



BeechTree Community Centre
 Bite Size two weekly course programme
 Starting Wednesday 1st November 2017
 10.00am – 12.00pm
 £10 for 2 weeks

Topics covered -

TITLE	DATES
<p>✚ Introduction to keyboarding and word processing (2 weeks) (Gain confidence using the keyboard, enabling you to complete coursework, letters, form filling, keying in and sending and receiving emails, typing stories and so much more.....)</p>	01.11.17 – 08.11.17
<p>✚ Introduction to Internet, Internet Searches and setting up email account (2 weeks) (Learn how to use the Internet with confidence, search for specific information and set up your own email account)</p>	06.12.17 – 13.12.17
<p>✚ Introduction to Shopping on line/Introduction to EBay (2 weeks) (Ever wanted to shop on line for clothes, footwear, food, holidays etc.....well now you can. Would you like to know more about EBay buying and selling or just searching for what you want?)</p>	10.01.18 – 17.01.18
<p>✚ Introduction to Social networking – Skype/FaceTime/On Line Security (2 weeks) (Would you like to know more about Facebook, Skype or FaceTime, being able to not only speak to family/friends overseas but see them too all for free? Learn more about being secure on line and protecting your privacy)</p>	24.01.18 – 31.01.18
<p>✚ Introduction to Hardware and input devices/ Introduction to Digital Photography (2 weeks) (Would you like to know more about which laptop/tablet/phone to buy? Comparison websites for prices. Do you have photographs you would like to enhance, edit?)</p>	07.02.18 – 14.02.18

For more information: call us on 01948 666612 or email info@btcc.org.uk

