

Want more information?

To find out more about the Computer courses at RAISE and what other help and courses may be available to you, contact:

RAISE

1st floor, St. Anne's Resource Centre
66 York Street, Leeds LS9 8AA

Telephone: 0113 2431894

FAX: 0113 241 6887

We have provision and facilities for the disabled.

St Anne's is a not for profit, person centred organisation. We provide a range of support and care services in the North of England to people who have learning disabilities, mental health issues, substance use issues or who are homeless. Last year we supported over 3,000 people.

St Anne's Community Services is a Registered Charity, number 502224 and a Social Landlord registered with the Tenant Services Authority, number H3158

RAISE
@ St Anne's
Resource Centre
Leeds



Introduction to Computer Skills



Leeds
CITY COUNCIL

Funded by

**Skills
Funding
Agency**

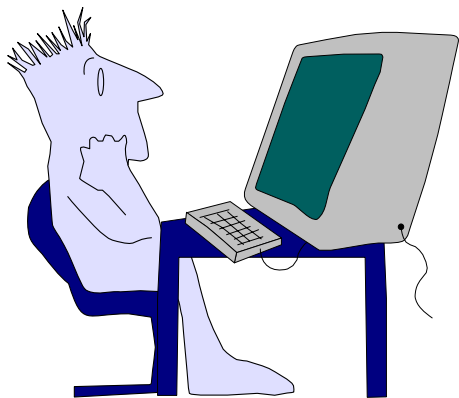


Making a Difference for 40 Years



INVESTORS
IN PEOPLE | Gold





Our Computer Skills course lasts for 13 weeks. It is designed to help you gain confidence in using a computer.

The course will help improve your skills so that you can create Word documents, Excel spreadsheets, and access internet resources, all with a view to improving your job prospects and opportunities for further learning.

The programme includes basic IT skills such as: using Windows, creating folders, managing files, word processing, Excel spreadsheets, internet and e-mail skills, IT security and advice and guidance about formal accredited qualifications such as CLAIT and ECDL.

You will work in small classes in a well-equipped computer suite.

You can join one of our four sessions as below:

- ◆ **Tuesday morning 11.30am to 1.30pm**
- ◆ **Wednesday morning 11.30am to 1.30pm**
- ◆ **Thursday afternoon 2.30pm to 4.30pm**
- ◆ **Friday morning 11.30am to 2.30pm**
(for ESOL learners)

The sessions at RAISE are open to anyone who feels they need more skills. You are eligible for free classes if you are aged 18 or over and receiving benefits. Proof of benefits are required. You can still attend if you are not on benefits but there may be a small fee.

Contact us for more details.

At the end of the course you will receive a Certificate of Attendance.

St Anne's Mission...

"Provide quality support, care and housing services; promoting dignity, independence, opportunity and inclusion."