

Computing First Steps

For complete beginners. The course will familiarise you with basic computer skills, word processing, the internet and email.

Mon	10:00 - 12:00	09/01/12	LI	10 wks	£35	£*Conc.
Tue	19:00 - 21:00	10/01/12	SC	10 wks	£35	£*Conc.
Thu	14:30 - 16:30	12/01/12	LI	10 wks	£35	£*Conc.

Computing Next Steps

Following on from First Steps you will learn more Word, Email and Internet while working towards a portfolio based qualification.

Mon	14:30 - 16:30	09/01/12	LI	10 wks	£35	£*Conc.
Wed	19:00 - 21:00	11/01/12	SC	10 wks	£35	£*Conc.
Thu	12:15 - 14:15	12/01/12	LI	10 wks	£35	£*Conc.

BTEC Entry level Award in Using ICT

Develop your Word and Email skills further and cover the key functions of Excel (spreadsheets), while working towards an portfolio based qualification.

Thu	10:00 - 12:00	12/01/12	LI	11 wks	£64	£*Conc.
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BTEC Level 1 Award for IT Users (ITQ)

A more extensive qualification that will develop more detailed knowledge of Outlook, Word and Excel. The course is assignment based and will involve some work outside of class. The certificate will demonstrate your IT level to employers for improved job prospects.

Mon	19:00 - 21:00	09/01/12	SC	16 wks	£132	£*Conc.
Fri	12:00 - 15:00	13/01/12	LI	11 wks	£132	£*Conc.

BTEC Level 2 Award for IT Users (ITQ)

A mixture of classes and workshops, this course is for people with good IT skills to develop them further and gain a Level 2 qualification. It covers Word, Excel and Powerpoint. Additional work outside lessons will be required.

Tue	10:00 - 12:30	10/01/12	LI	22 wks	£180	£*Conc.
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Maths Improve your Skills

Our friendly tutors will help you improve your Maths and achieve a qualification.

Tue	12:15 - 14:15	10/01/12	LI	22wks	£0	
Thu	19:00 - 21:00	12/01/12	SC	22wks	£0	

English Improve your Skills

Our friendly tutors will help you improve your reading and writing and achieve a qualification.

Wed	09:15 - 11:45	11/01/12	LI	22wks	£0	
Tue	14:15 - 16:45	10/01/12	LI	22wks	£0	
Mon	18:30 - 21:00	09/01/12	SC	22wks	£0	

English for Speakers of Other Languages -ESOL

We offer evening ESOL courses on Mondays and Wednesdays from 18:30 until 21:00 at all levels, from complete beginners to level 2. All students work towards nationally recognised qualifications. Each course has two classes per week for 11 weeks. The EU fee is £175 (£290 non EU) or £* for those in receipt of eligible benefits. Fees include exam and materials costs. To enrol please come to our enrolment evening and your first lesson on;

Monday 9th January at 18:00-21:00 at Strode's College

Please bring with you:

- ✓Your passport/identity card and any home office documentation.
- ✓Your payment (cash, card or cheque).
- ✓Proof or receipt of any work-based benefits you are receiving.
- ✓Details of any previous English exam results or certificates.

If you are unable to attend this session or would like more information please contact the college on 01784 471116.

STRODE'S COLLEGE

For more information or to enrol on courses

adulteducation@strodes.ac.uk

www.strodes.ac.uk

01784 471116

Community Learning

FREE COURSES FOR UNEMPLOYED

There are no course fees for people receiving Job Seekers Allowance, just a one off registration fee of £20 (marked as £*Conc.). This may also apply if you are receiving other income related benefits and are taking the course to help improve your chances of getting work, or if you do not have a full level 2 qualification. Please call 01784 471116 for details.

Please note that the full fee listed is for people resident in the UK or other EU country for at least 3 years. Please call 01784 471116 for non EU fees.

Community Learning also offers a range of taster courses for groups in the community. Please call 01784 471116 for details.

NOT SURE WHAT TO DO NEXT?

We offer **FREE** information and advice sessions. You will be able to meet with a friendly expert adviser who will help you identify the best courses to help you progress. Call Sandra on 01784 471116 to book a time to come in and see us.

Looking for Work

This programme is designed to help you develop the skills you need to find a job that suits you and to succeed in that job role. The courses covers CV writing, job applications and how to succeed at interview. You will work towards a nationally recognised BTEC Workskills Award.

Thu	13:00 - 16:00	19/01/12	LI	5 wks	£5	£*Conc.
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Confidence Building

The friendly and supportive tutor will help you develop your confidence and find new ways to take your life forward.

Thu	09:30 - 12:30	19/01/12	LI	5 wks	£5	£*Conc.
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Customer Service

This is a new 2 week intensive course for anyone who wants to work in a customer facing role. This could be in a shop, a restaurant, a hotel or on reception. The course leads to a nationally recognised qualification. There are no formal entry requirements, but you will need a good standard of spoken English.

Mon-Fri	09:30-15:00	23/01/12	HC	2 wks	£145	£*Conc.
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Childcare

We offer the Level 1 Certificate in Caring for Children. For people who would like a career with children aged 0- 5 years, this is an excellent introduction and leads to a qualification. Enrolment is by interview, please call 01784 471116.

Mo&Th	09:30-14:30	09/01/12	LI	11 wks	£365	£*Conc.
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Centres

SC	Strode's College, High Street, Egham, TW20 9DR
LI	Literary Institute, 51 High Street, Egham, TW20 9EW
HC	Hythe Centre, Thorpe Road, Staines, TW18 3HD
MC	Magna Carta School, Thorpe Road, Staines, TW18 3HJ

