Midlothian Libraries offer IT Training

A wide range of free online IT courses are now available from local libraries across Midlothian.

Midlothian Libraries have signed up to 'Study IT Online' – a service which provides easy-to-use online training and assessment to help develop your computer and internet skills, improve your chances of promotion or finding a job, and help you work smarter.

All the courses are free and are learner-focused. There's no time pressure involved – because the courses are online, each learner can study at the pace which suits them best.

Cllr Peter Boyes, Cabinet Member with responsibility for Libraries, said: "Our free online IT courses are a great way to improve your computer skills and gain confidence in using the internet. There's something on offer for everyone, even if you've never used a computer before. Our library staff members are always available to lend a helping hand and answer any questions you may have."

A wide variety of free courses are available for library members, including:

• Computing for the Terrified: a fun and uncomplicated introduction to computers and the internet. This course has been designed as a flexible learning programme to provide an informal introduction to basic computer skills.

• European Computer Driving Licence (ECDL) – ECDL is a widely-recognised certificate and a valuable addition to any CV. The ECDL course comprises seven modules which you can work through in your own time and at your own pace. If you have worked through all seven modules and wish to gain the ECDL

certificate, just ask a library staff member for information about MiTech's assessment centre in Dalkeith.

• Leadership Skills — to help develop your leadership skills

• Time Management — tips to help you make the most productive use of your time.

• Courses are also available in team building, business writing skills, information handling, customer care, telephone techniques and CV writing.

To sign up for any of these courses, just pop down to your local library and ask a staff member. They will register you and provide you with your username or password. You can then access the courses from your computer at home or at work — or you can use the free PCs available in your library.

For further information about any of these courses contact your local library, or Midlothian Libraries HQ at library.hq@midlothian.gov.uk or 0131 271 3980.