




## Office Essentials

Course Title	<b>Office Essentials</b>
Duration	2 full days (10 hours) plus 1 week separate enrolment
Venue/Times	Tameside ACE Stamford Chambers, 68 Old Street, Ashton-under-Lyne, OL6 7RX  <b>Please ring to confirm days</b>
Entry requirements	Literacy to a minimum entry level 3 It is desirable that you are familiar with using computers for navigation e.g. when using the internet or email
Main objective	 <p>Virtually every company, both large and small, uses MS Office for their accounting, bookkeeping, marketing, word processing, and day-to-day operations. To be successful in the workplace, you need to have a good working knowledge and understanding all MS Office's components.</p> <p><b>Office Essentials has been designed to develop a range of skills that will enable you to:</b></p> <ul style="list-style-type: none"> <li>• Use MS <b>Word</b> to create informal/formal letters and write reports</li> <li>• Use MS <b>Excel</b> to quickly produce spreadsheets/invoices by entering formulas and built-in functions to do automatic calculations</li> <li>• Use MS <b>Excel</b> to convert data into one of several different high quality chart types to take to meetings or to copy into presentation slides</li> <li>• Use MS <b>Access</b> to create databases to store, manage and organise large amounts of data which can be queried and analysed</li> </ul>
Method of study	Workshop-based class
Materials required	All exercise materials will be provided. You can work on your own personal or work-based projects in class if you wish. <b>Please bring a notebook and pen</b>
Assessment methods	No formal assessment unless you wish to progress to a level 1 qualification in ICT
Possible progression routes	<b>QCF ITQ 2009 Level 1 Certificate in IT User Skills (OCR)</b>
Fees	Fee £41; if on eligible benefit; £5 - £13 (free for mandated learners)
Contact for information	<b>Tel: 0161 342 4063</b>

## ACCEPTABLE BENEFIT – Community Learning

Below is a table of benefits which may be acceptable to get full or partial tuition remission on some course fees. No Charge for mandated learners.

Please bring this form with you to your enrolment and tick which benefit you receive.

<b>BENEFIT</b>	<b>TICK</b>
Job Seekers Allowance	
Employment & Support Allowance	
Universal Credit	
Income Support	
Working Tax Credit	
Child Tax Credit	
Housing Benefit	
Council Tax Benefit (not single persons allowance)	
Pensions Credit (on state pension or joint claimant, guaranteed credit only)	
Incapacity benefit	

If you are unsure what benefit you are claiming, please contact your work coach. If you require any support, please call Tameside ACE on  
0161 342 4063