

Course Title – Spreadsheets and Word Processing Software – Level 2 Award

About the course

This is a qualification course for people who have strong skills using Spreadsheets and Word Processing software who would like to improve and work towards a qualification at Level 2. You may have completed our MS Office Intermediate course and be looking to build on these skills.

The course will cover two units: one which covers Spreadsheet Software (MS Excel and Google Sheets) and another which covers Word Processing Software (MS Word and Google Docs).

You will build on your understanding of spreadsheet software tools and techniques. You will learn how to apply advanced formulae and functions to process and present data and use automated tools to aid productivity.

The course will also develop your ability to maximise the tools available in word-processing software to prepare, process and produce a wide range of sophisticated and professional documents accurately and efficiently.

What will I learn?

You will be able to

- Create spreadsheets using advanced formulae and functions to process data.
- Use tools and techniques to edit and format spreadsheet data and display spreadsheet data in a graphical format.
- Explain how spreadsheets are used for different purposes and how features in spreadsheet software can be used to improve productivity, accuracy and usability.
- Create, edit and format information in documents; use page and section layouts; modify style and layout to enhance in word processed documents for specific purposes.
- Use Mail Merge, Macros and link/embed objects to a document.

What are the entry requirements?

This course is for people who have experience and knowledge using Microsoft Office or Google Docs/Sheets; people who have completed the MS Office Intermediate course.

- There is a Initial Assessment to be completed which will consist of a few tasks to check your skills and a short interview.
- Basic digital skills are essential: You should know how to use a computer, mouse and keyboard and have basic typing skills; know how to access the apps on your device and be able to access and navigate the internet.

What do I need to bring with me?

- You may wish to bring a notebook and a pen to take notes.
- You may also wish to bring your own device (laptop). (Please also *ensure that you have the Google Chrome browser, and either Microsoft Office software on your computer or access to Microsoft Office 365; or have access to Google Drive.* In the classrooms we have Windows laptops for learners to use in the lessons so will have access to Microsoft applications AND Google) Please speak to your teacher if you do not have a device you can use outside of class.

How will my learning be assessed?

This is an accredited course. You will be assessed through a portfolio of evidence, which includes a project to design and code a computer programme to the specifications of a client. You will receive an award on the successful completion of all assignments that should be organised in a digital portfolio, ready to present to the awarding body.

We use Google Suite for Education to record your learning journey. Your tutor will give you regular verbal and written feedback to support your progression. You will submit your coursework and track your learning in Google Classroom. You will respond to questions and receive feedback both face to face and in the Google Classroom. You will be assessed by your tutor/assessor using a range of methods.

To successfully complete the course your attendance should be a minimum of 85% and course work should be completed by the end of the course. **Please note that the first session is an induction to the course and the centre, therefore it is essential that you attend.** If you for any reason are unable to attend, please let us know and ensure that you read through the induction slides located in your Google Classroom and complete any related tasks.

Devices and digital applications required for your class

We use Google Suite for Education to post assignments and you will become familiar with this during the course. If you are a new learner with us, we will create an account for you. Details will be sent to your personal email, if you have one.

Your tutor will support you, in the first session and throughout the course, if you need help with any of this.

What can I do after completing this course?

- At the end of the course your tutor can also advise you on your possible next steps.
- You may consider one of our Adult Skills Vocational or English/Maths courses.
- Or please check out our Community Learning Programme – We now have several courses to support learners who are looking for work; to support Health and Wellbeing as well as in Arts and Crafts.
- You may wish to start looking for work and our Skills and Employment Team (WorkHounslow) are also available to support and advise – see details at the end of this information sheet.
- You can call us to find out about all of our upcoming courses on 020 8583 6000 or check our visit our website: www.hace.ac.uk

What will happen if a session is cancelled?

During the COVID19 pandemic we aim to be flexible and to continue to deliver learning in a safe and inclusive environment, whether this is online or in a physical classroom. If you are isolating and are unable to come to class, speak to your tutor or with one of our staff members and we will do our best to find an alternative solution.

Information, advice and guidance for employment

- Call 020 8583 6174 to speak to an advisor
 - Email work@hounslow.gov.uk
 - Visit <http://www.hace.ac.uk/employment-support>
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