



## Northwich Community Learning Course Programme January – April 2012

Are you looking at updating your skills?

Do you want to build your confidence and self esteem and meet new friends?

Our First Steps provision is **FREE!**

Course	Day/Time	Start Date	Location	Duration
IT Accredited Workshop	Tues 1.00pm – 4.30pm Wed 9.00am – 4.00pm	On Going	New Vic	On Going
Learndirect English & Maths	Tues 1.00pm – 4.30pm Wed 9.00am – 4.00pm	On Going	New Vic	On Going FREE
Workclub	Friday 9.00am – 1.00pm	On Going	Zone	On Going
Assess your Skills	Monday 1.00pm – 4.00pm	On Going	Zone	On Going
Go-On (basic IT)	Wednesday 1.00pm – 4.00pm	On Going	Zone	On Going
On Confidence Course	Wednesday 9.15am – 11.15am	25 <sup>th</sup> January	Zone	9 Weeks
Emails & Attachments	Thursday 1.00pm – 3.00pm	26 <sup>th</sup> January	Zone	2 Weeks
Handmade Cosmetics	Tuesday 1.00pm – 3.00pm	31 <sup>st</sup> January	Store	4 Weeks
Staying Safe Online	Wednesday 9.30pm – 12.00pm	1 <sup>st</sup> February	Zone	1 Session
Match your CV to the Job Advertised	Thursday 1.00pm – 4pm	9 <sup>th</sup> February	Store	1 Session
Downloading Photographs	Wednesday 9.30am – 12.00pm	15 <sup>th</sup> February	Zone	1 Session
Ready, Steady, Work	Tuesday 1.30am – 4.00pm	21 <sup>st</sup> February	Zone	6 Weeks
Introduction to Spreadsheets	Thursday 1.00pm – 3.00pm	23 <sup>rd</sup> February	Zone	4 Weeks
Telephone Interviews and Techniques	Thursday 1.00pm – 3.30pm	23 <sup>rd</sup> February	Store	1 Session
Facebook and Socialising Online	Wednesday 9.30am – 12.00pm	29 <sup>th</sup> February	Zone	1 Session
Digital Champions	Thursday 1.00pm - 4.00pm	1 <sup>st</sup> March	Zone	1 Session
Introduction to Bead Jewellery	Tuesday 1.00pm – 3.00pm	6 <sup>th</sup> March	Store	4 Weeks
Office Skills	Wednesday 9.30am – 11.30am	7 <sup>th</sup> March	Zone	4 Weeks
Interview Skills & Managing your Image	Thursday 1.00pm – 3.30pm	8 <sup>th</sup> March	Store	1 Session
Emails & Attachments	Thursday 1.00pm – 3.00pm	22 <sup>nd</sup> March	Zone	2 Weeks

**All courses are free unless otherwise stated; please speak to one of our friendly tutors who will be more than happy to provide you with further information. Free Crèche facilities available at The New Vic on Wednesdays 9.30am – 11.30am please call for details**

Emails and Attachments	On Course for Confidence
<p>This two week session will give you an understanding of how to use the main functions of email, attach files and documents this could be a CV to a perspective employer or sending photographs to your family. A fun and informative course.</p>	<p>Would you like a brighter more confident future but don't know where to start? This 9 week course will help you make the most of your life, build on your strengths and become more positive and motivated. Sessions are offered in a friendly and informal atmosphere.</p>
ITQ Tuition Level 1 and Level 2	Office Skills
<p>Want to gain an accredited level 1 or level 2 IT qualification? By completing either the level 1 or level 2 course you will gain certificates covering the following topics: File Management &amp; E-Document Production (using Microsoft Word), Microsoft Excel (Spreadsheets) and Microsoft Access (Database). A great first step qualification in IT.</p>	<p>This course will cover a range of office procedures including telephone etiquette making and receiving calls, basic word processing skills, meeting and greeting, template making in Microsoft Word and much more. Great skills to enhance your job prospects.</p>
Assess Your Skills	Handmade Cosmetics
<p>Not sure what direction to go in? Need a little guidance to help you move forward in your work and life? These sessions will provide you with a skills assessment including IT, maths and English, we will help you put an action plan together and discover the many work and learning opportunities that are available to you.</p>	<p>A lovely 4 week course that will teach you the principles of making your very own bath bombs and body butters. Start getting ready for those special birthdays and make that perfect handmade gift.</p>
Introduction to Bead Jewellery	Introductions to Spreadsheets
<p>A 4 week course that teaches you the basics of jewellery making. Learn about the different tools, components and techniques to create some beautiful pieces. Each week you will make something different to take home. No equipment needed.</p>	<p>A 4 week course that will introduce you to the basics of spreadsheets. You will learn how to use formula and functions including sum, divide and multiply. Basic computer knowledge is required</p>
Ready Steady Work	Learn Direct
<p>Ready Steady Work is a great new course that will prepare you for the work place and give you the upper hand and a qualification to put on your CV. The course will be delivered over a six week period and covers assessing yourself for work, how to present personal information effectively and preparing for interview – Get the head start you need.</p>	<p>A range of courses that are designed to be flexible to fit around you and your lifestyle. Gain a nationally recognised qualification in Maths and English that will enhance your job prospects. Courses are accessible from our centres and can also be accessed at home.</p>
Go-On Basic IT and Workshops	
<p>Online basics is a great way for you get started online, helping you to gain the skills and confidence you need to start using computers and the internet. Online basics will help you to learn how to use a mouse and keyboard, search online, stay safe online and send emails. In addition this term we are offering the following Workshops for those who aren't too confident in using a Computer – Facebook and Socialising Online, How to download Photographs and Staying Safe Online.</p>	
Workclub	
<p>The Job Skills Workshop will help you present yourself in the best possible light to potential employers. You will get 1 – 1 support applying for jobs both online and through application forms, help with creating your CV and cover letters. Free internet access is available with printing and photocopying. We have resources including all the latest Job Centre vacancies, local newspapers access to jobs online and much more...</p>	
Job Skills Workshops	
<p>A range of 1 off workshop to enhance your chances of getting that job. Matching your CV to the advert; this will help you target that specific job role. Telephone Interviews and Techniques; prepare well and be confident, many recruiters use the telephone interview as the first stage of a job interview process. Interview Skills &amp; Managing your Image; this session covers the need to portray a confident and positive image giving you tips and hints and creating the right image. Give yourself the edge in the jobs markets</p>	
Digital Champions	
<p>This 1 day course is aimed at developing skills to become a Volunteer to support members of the community to get online for the first time and increase the awareness of the benefits of the internet. There are over 8.4 million people in the UK who have never used the internet, 6 million of these are aged over 65. Imagine how exciting it would be to help someone access the internet for the first time. Being a Digital Champion is not only easy to do, its lots of fun, you could help someone to find work or improve skills, have fun, find information, explore interests, save money, keep in touch the lists is endless.</p>	

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**New Vic, Neumann Street, Northwich, Cheshire, CW9 5RE**  
**01606 40312**