

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

- Are you out of work or need more work?
- Are you over 40?
- Are you held back by poor computer skills?
- Do you need help with your job search?
- Do you lack confidence & motivation?

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 **RSA/OCR** 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 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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Answer YES to the following questions and we could be in business!

- Are you over 40?
- Do you want to learn about computers?
- Do your skills need updating?
- Do you lack confidence & motivation?
- Are you out of work or need more work?
- Do you need help with your jobsearch?

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



...AT LITTLE OR NO COST

**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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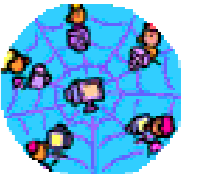
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A recognised **OCR/RSA** computer qualification

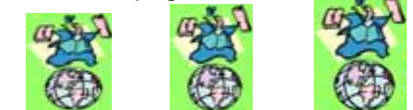


...AT LITTLE OR NO COST

**OCR/RSA NEW CLAI^T (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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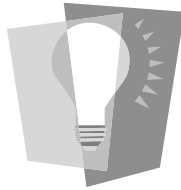
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LET US HELP YOU ON THE ROAD TO SUCCESS

We can offer

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



...AT LITTLE OR NO COST

OCR/RSA NEW CLAI
(Beginners Evenings)

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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- Are you over 40 years old?
- Do you want to keep up with the pace of change?
- Do you want to learn about computers?
- Do you want to make new friends and/or keep in touch with friends or family overseas?
- 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?
- Or do your skills need updating?

LET US HELP YOU ON THE ROAD TO SUCCESS

We can offer

INNOVATIVE taster sessions for older people
A recognised **RSA/OCR** computer qualification where applicable
Help on all aspects of basic computer skills to increase your quality of life!

....AT LITTLE OR NO COST

OCR/RSA ICT SKILLS FOR LIFE

Course Modules include:

- Introduction to Computers & Computing
- Learn how to use the mouse & keyboard
- Learn Desktop Publishing
- Learn how to do E-Mail
- Learn how to surf the Internet

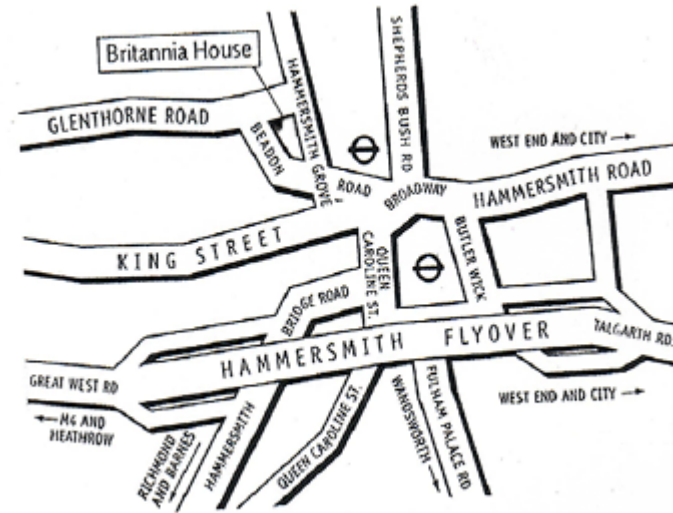


Including Personal Development

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How to find us.....



FIGHTING AGEISM

New opportunities for people over forty



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

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