Intermediate/advanced courses in school year 2020-2021. | | | | |

| How progress & success will be recorded | |
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| Feedback from the tutor and a work completion task sheet. | |
| Additional course costs (e.g. visits, materials, books, equipment) | |
| None. | |
| Materials/equipment required for first class | <p>USB storage device to take work sheets and completed work away.</p> <p>There are no refreshment facilities on site, so please bring drinks and a packed lunch with you.</p> |
| Contact for further information | Adult Education: 01223 264721 commed@combertonvc.org |

Enrolment and Payment

Please enrol at Comberton Village College for all courses, including those in Cambourne and Melbourn. Fees can be paid by cheque, cash or debit card. **Please assume the class is running once payment has been received, unless you hear to the contrary.** Please send an SAE or email contact for confirmation or a receipt if required.

Fees can be paid by cheque, cash or debit card.

Address: Adult Education, Comberton Village College, Comberton, Cambridge, CB23 7DU. Email: commed@combertonvc.org

Cheques: The CAM Academy Trust

In Person: Please bring payment to the college reception.

9.15am–4.30pm Mon–Thurs and

6.45pm–9.15pm Mon and Weds in term time

By Phone: 01223 264721 and pay by debit card.

During the summer holiday period a member of staff will pick up messages each week and return calls and emails. We are closed in other school holidays.

Refunds

Refunds are only available if we close a class or you withdraw at least two weeks before the start. In the latter case there is a £5 administrative charge. Classes cancelled by us due to unforeseen circumstances (e.g. tutor illness or college closure due to heavy snow) will be replaced with an extra class at the end.

Concessionary Fees

25% discount is available for those in receipt of JSA/ESA or Universal Credit; Carers Allowance or a social care assessment (EHCP, PIP) evidence to be provided. It is also possible to pay by instalments, please ask for details.

Calendar (Please check start date of specific courses)

Autumn Term Half term 21st–25th Oct 2019

Spring Term Half term 17th–21st Feb 2020

Summer Term Half term 25th –30th May 2020

Equalities statement

We are fully committed to equality of opportunity and welcome enrolments from all adults. We positively encourage all learners with any concerns about specific needs which might affect their learning to discuss their requirements with us in confidence. We believe that everyone is entitled to learn in an environment that is free from discriminatory behaviour so that we build a community based on mutual trust and respect. We will do our best to ensure that resources and equipment are accessible to all and make reasonable adjustments to ensure that all learners can access activities.

Safeguarding Statement

Arrangements have been made to make sure that you are safe at our Centres. If you feel you are not safe for any reason, for example through verbal or physical abuse or you have been discriminated against, please tell your tutor or the Centre Manager, who will investigate to ensure your safety.