



# FREE\* Computer Courses for ExCarers/Carers/Parents over 50

\*subject to availability & eligibility

**Answer YES to all the following questions and ring 020 8748 9898 to speak to Sylvia, Sally or Kate.**

- Were you or are you looking after a child/parent/partner/relative?
- Are you born before 1958?
- Are you unemployed; on Income Support, Incapacity Benefit or ESA?(**BUT NOT JSA**)
- Live in a West/Central/South London Borough?
- Do you need computer skills to get work?

**There are a range of structured Courses on offer; that aim to include a mixture of some/all the following modules:**

## Information Technology

- File Mgmt. & MS Word (Word Processing)
- MS Excel (Spreadsheets & Graphs)
- MS Access (Database)
- Introduction to Internet & E-Mail
- Introduction to Powerpoint
- Use/Intro to Desktop Publishing
- Use/Intro to Photoshop
- Use Webpages

## Personal Development

- Life Mapping & Networks
- CV's & Interview Techniques
- Motivational Training
- Developing Strengths
- Financial Stocktaking
- Business Startup
- Skills Assessment & Action Planning
- Job Search

An Innovative Course for older people to achieve a recognised OCR/RSA qualification.

**Take that first important step NOW and let us help you on the road to success!!**



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