

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

For information regarding fees please refer to your fees document attached

Course Title: Practical Computing	Tutor: Anita	Course Fee: £10.00
Time: 12.30-14.30	Days: Tuesday	Venue: WWC_83 Market Street, WD18 0PT
Start date: 24/09/2024	End Date: 03/12/2024	Half Term: W.C: 28/10/2024

Learners per Group:

This course will have no more than 12 learners.

How will I learn?

This course is taught face to face.

- ✓ If you do not attend the first two sessions and let the team know, your classroom place WILL be offered to someone else.
- ✓ If you must arrive late or leave early, please ensure your teacher is aware.

This course will teach you to:

- Use File Explorer to set up one management system for your documents.
- Create an agenda template to be used in an office environment in MS Word.
- Create at least two charts in MS Excel that shows data provided visually.

Support:

- If you feel you require further support, please speak to your teacher.

Information Advice & Guidance:

- Once you have completed our course you will have the opportunity to progress. You can arrange to speak to our Careers Advisor who will provide you with impartial, quality assured and up to date information. They can help you with writing your CV, finding employment, or finding further training.
- If you prefer, you can request a volunteer application form to do some voluntary work, or you can enrol on another course.

Potential Progression Routes:

- Further Learning
- Voluntary Work
- Exploring Career Opportunities

Useful Numbers & emails:

WWC: 01923 816229 Courses Mobile: 07508180147
 Manager Email: dirin@watfordwomenscentre.org.uk
 Careers Advisor Email: smita@watfordwomenscentre.org.uk