

Adult Learning - Course Information Sheet



UNL4SN57 - Spreadsheets For Managing My Bills

Northampton Central Library

Abington Street

Northampton

NN1 2BA

Room Northampton Central Library

Start Date: 18 April 2024

End Date: 25 April 2024

Start Time: 9:30AM

End Time: 11:30AM

Day: Thursday

Sessions: 2

Tutor: Mrs Judy Toorie-Roach

Multiply

Multiply is a 3 year programme funded through the Department for Education aimed at supporting adults to increase their skills in numeracy. Those who improve their numeracy skills are more likely to be in employment, have higher wages and better wellbeing.

Our free numeracy courses are for individuals:

- resident in North or West Northamptonshire, aged 19 and over
- that have not achieved a maths GCSE of at least a Grade C or equivalent
- who may want to develop numeracy skills for work or progression
- that want to brush up and develop their numeracy skills for everyday life.

Course aim

To develop learners understanding of how spreadsheets can support with managing and working with budgets. The course will explore the maths involved in creating formulas including recognising and understanding symbols and how maths operations are linked to formulas in Spreadsheets. Learners will then apply these skills in context.

Course outcomes

To recognise and use symbols and vocabulary linked to each of the four operations in both a mathematical and digital context.

To accurately solve calculating involving the four operations on a calculator and apply this understanding to create functions in spreadsheets.

To identify the language associated with averages in Maths, especially the mean, and accurately calculate the mean.

Apply understanding of the mean to create and understand the 'AVERAGE' function within spreadsheets.

To apply understanding of formulas in spreadsheets to create a simple budgeting tool.

How will the course be taught?

Face to face.

What do I need to bring / have ready?

You may like to bring a pen/pencil and writing paper/pad to record your own notes if you wanted to. All other resources needed for the session will be provided

Further support and progression

If you need help whilst on a course with us, our Learner Support Advisor is available to discuss your needs. We offer a range of services, subject to eligibility, which can include practical support and/or financial assistance to ensure you feel fully supported while learning with us. For more information contact alsreferrals@northnorthants.gov.uk or call 01604 368023 (answerphone available). Visit our website www.northamptonshire.gov.uk/course-info for further information about our fees and concessions. Your tutor will inform you of further learning opportunities and progression during your course.

Health and Safety / Online Safety

Your tutor will give you information about Health and Safety on the first day. For information on how to keep safe online go to https://safety.lovetoknow.com/Internet_Safety_Adult and <https://takefive-stopfraud.org.uk/> national awareness campaign. To report suspected scams, or get help and advice about preventing scams call the Citizens Advice consumer helpline on 03454 04 05 06.

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Northamptonshire Adult Learning Service work in partnership with National Careers Service advisers who can provide information, advice and guidance on skills, learning and work. National Careers Service can be contacted by telephone 0800 100 900 or text your name and the word ADVICE to 07766 413219 and an adviser will call you back for free or go to <https://nationalcareersservice.direct.gov.uk/>

Adult Learning Service
Support Service Team
Email - AdultLearning@northnorthants.gov.uk



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