

# ICT SKILLS FOR LIFE AND WORK



We have developed a range of computer courses accredited and non-accredited where you can gain valuable computing skills for both life and work. You might be a person who cannot use a mouse or keyboard or someone with limited computing skills who wants to learn more. It could be that you have some ICT skills but would like a certificate in computing or have an iPad/iPhone or tablet and not making the most of the device. Whatever your needs we have just the course for you.

## COMPUTER FOR BEGINNERS (INCLUDING INTERNET AND E-MAIL)

The 'Computer for Beginners' course is designed for learners who may not be able to switch a computer on or are not sure how to use a mouse and keyboard. Learners may also have little or no knowledge and skills in other areas of computing. The course covers: typing text in a word application, saving files, using the internet safely and composing and sending e-mails with attachments.

**Skills required: None. Suitable for absolute beginners.**

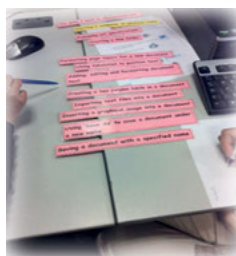
Audley NLC	Tuesday	9.30am – 12pm	07/05/2019	5 weeks
Darwen Town Hall	Wednesday	10am – 12.30pm	08/05/2019	5 weeks
Bank Top NLC	Monday	12.45pm – 3pm	13/05/2019	5 weeks
Audley NLC	Tuesday	9.30am – 12pm	18/06/2019	5 weeks
Darwen Town Hall	Wednesday	10am – 12.30pm	19/06/2019	5 weeks
Bank Top NLC	Monday	12.45pm – 3pm	24/06/2019	5 weeks

## ICT SKILLS BUILDER DROP IN (TERM TIME ONLY)

Do you want to learn new computer skills, do you need to use Universal Credit or find a Job website, save and edit your work online or use a computer to help look for work? The ICT Skills Builder drop in is designed for you. The session is delivered on a flexible basis where learners work at their own pace to achieve their own individual learning outcomes. You can also take your own laptop or tablet.

**Skills required: None. Suitable for absolute beginners.**

Bank Top NLC	Thursday	10am – 12pm	25/04/2019	Ongoing
Audley NLC	Thursday	1pm – 3pm	25/04/2019	Ongoing
Darwen Town Hall	Friday	10am – 11.30am	Ongoing	Ongoing



*I feel more confident in how to use computers. I have improved my ICT skills which will help me with my job in the future.*

## ICT SKILLS WITH ESOL **NEW COURSE FOR SUMMER**

This short 'ICT Skills for ESOL' course is designed for learners who have low level English language skills, and may not be able to switch a computer on or are not sure how to use a mouse and keyboard. Learners may also have little or no knowledge and skills in other areas of computing. Then this course is a starting point in gaining basic computer skills. Whilst gaining basic computer skills the course will help you to develop your English language skills at the same time.

**Skills required: English language skills from pre entry (limited English) to Entry Level 2.**

Audley NLC	Wednesday	1pm – 3pm	08/05/2019	3 weeks
Bank Top NLC	Friday	9am – 11.30am	14/06/2019	3 weeks
Audley NLC	Wednesday	10am – 12pm	03/07/2019	3 weeks

## INTRODUCTION TO GOOGLE DOCS **NEW COURSE FOR SUMMER**

This is a one off session introducing you to Chrome Machines where you can access Google docs on Google Chrome's web based documents. The session will explore how to log into Chrome Machines using a Gmail account and explore the features found on the new Chrome Machines at our centres.

Bank Top NLC	Tuesday	9.30am – 12.30pm	30/04/2019	3 hours
Audley NLC	Tuesday	9.30am – 12.30pm	30/04/2019	3 hours
Bank Top NLC	Tuesday	9.30am – 12.30pm	16/07/2019	3 hours

## MOBILE DEVICES SKILLS BUILDER DROP IN **NEW COURSE FOR SUMMER**

Do you have a mobile device but do not always feel fully in control of it? Not sure how to use some of the features and settings correctly? In the drop in sessions we will explore different functions and apps on your device, learn how to use popular apps and features including the app store, iCloud, mail and calendar, photos and more. We will also explore security and safety on your device and learn some great hints and tips to get more from your mobile device.

For more information call 01254 507720 or 01254 581175 or e-mail [adultlearning@blackburn.gov.uk](mailto:adultlearning@blackburn.gov.uk)

## \*START IT (ITQ) ENTRY LEVEL 3 (ACCREDITED BY CITY & GUILDS)

This is an 8 week accredited course designed for learners who have basic computing skills or have completed the 'Computer for Beginners' course. The course is split into three units: IT User Fundamentals, Word processing software and Spreadsheet software. Part of the course entails building a portfolio. If you would like to gain a certificate in computing then this could be the course for you.

**Skills required: English language skills at Entry Level 3 or higher.**

Bank Top NLC	Tuesday	9.30am – 2.30pm	07/05/2019	8 weeks
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**City &  
Guilts**



*I feel more confident about using computers. I have improved my skills and job prospects. I have learnt how to send and print CV's and cover letters for job applications. Staff and learners got on very well.*

### **MOST COURSES ARE FREE**

To book on call 01254 507720 or 01254 581175 or email [adultlearning@blackburn.gov.uk](mailto:adultlearning@blackburn.gov.uk)

\*FREE ACCREDITED COURSES FOR LEARNERS WHO ARE UNEMPLOYED AND ON A LOW INCOME WAGE.