

Answer YES to the following questions and we could be in business!

- Are you an ex carer/carer over 50 years old?
- Are you on Income Support or Incapacity Benefit?
- Do you want to learn about computers? or do your skills need updating?

LET US HELP YOU ON THE ROAD TO SUCCESS

We can offer

An **INNOVATIVE** course for older people
 Sound advice on getting the right job
 A recognised **OCR/RSA** computer qualification
 Professional help on all aspects of job search and survival
....AT LITTLE OR NO COST

**OCR/RSA NEW CLAI^T (Beginners)
 (OFFICE)**

Course modules include:

Personal Development

- Life Mapping & Networks
- CV's & Interview techniques
- Motivational Training & Developing Strengths
- Financial Stocktaking & Enterprise Induction
- Skills Assessment & Action Planning

Information Technology

- File Management and MS Word (Word Processing)
- MS Excel (Spreadsheet & Graphs)
- MS Access (Database)
- Introduction to Internet/E-Mail
- Introduction to Powerpoint

**Interested? Speak to someone who understands.
 Call Sylvia or Sally on 020 8748 9898 to register.
 Take that first important step NOW!**

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**OCR/RSA CLAI^T PLUS (Intermediate)
 (OFFICE)**

Course Modules include:

- File Management and MS Word (Word Processing)
- MS Excel (Spreadsheet & Graphs)
- MS Access (Database)
- Introduction to Internet/E-Mail
- Introduction to Powerpoint



Including Personal Development

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- Do you need help with your jobsearch?

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**OCR/RSA NEW CLAI^T (Beginners)
 (MEDIA)**

Course Modules include:

- File Management and MS Word (Word Processing)
- Use E-Mail and Internet
- Use Desktop Publishing
- Create Webpages
- Use Powerpoint and Photoshop



Including Personal Development

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...AT LITTLE OR NO COST

**OCR/RSA CLAI^T PLUS (Intermediate)
 (MEDIA)**

Course Modules include:

- File Management and MS Word (Word Processing)
- Use E-Mail and Internet
- Use Desktop Publishing
- Create Webpages



Including Personal Development

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LET US HELP YOU ON THE ROAD TO SUCCESS

We can offer

An INNOVATIVE evening course for older people 50+
A recognised **OCR/RSA** computer qualification



...AT LITTLE OR NO COST

**OCR/RSA NEW CLAI T
(Beginners Evenings)**

Course Modules include:

- File Management and MS Word (Word Processing)
- Use E-Mail and Internet
- Use Desktop Publishing
- Create Webpages



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New opportunities for ex-carers/carers over 50

- Are you an ex carer/carer over 50 years old?
- Are you on Income Support or Incapacity Benefit?
- Do you want to learn about computers?
- Do you want to make keep up with the pace of change ?
- Do you want to be able to surf the net to access information?

Is your knowledge of Information Technology not sufficient for today's world of work?
Or do your skills need updating?
We can offer **INNOVATIVE** sessions for older people 50+

Programme is for Residents of the following Boroughs only - Brent, Ealing, Hammersmith & Fulham, Hillingdon, Hounslow, Kensington & Chelsea, Westminster, Kingston and Richmond.

OCR/RSA ICT SKILLS FOR LIFE

Course Modules include:

- Introduction to Computers & Computing
- Learn how to use the mouse & keyboard
- Learn Desktop Publishing / Wordprocessing
- Learn how to do E-Mail
- Learn how to surf the Internet
- Includes Personal Development



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How to find us.....



FIGHTING AGEISM

New opportunities for people over fifty



**BRITANNIA HOUSE
1- 11, GLENTHORNE ROAD
LONDON W6 0LH
Tel: 020-8748-9898
Fax: 020-8748-4250**

e-mail: info@thirdage.org.uk
www.thirdage.org.uk

***Regular Courses being run...
Call us for details
and register NOW!***