BURY ADULT LEARNING SERVICE
LEARNING FOR LIFE & WORK
LET'S DO IT!

Course Information Sheet 2026/27
Work & Wellbeing Non-Qualification Course

Course title:	**Microsoft Office for Employment – Become ICDL Level 2 Ready**		**Code: B124**
Tutor:	Mohmed Chohan		
Day & Time:	**Monday** **1:00pm to 3:30pm**		
Start & End Dates:	**Term 2** **11/01/2027 – 22/03/2027**		
Number of sessions:	**Learners are expected to enrol for 10 sessions**		
Venue:	Bury Adult Learning Centre		**Room No:** 13
Learner numbers:	Minimum	Maximum	
	9	12	
Costs:	Full Fee	Discounted Fee	
	Free	Free	

What will I learn on this course?

Bury's expanding digital and creative industries have highlighted the growing importance of strong digital skills for residents seeking employment across a wide range of sectors. This course is designed to enhance and refresh learners' digital capabilities, supporting progression into further qualifications or employment.

This course is particularly suitable for learners who have previously completed an ICT or Digital Skills qualification at Level 1 (or equivalent) but have not had the opportunity to use those skills regularly. It provides a structured opportunity to refresh, practise, and improve proficiency in core Microsoft Office applications.

By the end of the course, I will be able to:

- Use **Microsoft Word,** enter and combine text and other information within word processing documents by using tables tool, mail merge, and graphics. Create and modify page layout. Use tools to format and present documents effectively to meet requirements.

- Use **Microsoft Excel,** create spreadsheets, enter, edit and organise numerical and other data and use tools and techniques to present and format data into charts and graphs.

- Use **PowerPoint,** input and combine text and other information in, create and design slideshow for presentation.

What syllabus will I follow?

You will work towards a tutor led learning plan to help develop Microsoft Office skills and become ICDL Level 2 ready.

Additional information

These courses aim to help people improve their wellbeing and gain the confidence to move into further learning and work, if appropriate. Courses offer a great starting point to develop new skills, gain confidence, improve general wellbeing or adapt to life changes.

Before you enrol, advice and information is available to help you decide on the right course for you. Contact 0161 253 5772 or email at buryadultadmin@bury.gov.uk

Joining requirements

- You do not need to have strong spelling or grammar skills to take part in this course. Support will be available where needed. However, you are expected to:
  - understand spoken and written English
  - listen to and follow written and verbal instructions
  - communicate and explain concepts in your own words

- If you are an ESOL learner, you must hold an English qualification at Level 1 or equivalent and or demonstrate proficiency at that level.

- You need to have a Level 1 qualification in ICT or be able to demonstrate skills at a level 1 proficiency.

- A pre-course interview/assessment is required, and you will be asked to carry out a skills assessment.

What could I do next?

On completion, learners will be better prepared to progress onto the following courses.

1. **ICDL L2 -** internationally recognised and highly valued by employers, further enhancing employability and professional development. We are the only adult learning provider in Bury and one of the few in North-West offering the ICDL certification. Career benefits of gaining an ICDL qualification include increased job prospects, with a strong foundation in using Microsoft Office applications, you will be qualified for a wider range of positions. There is a wide variety of related career pathways to choose from office-based, customer service, data, and junior digital roles. This qualification is recognised by the NHS and local authorities.

2. **Business Administration Level 1**

3. **Programming Level 1**

4. **Cybersecurity Level**

5. You could progress onto English, maths, IT or another course within our Work & Wellbeing programme to develop further your skills for work.

6. Alternatively, if you wish to pursue a hobby or develop a new skill you could progress onto one of our creative courses.

Your tutor will be able to advise on the options available to you in their subject. If you would like to speak to someone about moving on, please ask your tutor to refer you to Learner Services or contact them directly on 0161 253 7501 or e-mail at learner.services@bury.gov.uk

Can I get extra help?

Support with English and Maths is available. For more information, please contact Learner Services on 0161 253 7501.

Extra support is available for those learners who have sensory, physical or cognitive impairments, neuro-divergent or with mental health conditions.

Help with paying for your course

You may be entitled to a reduced fee for your course if you claim a benefit. Please refer to the course guide or ask at the centre for more details. You will be asked to produce evidence on enrolment.

How to enrol

Phone: 0161 253 5772
Call into: Bury Adult Learning Centre, 18 Haymarket Street, Bury, BL9 0AQ

Please keep your copy of this information sheet.

It will be useful throughout your course.

Department of Corporate Core Services
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