

# Skills Centre E-bulletin

February 2010

## STOP PRESS!

We currently have plenty of places left on the Digital Photography, Digital World and Spreadsheet courses starting on 25th February.

To book a place please contact Patti on 01736 332772  
or email: [patti@pcdt.org.uk](mailto:patti@pcdt.org.uk)

### Spreadsheets for improvers

This 6 week course includes:-

- What is a spreadsheet
- Using formulae
- Creating Columns of data
- Using functions
- Creating Bar and Pie Charts
- Creating a form
- Moving and copying
- Doing Calculations

This course will be held at The Penwith Centre, Parade Street, Penzance on Thursdays.

Starting 25 February 2010. 1.30pm to 4.30pm.

### Stay Safe and have fun—your digital world

This 6 week course includes:-

- How to stay safe on the Internet
- How to make sure your children are safe online
- Simple Guidelines for digital information searches
- How to work with digital images
- Working with sound
- Using video

This course will be held at The Penwith Centre, Parade Street, Penzance on Thursdays.

Starting on 25 February 2010 from 9.30am to 12.30pm.

### Digital Photography

If you want to improve your photographic skills this course will teach you the basics of photo image capture. We can teach you to set up and use digital cameras and related materials and data. You will also gain an understanding of how photographic work is prepared, organised, carried out and concluded. The course will also help you to improve your numeracy skills.

This 6 week course will be held at The Penwith Centre, Parade St, Penzance.

The course will begin on 25th February 2010. Sessions will start at **6.00pm** and end at **9.00pm**.

### Financial Planning for Managers in the Care Industry

This course will show you how to

- recognise the different tools available to manage business finance.
- assess the profitability of your organisation.
- plan for the future to ensure sustainability.
- use formulae to establish the breakeven point.
- use financial management information as a tool for forward planning.
- work out staff statistics in order to measure and improve efficiency.
- devise SMART action plans.
- devise and monitor budgets and cash flow forecasts.

This course will also help you to brush up your numeracy skills and gain a nationally recognised Numeracy qualification. **Places available!**

There are 2 courses—one on Mondays - 22nd Feb, 1st and 8th March and one on Thursdays—18th and 25th March, 1st April. From 10.00 to 16.00

The courses will be run at Redruth Community Centre, Foundry Row, Chapel Street, Redruth



## Lightbulb

This is a dynamic, interactive course which will help you to 'brush up' on your numeracy and literacy skills and explore strategies to enable you to effectively support your students. The course is inspiring, non-threatening and fun.

On successful completion you will have a CPD portfolio packed with practical and fun ways to support literacy and numeracy and have gained National Test Certificates in Literacy and Numeracy Level 2.

Course starts on **24th February 2010** and will run on **Wednesdays** for seven weeks from 9.30am to 4.30pm at The Acorn Theatre, Penzance. All course materials and lunch will be provided.

**Places available!**

## Assertiveness & Decision Making

The Assertiveness and Decision making course (Entry Level 3) runs for four days over two weeks. It looks at the issues that affect our ability to be assertive and to make decisions. Tools are given to improve your skills in both areas.

Courses will run every month

The next course will take place on 8th, 9th, 15th and 16th March

At the Union Hotel, Chapel Street, PENZANCE

**Places available!**

**We will be bringing you an update  
On all courses on a Monthly basis**

**Watch this space!**

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