



FREE COURSES



IT WORKSHOPS

Based around Digital Inclusion for new or inspiring home users

Covering the following topic areas

Accessing the internet

Basic PC use

Setting up/Using E-Mail

Searching the internet effectively with Google

PC Security

Government Services

Internet Security

Online Shopping

Social Networking

Cost Saving

Sessions are student lead and as such not all topics will be covered

Course consists of 4 sessions – A 2 hour intro and 3 focused 3 hour sessions

Intro sessions 9.30 – 11.30 (am groups) 12.30 – 2.30 (pm groups)

All other sessions 9.00 – 12.00 (am groups) 12.30 – 3.30 (pm groups)

Working with



In association with



UK ONLINE BASICS

UK onlinecentres

Short flexible Course covering basic concepts of internet use which can be studied at your own pace at a time to suite you

(Subject to booking your slot)

ITQ Level 2

Evidenced based (No exams) course covering the following topic areas

Word Processing

PowerPoint presentation

Spreadsheets

Ideal qualification for those in or looking for employment

OTHER COURSES CAN BE DESIGNED TO SUIT YOUR NEEDS SUBJECT TO NUMBERS INTERESTED (10 PERSONS REQUIRED MINIMUM)

Contact **Gavin Bolton** for further details - **07794582944**
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