

Starting with myguide

This is a course for beginners, which will introduce you to the internet and show you how to use myguide.

How long does it take?

Course duration about 30 minutes

Using email

This course will help you to use myguide email and learn about other email packages. It will also teach you about address books, how to use folders and reading/sending email.

How long does it take?

Course duration about 40 minutes

Using a mobile phone

This is a course for beginners. It tells you about the benefits of mobile phones and how you can use them to do different things.

How long does it take?

Course duration about 25 minutes

Using online searches

This course will teach you about using search engines and websites to find information quickly and easily.

How long does it take?

Course duration about 40 minutes

Understanding your home computer

This course tells you the things you need to consider when buying a computer. It will cover how to get online at home and keep your computer up-to-date.

How long does it take?

Course duration about 40 minutes

Understanding job hunting online

This course will give you an overview of ways to find and apply for jobs online.

How long does it take?

Course duration about 45 minutes

Starting with Computers

This is a course for complete beginners, covering the basics of using a mouse and keyboard on a computer.

How long does it take?

Course duration about 30 minutes

Using the web

This course is an introduction to using the internet. It will give you ideas on how you can access the internet, and how it can help you in your day-to-day life.

How long does it take?

Course duration about 40 minutes

Using public services online

This course gives you an overview of the Directgov website and local council sites. It shows you how to find the information you need, including how to download forms.

How long does it take?

Course duration about 60 minutes

Using digital photography

This is a course for beginners. It explains why you might want a digital camera and what to look for when you buy one.

How long does it take?

Course duration about 30 minutes

Understanding UK politics

This course will explain the structure of the UK government and the benefits of being an active citizen.

How long does it take?

This course should take about 37 minutes to complete.

Understanding banking online

This course looks at the range of services available if you use Internet banking, and how banking online can save you time and hassle.

How long does it take?

Course duration about 30 minutes

Using a computer

This teaches computer basics like key parts of a computer and setting up folders plus how to change the settings on a computer and open various applications.

How long does it take?

Course duration about 45 minutes

Using the Internet Safely

This is a course for beginners. It provides an overview of the security risks associated with using the Internet and what you can do to stay safe.

How long does it take?

Course duration about 30 minutes

Using digital TV

This is a course for beginners. It will explain about digital TV; what it's about, how you can get it and what the 'digital switchover' means for you.

How long does it take?

Course duration about 25 minutes

Understanding shopping online

This course will give you an overview of shopping online and different ways to pay. It will also cover the laws surrounding online shopping

How long does it take?

Course duration about 45 minutes

Understand eBay auctions online

This course will give you an overview of online auction sites, like eBay.

How long does it take?

Course duration about 30 minutes

Understanding public services online

This course will give you an overview of the types of local and national Government services available online.

How long does it take?

Course duration about 45 minutes

Understanding family education

This course provides an overview of the UK education system and how this relates to your family.

How long does it take?

This course should take about 50 minutes to complete.

Understanding your family history

This course gives an overview of how to research your family history, and how to find your family history information online.

How long does it take?

This course should take about 42 minutes to complete.

Understanding transport in the UK

This course is for everyone who wants to find out about different travel options, learning to drive and the pros and cons of owning a car.

How long does it take?

This course should take about 1 hour to complete.

Understanding family Internet safety

This course will give you an overview of how to keep your family safe while using the Internet. It covers online threats and what safe and responsible behaviour entails.

How long does it take?

This course should take about 1 hour to complete.

Understanding socialising online

This course explains some of the basics of socialisation online, including things like Wikis, blogs, forums and chat facilities .

How long does it take?

Course duration about 35 minutes

Understanding money management

This course will give you an overview of different government benefits and teach you the importance of managing your finances.

How long does it take?

This course should take about 60 minutes to complete.

Understanding renting/buying property

This course is for anyone thinking of buying or renting property either now or in the future and takes a look at the new rules that protect buyers and tenants.

How long does it take?

This course should take about 1 hour to complete.

Understanding your child's learning

This course provides an overview of how to help your child learn and develop. You will discover how to use online resources to engage with their education. You will learn about educational material, plus online services offered by schools.

How long does it take?

This course should take about 1 hour to complete.

Understanding music online

This course will explain about the range of MP3 and online media players available and will give you advice on how to get the most out of them.

How long does it take?

Course duration about 25 minutes

Understanding green living

This course will explain what climate change is and provide you tips and ideas about being more environmentally friendly.

How long does it take?

This course should take about 60 minutes to complete.

Understanding jobs & interviews

This course is for anyone who wants to find out about the financial support available to working families, how to apply for jobs and how to do well in interviews.

How long does it take?

This course should take about 1 hour to complete.



UK **onlinecentres**

Sessions take place on:

Thursday 1:00 pm to 4:00pm

Friday 9:00 am to 12:00 pm

& 1:00pm to 4:00 pm

For more information or to enrol contact

Val, Karen or Melanie on:

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