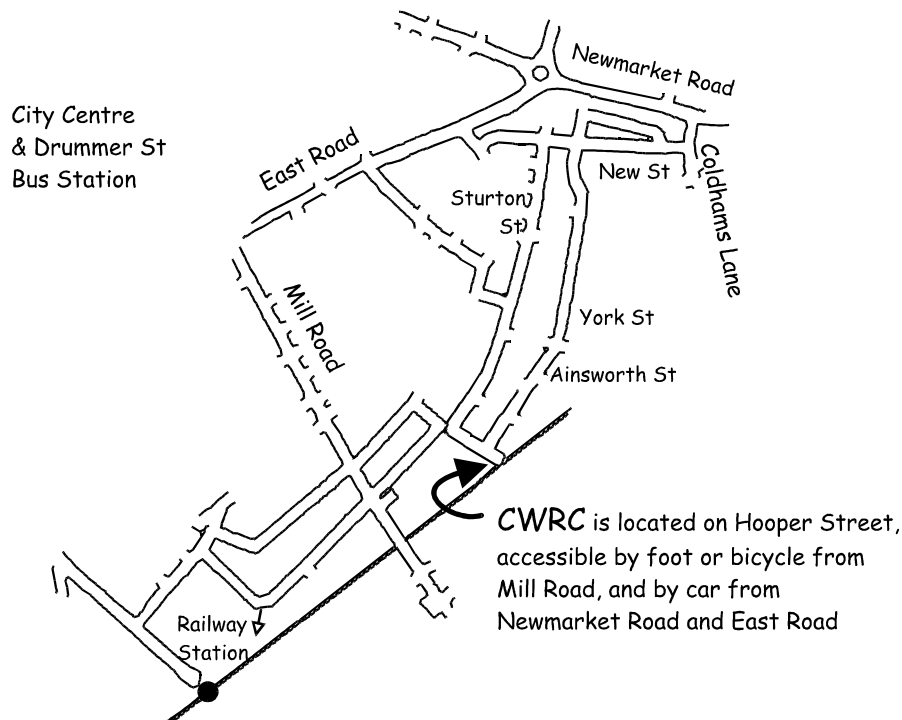


CWRC

Opening Times:
Cambridge School Term
9.00am to 4.00pm



Computing and ICT Courses September 2009 - July 2010



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

**Cambridge Women's Resources Centre
Hooper Street, Cambridge, CB1 2NZ
Tel: 01223 321148**

Email: courses@cwrc.org.uk

Website: www.cwrc.org.uk

CWRC receives funding from several sources, including the Learning and Skills Council and Cambridge City Council. Donations are always welcome.



Registered Charity No 801240
Company No 2192672.



Leading learning and skills

Computing and ICT Courses at CWRC

Our computer suites are well-equipped, and provide a relaxing environment in which to study computing, from complete beginner through to the nationally recognised CLAiT qualifications.

ICT for Beginners

Our **ICT for Beginners Course** is for women who are new to computers or who need to build up their confidence. This course runs on Thursdays, from 9:15am to 12.15pm, and will give you a basic understanding of computers and word processing.

CLAiT - Computer Literacy and Information Technology

We offer CLAiT training from complete beginner, through Level 1, and on to Level 2. You can work at your own pace with expert help and support from our friendly tutors. You can choose the CLAiT units that you think will be most useful and interesting.

To gain the CLAiT Certificate, you will need to take 3 units, one of which must be the core unit of skills needed for operating a typical computer. To gain the Diploma, you will need to take 5 units, including the core unit. As each unit is a worthwhile achievement in its own right, certification is also available for single units. For further information about CLAiT, you can visit the OCR website www.ocr.org.uk.

Days and times of CLAiT modules

All courses run for 10 weeks, from 9:15am to 3:00pm for full day courses (lunch from 12:15 – 1 pm), 9.15 am – 12.15 pm for morning courses and 1-3 pm for afternoon classes.

The following CLAiT courses are available:

Word-processing & File Management	(Wednesday all day)
Powerpoint presentations	(Tuesday afternoon)
Desktop Publishing	(Tuesday morning)
Creating Spreadsheets and Graphs	(Friday afternoon)
Using Databases	(Friday morning)

Other units may also run during the year – check our website for updates.

Course Fees

All day £75 (or £25 concession)
Morning courses £45 (£15 concession)
Afternoon courses £30 (£10 concession)

Concessions are available for women on means tested benefits.

Enrolment

CWRC courses are open to all women – there are no formal entry requirements. After you contact the centre we will arrange an Enrolment Appointment. During this appointment you will fill out an enrolment form and we will make sure that you are enrolling on the right course for you at this time. We will also check that you are eligible for the course; and make sure that we are able to offer you any additional services appropriate to your needs, such as crèche places.

Eligibility

In order to be eligible for LSC (UK Government) funding, you must be legally resident in the UK or EU (normally this means 3 years residence). Course fees for Overseas Learners will be higher. Please bring your passport to the Centre when enrolling on courses. Contact the Courses Administrator for further information.

CWRC Crèche

The on-site crèche is run by experienced co-ordinators and sessional workers. Child care is FREE to all women using the facilities of the centre. The crèche is open during classroom hours.

Other courses and workshops at CWRC

CWRC offers a wide range of courses and workshops in subjects such as creative writing, woodwork, self defence and digital photography. Please contact us to find out the latest news and information, or visit our website at www.cwrc.org.uk