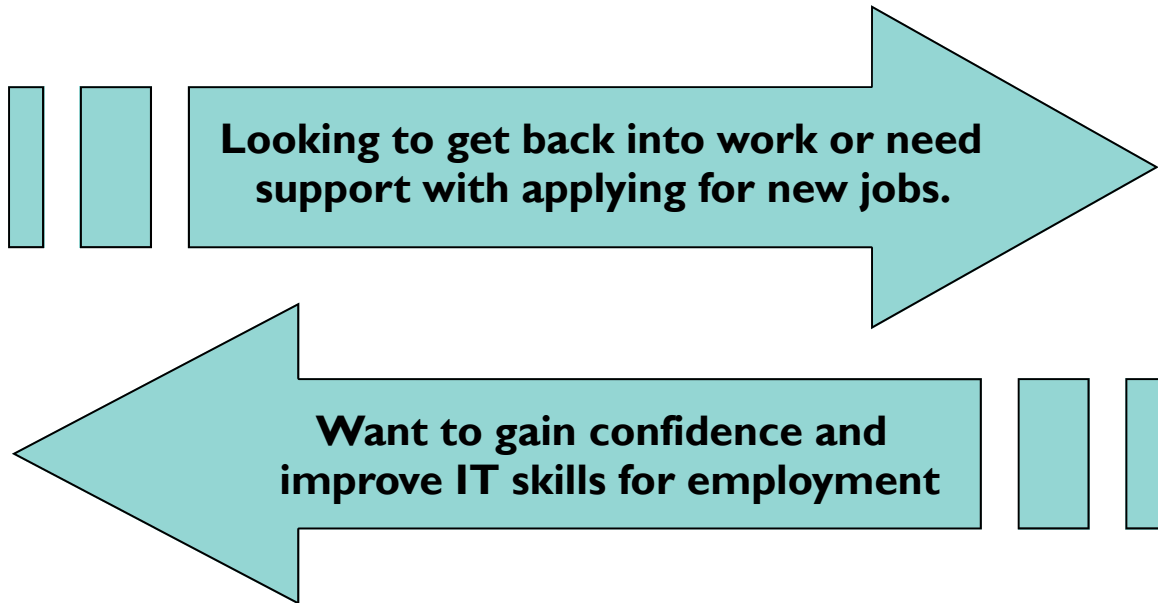


Basic IT Skills for employment



Join our friendly classes in our UK Online Centre, where you can develop computer skills to improve employment prospects.

- **PREPARATION FOR ECDL** - internationally recognised IT qualification. Level 2 - supported learning with Camden ACL Tutor. Modules include: Word, Excel (spreadsheets), Access (Data-base,) Internet & email.
- **IT FOR EMPLOYABILITY** - Includes CV's, completing applications, creating Word documents relevant to the workplace, use of internet and email for work purposes, plus interview skills.

**Sidings Community Centre,
150 Brasseley Road, London NW6 2BA.
Tel 0207-625-6260. (see more details overleaf)**

TUESDAYS 10AM — 12 Noon

PREPARATION FOR ECDL - Level 2 Internationally recognised certificate in ICT skills. Students will go through various modules ready for tests.

Modules:

- Word Processing (Word)
- Internet and e-mail
- Spreadsheets (Excel)
- Data Base (Access)

Self learning plays an important part of course.

Free Course, supported by Camden ACL Tutor.

TUESDAYS 1PM — 3PM

IT FOR EMPLOYABILITY:

- Using the internet to search and apply for jobs., plus how to use page navigation effectively.
- How to set up an email account, send and receive emails, and use emails for basic work-based functions.
- How to create your CV or other employment related documents using Word.
- Improve your interview skills & techniques.

**Sidings Community Centre,
150 Brasseley Road, London, NW6 2BA**

For further information contact the office on 020 7625 6260 or
E-mail: info@sidings.org.uk or visit us on **Facebook**.

www.sidings.org.uk