

To take part on this course you must be aged 19+ and Hertfordshire residents.

Course title: Foundational Computing	Tutor: Anita	Course Fee: £10.00
Start date: 21/09/2021	End date: 30/11/2021	Day(s): Tuesday
Time: 09.30-11.30		Venue: WWC – 83 Market Street

Learners per Group:

This course will have no more than 8 learners.

How will I learn?

This course is taught face to face.

Please be aware that for everyone's safety we will be following the up-to-date covid-19 government guidelines. We will make you aware of what these may be before the start of the course.

This course will teach you to:

- Use Word to create and format documents
- Add tables to a Word document
- Add text to a spreadsheet in Excel and format
- Create simple graphs/charts in Excel

Progression Opportunities:

- Higher Level ESOL Courses
- Employability Courses
- Voluntary Work

How do I find out if I can get some support for my learning?

If you feel that you need any additional help and support in your learning, please discuss with your tutor.

Please be aware course fees are non-refundable.

For further information, please contact us on:- 01923 816229