



**Its Never to Late 2 Learn**

**Courses Starting in September @ Brunswick Hub**

For more information or to book your place please contact

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**Do you want to improve your Maths or English**

**Functional Skills**

**Starting Tuesday 21st September**

**English 9.30-11.30am**

**Maths 12.30-2.30pm**

Suitable for -

- Those who wish to further their career or need to upgrade qualifications
- Individuals looking to improve their job prospects
- Parents looking to enhance their own skills to better support their children's development
- Anyone wishing to develop a new skill
- Those who wish to gain a recognised Qualification
- Anyone looking to fill gaps in their learning journey



Education & Skills  
Funding Agency

## Digital Gateway 2 Work Course

**Get That job!**

**If you can't beat them join them...**

**Develop your skills.....**

**Wednesday 22nd September**

**9.30-11.30 for 5 weeks**



Why not join us to develop or improve your online job search skills, your CV and cover letter and prepare yourself for an online interview.

Do you remember the time when you could search in your local newspaper for a job, complete a paper-based application and arrive at the company for an interview? We do!

However, times have changed and over recent years many companies have taken the opportunity to advertise, recruit and interview prospective employees online.

FREE for anyone aged 18+ and receiving certain state benefits

# FREE Essential Digital Skills Qualification

Wednesday 22nd September

12.45-3.30pm

For 17 weeks



Are you new to Computing?

Is technology a mystery to you?

Do you want to know how to use  
a computer?

This course will get you started using computers, develop your skills and confidence in the above and provide you with a recognised qualification.

It is suitable for those with little or no previous experience who would like to develop their skills and confidence in this subject.

- ⇒ Basic computing terms
- ⇒ Using a keyboard and mouse
- ⇒ Exploring system settings
- ⇒ Creating simple documents
- ⇒ Basic Internet searches
- ⇒ Use different devices and handle information
- ⇒ Create and edit documents
- ⇒ Communicate using email



## Microsoft Office Courses

If you have good basic computer experience, this course will help you develop a range of skills and knowledge relevant to the workplace and will extend your skills in core software applications using Microsoft Office.

FREE for anyone aged 18+ and receiving certain state benefits.

### SPREADSHEETS

**Wednesday 10th & 17th November 9.30-12**

- Enter, edit numerical data
- Store and retrieve files
- Use functions and formulas
- Analyse and manipulate data
- Present and format spreadsheet information
- Format charts and graphs



### WORD

**Wednesday 27th October &  
3rd November 9.30-12**

- Enter/Edit Text
- Select and use templates
- Mail Merge
- Create and modify tables & forms
- Format and present documents

### DESKTOP PUBLISHING

**Wednesday 1st & 8th December 9.30-12**

- Select and use page designs
- Input, combine and edit text
- Insert, and manipulate images