

What do I need to bring?

Only a A4 notepad and file to keep handouts and other course materials

What do I get at the end of the course?

You will receive a certificate acknowledging your success at gaining the course outcomes and that you have participated in a structured and recognised course.

What progression opportunities are available after the course is finished?

There are a number of opportunities for progression, depending on your initial starting point. Further IT courses will include:

- First Steps
- Second Steps
- Extra Steps
- ECDL

(Please note there may be a charge for enrolling on the above courses. However, a fee remission policy is available for those who are unemployed and in receipt of income based benefits - see below)

How much is the course?

The course costs £52 for a term. But if you are in receipt of most income based benefits you only pay a £10 fee for certification (Applicable to all learners.) Fees are payable at the enrolment session or at the first teaching session.

Prices for ECDL vary.

When and how can I enrol?

Simply phone the number on the front of this leaflet to book the next available space or turn up at the sessions.

Where is the course held?

University Academy - Family Night - Thursday 7 - 9pm

What if I have a disability?

Specialist assessment and equipment are available if you have a disability and/or specific learning needs e.g. Visual Impairment, Dyslexia etc. For further info contact us on 630 5069

Textline 07902 319 173



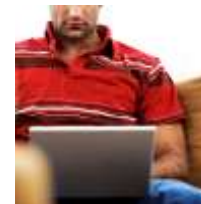
Wirral Lifelong & Family Learning Service

In partnership with
University Academy

Computer Skills

Workshop

Every
Thursday
7 - 9pm



**A workshop to help you
begin, develop or improve
your computer skills**

For more info or to book a place phone 630 3486

Computer Skills Workshop

Course Outline

This course is designed to improve your IT skills no matter what level you are starting from. The aim is either to help you improve OR help you begin using a computer. If there are specific skills you want to develop OR you simply want to get started the aim is to provide an opportunity to discuss with a professional tutor what you want to achieve and how you can meet your aim.

The course is specifically designed for people with little OR no skills in using computers. However, it may be that you just want to concentrate on specific areas of weakness (e.g on-line shopping, using the Internet, Staying safe on-line, social networks and kids, spreadsheets, database, power-point etc). Come and talk to the tutor, discuss what you want to do and we can help you achieve your aim.

This is a diagnostic course that will help you plan and find out what you want to do - the aim is to help you identify what you want - and help the school to plan and address those needs with future Family Night courses



On completion of the course you will have:

- Discussed with the tutor your aims and goals
- Identified your strengths and weaknesses.
- Identified how and where you may find further courses to help you
- Completed a short introductory course that will enable you to develop your IT skills further

Who is the course for ? Anyone who needs to develop their IT skills. The course is designed to help you identify your existing knowledge and address gaps and weakness in your use of IT. The purpose is simply to help you gain skills and confidence in the use of IT whatever level you are currently at.

Thursday's
7 – 9.00 pm



For more
information see
overleaf