

Short Courses & Workshops

July 2009



**women working together for all women to provide
information, support and training**

**Cambridge Women's Resources Centre
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Tel: 01223 321148**

**Email: courses@cwrc.org.uk
Website: www.cwrc.org.uk**

CWRC offers women only Training and Guidance. Limited free childcare is available for women with children under school age. If you are interested in any of the courses on this leaflet please contact us as soon as possible.

Computer Courses:

- **Digital Photography** – *learn how to get the best out of your digital camera and what the computer can do to make your photos even better.* (9.30 am – 3 pm Thursdays 9th & 16th July)
- **Using Spreadsheets** – *no need to be scared of using spreadsheets any more. Learn how to set up a spreadsheet with basic formulae.* (9.15 am – 12.15 pm, Wednesdays 1st, 8th & 15th July)
- **Touch Typing** – *a must for all computer users. Make your life easier with quicker and more accurate typing.* (9.30 am – 3 pm, Thursdays 9th & 16th July)

ESOL (English as a second language):

- **Improve Your Spelling** – *tackle the challenges of spelling correctly in English. For ESOL learners at Entry 3 or higher.* (9.30 am – 3 pm, Thursdays 9th & 16th July)
- **Grammar and Pronunciation Games** – *have fun with English pronunciation and grammar. For ESOL learners at Entry 3 or higher.* (9.30 am – 3 pm, Wednesday 8th & Thursday 9th July)

Courses to Increase Personal Skills:

- **Reading for Pleasure** – *how to get more from your reading and how to set up your own reading group* (9.15 am – 12.15 pm, Wednesdays 1st, 8th & 15th July)
- **Self Defence** – *improve personal safety by learning some simple skills and tactics to help you get out of difficult situations.* (dates and times to be confirmed)
- **Assertiveness** – *communicate better with those around you and learn how to say no.* (Tuesdays 7th & 14th July)

All courses are £25 each (£10 concessions).