

Winter Term 2018

In the e-Learning Centre

**\*\*\* ECDL Update \*\*\***

**ECDL should be available again from October. The cost will be £62.46 for Level 1 and Level 2 will cost £86.40.**

**Functional Skills:**

Diagnostic assessments, weekly on Tuesdays (or any day by prior arrangement)

Workshops with Basic Skills Development Manager (BSDM) weekly on Tuesdays

E-Learning workshops with Learning Centre Manager (LCM) any day by appointment.

1 : 1 support sessions, by appointment

1 week English Reading / Speaking & Listening\* course in Week 2

1 week English Writing\* course in Week 4

1 week Maths course in Week 12

(\*English is in 3 parts and all 3 elements must be completed to gain the qualification)

**ECDL (IT training):**

Flexible programme available on request

Intensive courses in weeks 6 and 10 - places are strictly limited so book early!

In addition to Wks. 6 & 10 any week of your choice can be made into a course for you.

If you have any Educational questions please pop in and see the Learning Centre Manager. Also do not forget you can arrange a 1:1 IT skill lesson with the LCM if you need a specific skill for your job but do not have the time to take on the whole ECDL course.

The Learning Centre is in Room 39, Faraday Hall. Which is on the ground floor of the War Studies Annexe. It looks out over the QMs and the CIS Wing.

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