

CraigOwl Communities

who we are and what we offer

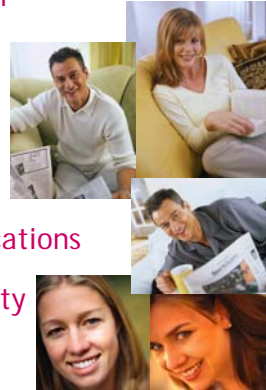
CraigOwl Communities is a company limited by guarantee with charitable status established since 2002.

We are involved in many and varied activities:

- Learning centres around Dundee where you can learn IT skills and get help with reading, spelling and number problems – as well as having fun and meeting people
- Projects to help you to gain confidence, get your life sorted out and get into work
- Learndirect centres where you can use your Individual Learning Account (ILA) and achieve ECDL, Food Hygiene and other qualifications.
- Staff to listen to you and help you to contact others who can offer support
- Opportunities for occupational skills in varied sectors, work experience placements and help to get into jobs where you can build your career
- Learning opportunities in a friendly relaxed environment where you will gain confidence, meet other people and enjoy yourself at the same time.

ECDL with CraigOwl

- Feel good about yourself
- Gain confidence
- Set your own pace
- Gain new skills
- Gain recognised qualifications
- Improve your productivity
- Learn in a friendly informal atmosphere
- Get the right skills for the job you want
- You can do it—we want to meet you



Start as soon as you wish
To find out more
Call Scott on 01382 508605
or Email:
info@craigowl.com

ECDL with CraigOwl

ECDL
European Computer
Driving Licence



British Computer Society
Internationally recognised

ECDL with CraigOwl



Do something **NEW**
with **CraigOwl**

Boost your job prospects and get into the right job for you.

Changing jobs / Changing Careers?

Match your skills to the sort of job you want

What can ECDL do for you?

- ~ Accredited by the prestigious British Computer Society
- ~ Internationally recognised qualification
- ~ Provides competence in standard business applications
- ~ Provides a certificate valued by employers



Make a New Start

- Learn locally and flexibly
- Achieve modules one by one
- Take your modules in any order
- Take your tests in a local ECDL centre
- Set your own pace

ECDL Course Content

- ~ Basic IT concepts
- ~ Using the computer & managing files
- ~ Word Processing (MS Word)
- ~ Spreadsheets (MS Excel)
- ~ Database (MS Access)
- ~ Presentation (MS PowerPoint)
- ~ Communications (E-mail & Internet)



ECDL Course Format

- ~ An initial individual assessment (approx 1 hour) to help you to choose your level
- ~ Registration for ECDL and supply of Log Book
- ~ Induction Session for each of the seven modules
- ~ Training and supported Self-Study using CD-ROM, with additional paper notes and exercises for each module
- ~ Flexible attendance for learning and testing
- ~ Trial assessments for each module prior to the real test, re-sits if required

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