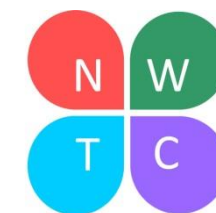


ICT TRAINING AT NORTH WEST TRAINING CENTRE ASSOCIATION

Contact: Jane Stevenson to book a training session, suggested times given or arrange an alternative.

Telephone: 01971 521238 E-mail: northwest.tc@virgin.net

Course fees: subject to funding usually free or £2/1.5hr session for basic training – please ask on enrolment.



Learning never stops

Subject	Entry Requirements	Delivery	Venue	Day/Time Summer Term 2015
Get Online for Internet & E-mail		Choose 1:1 or group	Kinlochbervie/onsite	Tues & Wed 10:30-12:00 Wed, Thurs 14:00-15:30
Microsoft Word for letters, posters, reports	Basic keyboard skills	Choose 1:1 or group	Kinlochbervie/onsite	Tues & Wed 10:30-12:00 Wed, Thurs 14:00-15:30
Microsoft Excel to intermediate including book-keeping	Basic keyboard skills	Choose 1:1 or group	Kinlochbervie/onsite	Tues & Wed 10:30-12:00 Wed, Thurs 14:00-15:30
Microsoft Powerpoint to intermediate	Basic keyboard skills	Choose 1:1 or group	Kinlochbervie/onsite	Tues & Wed 10:30-12:00 Wed, Thurs 14:00-15:30
Microsoft Access to intermediate	Basic keyboard skills	Choose 1:1 or group	Kinlochbervie/onsite	Tues & Wed 10:30-12:00 Wed, Thurs 14:00-15:30
Support for New Tablet/Smartphone		Choose 1:1 or group	Kinlochbervie/onsite	Tues & Wed 10:30-12:00 Wed, Thurs 14:00-15:30
Online banking	Basic keyboard & internet skills	Choose 1:1 or group	Kinlochbervie/onsite	Tues & Wed 10:30-12:00 Wed, Thurs 14:00-15:30
Online shopping	Basic keyboard & internet skills	Choose 1:1 or group	Kinlochbervie/onsite	Tues & Wed 10:30-12:00 Wed, Thurs 14:00-15:30
Make your CV	Basic Word Processing skills	Choose 1:1 or group	Kinlochbervie/onsite	Tues & Wed 10:30-12:00 Wed, Thurs 14:00-15:30
Job Applications/Covering Letters	Basic Word Processing skills	Choose 1:1 or group	Kinlochbervie/onsite	Tues & Wed 10:30-12:00 Wed, Thurs 14:00-15:30
Online Job Applications	Basic keyboard & internet skills	Choose 1:1 or group	Kinlochbervie/onsite	Tues & Wed 10:30-12:00 Wed, Thurs 14:00-15:30
Computer Housekeeping & Security	Basic Computer Skills	Choose 1:1 or group	Kinlochbervie/onsite	Tues & Wed 10:30-12:00 Wed, Thurs 14:00-15:30
Social Media Facebook & Twitter	Basic keyboard & internet skills	Choose 1:1 or group	Kinlochbervie/onsite	Tues & Wed 10:30-12:00 Wed, Thurs 14:00-15:30

Subject	Entry Requirements	Delivery	Venue	Day/Time Summer Term 2015
Pinterest	Basic keyboard & internet skills	Choose 1:1 or group	Kinlochbervie/onsite	Tues & Wed 10:30-12:00 Wed, Thurs 14:00-15:30
Make a simple Website	Basic keyboard & internet skills	Choose 1:1 or group	Kinlochbervie/onsite	Tues & Wed 10:30-12:00 Wed, Thurs 14:00-15:30
Read a book online/Kindles	Basic keyboard & internet skills	Choose 1:1 or group	Kinlochbervie/onsite	Tues & Wed 10:30-12:00 Wed, Thurs 14:00-15:30
Cloud Computing	Basic keyboard & internet skills	Choose 1:1 or group	Kinlochbervie/onsite	Tues & Wed 10:30-12:00 Wed, Thurs 14:00-15:30
Managing digital images	Basic keyboard & internet skills	Choose 1:1 or group	Kinlochbervie/onsite	Tues & Wed 10:30-12:00 Wed, Thurs 14:00-15:30