



IT USERS - EXCEL UNIT

Course Mode	Part-time
Location	Milnthorpe Road Campus (MRC)
Duration	1 Week
Level	1



Course Overview

You will spend 2 very practical days with a qualified Microsoft Expert Master watching demonstrations and then completing tasks yourself to learn the various tools and techniques that Microsoft Excel has to offer. You will be fully supported with your learning and your tutor will guide you through each task. This will be a very supportive environment where you can get started with confidence. During the 2 days you will compile a portfolio of work which will be assessed by your tutor and provide the evidence you require to gain a City & Guilds Spreadsheet Unit.

Entry Requirements

There are no entry requirements for the course but you need to have some keyboard and mouse skills. Basic knowledge and understanding of Excel and some previous experience using Excel helpful but not necessary.

After your course

The course aims to provide you with the confidence and the knowledge to move on to the next level which would be Intermediate Excel. We strongly recommend that you do not book on all 3 levels in one week. Taking the Introduction course followed by the intermediate course in one week is fine but leave yourself enough time to practice and build on your current skills before embarking on to the Advanced Excel.

The ability to use spreadsheet software is a requirement of many office job roles.

Fees

£99.00

Course fees are per year for full-time & degree-level courses, and per course for part-time courses.

The current full-time & degree-level fee information is related to the 2020/21 academic year and is subject to change before the start of the course. Fees for 2021/22 will be updated in the Spring Term 2021. There may also be additional costs associated with the course.

You may qualify for financial support to cover the cost of a government-funded qualification up to and including Level 2, if you:

- Receive an eligible means-tested benefit e.g. JSA, ESA or Universal Credit
- Have an annual salary of less than £17,004
- Are aged 16-18 on 31/08/20 and are not studying at another school/college
- Are aged 19-23 on 31/08/20 and do not already have a Level 1 or 2 qualification
- Have a household income under £25,000 and are in financial hardship

Student Finance

Whether you qualify for student finance depends on specific criteria. The main student finance package for full-time students includes a tuition fee loan and maintenance loan for living costs. Part-time students can access a tuition fee loan to pay for your course.

Generally, you will only get student finance if you're doing your first degree-level qualification. This is true even if your previous course was self-funded.

For further information please see www.gov.uk/student-finance.

Access to Learning Fund

The Access to Learning Fund is a non-repayable discretionary fund that gives students facing hardship extra financial support to access and remain in higher education. This can be accessed via the college. Please speak to [Student Services](#) for more information.