

## Course Information 2017/18

# Excel Advanced

<b>Start Date</b>	25 <sup>th</sup> January 2018
<b>Time</b>	7:00pm - 9.00pm
<b>Day of week</b>	Thursday
<b>Number of Weeks</b>	5 Weeks
<b>School Holiday Dates</b> <b>PLEASE NOTE CLASSES</b> <b>WILL NOT RUN DURING</b> <b>SCHOOL HOLIDAYS</b>	Spring Half term: 12-16 February 2018
<b>Venue</b>	ELY COLLEGE
<b>Course Fee</b>	£50 <b>Concessionary Fee: £40</b> Fees are payable by cash in person or cheque payable to Ely College
<b>Course Level</b>	Intermediate/Advanced
<b>Additional Course Cost (e.g. visits, materials, books, assessment fee, equipment)</b>	No additional costs
<b>Any skills or qualifications needed for entry to the class</b>	Knowledge of MS Excel 2016 as a new user at a basic level.
<b>Materials required for first class</b>	Own Laptop with MS Excel loaded or in the IT class room at Ely College.
<b>Course description - Including aims &amp; objectives</b>	
<p>To go beyond the basics of Excel, to include the following:</p> <ol style="list-style-type: none"> <li>1)                Advanced functions (Financial functions, statistics etc)</li> <li>2)                Control Excel (key tips, print work sheets, startup switches, etc)</li> <li>3)                Charts in Excel (Pie charts, 3-D Column charts, line charts etc.</li> <li>4)                Macros in Excel (recording a macro program and creating a macro with VBA (brief introduction to Visual basic programming).</li> <li>5)                Templates and Scenarios (eg: Excel resources. What-if Analysis, optimization</li> </ol>	
<b>How Progress &amp; Success will be recorded:</b>	
Teaching in class, augmented by class exercises and Homework to be completed by the learner. Each learner will be required to fill out an Individual Learning Plan to record their progress.	

**Any further next steps:** After completion of this course, a 5 week course dedicated solely to VBA programming of Excel work sheets (automating tasks) to produce specific information in reports.

<b>What else will you need to do</b>	We ask all students to complete an enrolment form which asks for details required by the Education & Skills Funding Agency & the County Council and is a requirement of entry to the course. We ask for full payment prior to the course beginning. Please note refunds can only be made if a class is cancelled or closed.
<b>What else do we ask of you</b>	Please can you let us know if you have any attendance problems <b>and if you are not able to attend the class</b> (contact details below). We like to know if you have a problem.
<b>How do we know if you are happy with your course</b>	We will ask you to complete a course evaluation, giving us your feedback on the course, tutor & college. You are always welcome to feedback directly to us at any time during your course to help us improve our services & courses.

*Some of our courses are subsidised by the Education and Skills Funding Agency (ESFA) and part financed by the 2014-20 European Social Fund (ESF) programme. This funding is managed by **Cambridgeshire County Council, Adult Learning and Skills**.*

*Cambridgeshire County Council, Adult Learning and Skills service supports a wide range of adult learning opportunities across Cambridgeshire. Search our website [www.cambsals.co.uk](http://www.cambsals.co.uk) for more information or [www.cambridgeshire.net](http://www.cambridgeshire.net) for opportunities delivered by our Providers. We also deliver specific courses for adults with learning difficulties and disabilities. For more information about these specific courses please call 01223 703530.*

***Safeguarding** :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.*

***Equality and Diversity:** We are fully committed to equality of opportunity and welcome enrolments from all adults aged 19+. 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.*

***National Careers Service (NCS):** Careers advice is available to all learners. The National Careers Service provides free information and advice on all aspects of learning, skills development and employment. Help is provided in a way that suits you, online, face to face or by telephone. Go to [www.cambsals.co.uk](http://www.cambsals.co.uk) and click on 'I need some advice' for more information or call our booking line on 0845 603 1059*

**Please contact us for further information**

Tel: 01353 664853

Email: [community@elycollege.co.uk](mailto:community@elycollege.co.uk)

Web: [www.elycollege.com/community](http://www.elycollege.com/community)

Address: Community Education, Ely College Downham Road, ELY, Cambs CB6 2SH



Follow us on Twitter @Elycommedu



Cambridgeshire  
County Council



Education & Skills  
Funding Agency



European Union  
European  
Social Fund