



**Its Never to Late 2 Learn
Computer, Maths & English Courses
Starting September 2022 @ Brunswick Hub**

For more information or to book your place
please contact

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FREE Digital Gateway 2 Work Course

Get That job!

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

Develop your skills.....

Wednesday 21st September 2022

12.30-3.15 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

Must have lived in the UK for 3 years

FREE Essential Digital Skills Qualification

Computing for Beginners

Wednesday 21st September 2022

9.30-11.30

For 23 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

FREE for anyone aged 18+ who has lived in the UK for 3 years

FREE Using an iPad Work Course

Thursday 11th November 2022

1-3pm for 10 weeks



Is your dusty iPad gazing at you accusingly due to lack of use?

This course will change this situation and very soon, you and your iPad will be best of buddies.

They said it would be fun. According to them, it just works. To be fair, the iPad is a remarkable device for its ease of use and intuitive interface. Despite the iPad's many impressive capabilities, we all have to start somewhere, and even the iPad can be a source of head-scratching bafflement from time to time.

FREE for anyone aged 18+ and receiving certain state benefits

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FREE Using the Internet & Email

Friday 23rd September 2022

10-12 for 5 weeks



Can you locate information quickly on the Internet? How do you know if information is from a reliable and safe source? Do you know how to check that websites are safe to use? Do you know how to clear your browsing history and set adjust your Cookie settings? Can you create, send and receive emails? Can you attach files to an email? Do you know how to add people to your list of contacts? This short course will develop safe skills using the Internet and email.

- How to create simple and complex search criteria to find information quickly on the Internet
- How to check a website is reliable and safe
- Clear your browsing history
- Composing, sending and receiving emails
- Attaching documents to an email
- Adding people to your list of contacts

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Introduction to Microsoft Applications

Microsoft Word

Wednesday 2nd and 9th November 1-3pm

Microsoft Excel

Wednesday 16th & 23rd November 1-3pm

Microsoft PowerPoint

Wednesday 30th Nov & 7th Dec 1-3pm



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Using Google Apps

Thursday 2nd March 1-3pm for 10 weeks

A look at the different apps Google has to offer and what they are for

Word processing with Google Docs

An introduction to spreadsheets with Google Sheets

Creating professional looking presentations with Google Slides

Using Google Drive to store, organise and share



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Do you want to improve your English or Maths?



**New Stepping Stones Qualifications
@ Brunswick Hub from September
Come along to our OPEN AFTERNOON
Monday 12th September 1pm-3pm**



English Courses will enable learners to:

To improve grammar, punctuation and spelling skills

To develop their reading and/or writing skills

To improve their communication skills in speaking

To prepare for Functional Skills in English



Math's Skills will relate to everyday tasks such as:

Being confident to help your child with homework

Gaining budgeting skills

Progressing with job prospects

Prepare for Functional Skills in Maths