



# NEW COURSES APRIL 2015

<b>Functional Skills Maths</b>	To provide essential skills if you are returning to education, feel a bit rusty and want to gain skills or understand numeracy better.
<b>Sage Accounting</b>	A six week introduction to the use of Sage in accounting and electronic bookkeeping.
<b>Family History</b>	A rolling programme of Family History (2 Hour Sessions) – Guidance and support on using family history packages and research techniques.
<b>Job Club</b>	Help with your search for employment including computers for internet access job search and for CV's and letter writing, newspapers and other resources.

Ring for details on all courses including fees and enrolment (Ask for Carly on 01384 818156 or Email [savoycentre@bcha.co.uk](mailto:savoycentre@bcha.co.uk))

All courses are run subject to numbers and most have fees attached although you may be eligible for reduced fees or even free training depending on your circumstances.