

## IT and Computing

Whether you want to get started with computing, Internet or email, or take your skills to a new level in using office, design and graphic or database software, we've got the course for you. You can even learn together with your children doing some fun IT projects.

<b>Get Qualified in IT and Computing</b>											
OCR Certificate in Using ICT Entry Level	Sat	10:00	13:30	27 Sept 08	13	Entry	N	A0665	ISCS	£126	£28
OCR Certificate in Using ICT Entry Level	Sun	11:00	14:30	26 April 09	13	Entry	N	C0641	ISW	£126	£28
IT User Certificate - ECDL Level 1	Sat	10:00	13:00	10 Jan 09	12	1	Y	B0666	ISCS	£143	£83
IT User Certificate - ECDL Level 1*	Mon and Wed	18:00	21:00	23 Feb 09	6	1	Y	B0667	TBC	£143	£83
IT User Certificate - ECDL Level 1	Mon	10:00	13:00	20 April 09	12	1	Y	C0640	ISB	£143	£83
IT User Certificate - ECDL Level 2	Mon and Wed	18:00	21:00	20 April 09	12	2	Y	C0668	TBC	£182	£66
IT User Certificate - ECDL Level 2*	Mon and Wed	18:00	21:00	22 Sept 08	12	2	Y	A0664	TBC	£182	£66
ITQ - Level 2	Tues, Wed and Fri	10:00	15:00	29 Sept 08	35	2	Y	Y0595	ISB/TBA	£1,237	£105
Time Based Web Design (ABC) Level 2	Weds	19:00	21:00	07 Jan 09	20	3	Y	Y3484	ISW	£235	£25
<b>Learn IT and Computing for Yourself</b>											
Get Started in Touch Typing	Mon	10:00	12:00	06 Oct 08	10	Beginners	N	A0363	ISB	£40	£17
Get Started Gently with IT	Mon	15:15	16:45	22 Sept 08	10	Beginners	N	A0236	SHC	£40	£17
Get Started in IT for LDD Learners	Mon	10:00	12:00	22 Sept 08	10	Beginners	N	A0597	SHC	£0	£0

Course Title	Day	Start Time	End Time	Start Date	Weeks	Level	Advice Session	Course Code	Location	Fee (£)	Concession (£)
Get Started in IT for LDD Learners	Weds	10:00	12:00	24 Sept 08	10	Beginners	N	A0262	ISB	£0	£0
Gentle IT for the Terrified	Weds	10:00	12:00	24 Sept 08	11	Beginners	N	A0237	ISCS	£40	£17
IT for the Terrified*	Thurs	10:00	12:00	25 Sept 08	10	Beginners	N	A0265	TBC	£40	£17
IT for the Terrified	Mon	18:30	20:30	29 Sept 08	10	Beginners	N	A0282	ISB	£40	£17
IT Open Workshop	Mon	13:00	15:00	29 Sept 08	10	All	N	A0283	SHC	£20	£10
IT for the Terrified	Tues	18:30	20:30	30 Sept 08	10	Beginners	N	A0232	ISCS	£40	£17
Get Started in Spreadsheets and Graphs with Microsoft Excel	Thurs	18:30	20:30	09 Oct 08	10	Beginners	N	A0383	ISCS	£40	£17
Get Started in Touch Typing	Weds	18:30	20:30	01 Oct 08	10	Beginners	N	A0340	ISCS	£40	£17
Get Started in IT*	Thurs	13:00	15:00	02 Oct 08	10	Beginners	N	A0275	TBC	£40	£17
Get the Best from Microsoft Excel - Advanced Spreadsheets	Thurs	10:00	15:00	02 Oct 08	10	Advanced	Y	A0377	SHC	£40	£17
Get the Best from MS Word and Excel - Advanced Workshop	Thurs	10:00	15:00	02 Oct 08	10	Advanced	Y	A0378	SHC	£40	£17
IT Open Workshop*	Fri	14:00	16:00	03 Oct 08	10	All Levels	N	A0281	TBC	£20	£10
IT for the Terrified	Sun	11:30	13:30	05 Oct 08	10	Beginners	N	A0251	ISW	£40	£17
Get Started Gently in Word Processing	Thurs	10:00	12:00	09 Oct 08	11	Beginners	N	A0355	ISB	£40	£17
Get Started in Word Processing	Fri	10:00	12:00	10 Oct 08	10	Beginners	N	A0258	ISW	£40	£17
Get Started Using Internet and E-Mail	Mon	10:00	12:00	13 Oct 08	10	Beginners	N	A0329	ISCS	£40	£17
Get Started Gently with IT	Mon	15:15	16:45	05 Jan 09	10	Beginners	N	B0373	SHC	£40	£17
Get Started Gently in Word Processing	Mon	15:15	16:45	05 Jan 09	10	Beginners	N	B0374	SHC	£40	£17
Getting to grips with Windows, Internet and Email	Weds	10:00	12:00	07 Jan 09	10	Beginners	N	B0227	ISCS	£40	£17
Get Started in IT for LDD Learners	Weds	10:00	12:00	07 Jan 09	10	Beginners	N	B0273	ISB	£0	£0
Get Started in IT - Word Processing and Spreadsheets	Thurs	13:00	15:00	08 Jan 09	10	Beginners	N	B0266	TBC	£40	£17
IT Open Workshop	Fri	14:00	16:00	09 Jan 09	9	All	N	B0241	TBC	£20	£10
Get Started Preparing Presentations in Microsoft PowerPoint	Fri	10:00	12:00	09 Jan 09	11	Beginners	N	B0277	ISCS	£40	£17
Get Started in IT for LDD Learners	Mon	10:00	12:00	12 Jan 09	11	Beginners	N	B0257	SHC	£0	£0
IT for the Terrified	Mon	10:00	12:00	12 Jan 09	10	Beginners	N	B0272	ISCS	£40	£17
Get Started in Touch Typing	Mon	13:30	15:30	12 Jan 09	10	Beginners	N	B0356	ISB	£40	£17
IT User Certificate - Get Ready for the IT User Certificate*	Mon and Wed	18:00	21:00	12 Jan 09	5	Beginners	N	B0408	TBC	£0	£0
Get Started in Using Internet and Email	Mon	18:30	20:30	12 Jan 09	10	Beginners	N	B0601	ISB	£40	£17
IT For The Terrified	Mon	13:00	15:00	19 Jan 09	10	Beginners	N	B0413	TBC	£40	£17
Get Started with IT User Qualifications	Mon	10:00	13:00	19 Jan 09	10	Beginners	N	B0610	ISB	£40	£17
Get Started in IT - Word Processing and Spreadsheets	Tues	18:30	20:30	20 Jan 09	10	Beginners	N	B0638	ISCS	£40	£17
Improve Your Word Processing Skills	Tues	10:00	12:00	20 Jan 09	10	Beginners	N	B0702	ISCS	£40	£17
Get Started in Touch Typing	Weds	18:30	20:30	21 Jan 09	10	Beginners	N	B0361	ISCS	£40	£17
Gentle IT for the Terrified	Thurs	10:00	12:00	22 Jan 09	10	Beginners	N	B0358	ISB	£40	£17
Get the Best from Microsoft PowerPoint	Thurs	10:00	15:00	22 Jan 09	10	Advanced	Y	B0375	SHC	£40	£17
Get the Best from Database Using Microsoft Access	Thurs	10:00	15:00	22 Jan 09	10	Advanced	Y	B0376	SHC	£40	£17
IT for the Terrified	Sun	11:00	13:00	25 Jan 09		Beginners	N	B0264	ISCS	£40	£17
Get Started in IT - Word Processing and Spreadsheets	Sun	11:00	13:00	25 Jan 09	10	Beginners	N	B0611	ISW	£40	£17
IT Open Workshop	Mon	13:00	15:00	20 April 09	10	All	N	C0229	SHC	£20	£10
Get Started in IT for LDD Learners	Mon	10:00	12:00	20 April 09	11	Beginners	N	C0256	SHC	£0	£0
IT for the Terrified	Mon	10:00	12:00	20 April 09	10	Beginners	N	C0263	TBC	£40	£17
Get Started Gently in Word Processing	Mon	15:30	17:30	20 April 09	10	Beginners	N	C0334	SHC	£40	£17
Get Started in Touch Typing	Mon	13:30	15:30	20 April 09	10	Beginners	N	C0387	ISB	£40	£17
Further Gentle IT for the Terrified	Wed	10:00	12:00	22 April 09	10	Beginners	N	C0253	ISCS	£40	£17
Get Started in IT for LDD Learners	Wed	10:00	12:00	22 April 09	10	Beginners	N	C0274	ISB	£0	£0
Gentle Introduction to Internet and Email	Thurs	10:00	12:00	23 April 09	10	Beginners	N	C0276	ISB	£40	£17
Get Started with Databases	Tues	10:00	12:00	28 April 09	11	Beginners	N	C0390	ISCS	£40	£17
IT Open Workshop	Fri	14:00	16:00	01 May 09	10	All	N	C0228	TBC	£20	£10
IT for the Terrified	Tues	10:00	12:00	05 May 09	10	Beginners	N	C0234	ISW	£40	£17
Get Started in Touch Typing	Wed	18:30	20:30	06 May 09	10	Beginners	N	C0342	ISCS	£40	£17
Get Started in IT - Internet and Email	Thurs	13:00	15:00	07 May 09	10	Beginners	N	C0267	TBC	£40	£17

Course Title	Day	Start Time	End Time	Start Date	Weeks	Level	Advice Session	Course Code	Location	Fee (£)	Concession (£)
Get the Best from MS Word and Excel - Advanced Workshop	Thurs	10:00	15:00	07 May 09	10	Advanced	Y	C0381	SHC	£40	£17
Get Started Word Processing and Spreadsheets	Sat	10:00	12:00	09 May 09	10	Beginners	N	C0343	ISCS	£40	£17
<b>Desktop Publishing/Web Design</b>											
Designing Web Pages	Wed	19:00	21:00	24 Sept 08	5	Beginners	N	A3502	ISW	£40	£17
Get Started Creating and Managing Graphics for Your Website	Sat	10:30	15:30	27 Sept 08	3	Beginners	N	A0314	ISB	£28	£11
Get Started Designing for the Web and Publicity	Thurs	18:00	21:00	09 Oct 08	10	Beginners	N	A0599	SHC	£121	£17
Get Started Using Adobe Indesign	Thurs	10:00	12:00	09 Oct 08	10	Beginners	N	A0703	ISCS	£40	£17
HTML for Beginners*	Thurs	18:30	21:00	09 Oct 08	10	Beginners	N	A0706	TBC	£94	£17
Get Started in Multimedia and Web Design with Flash	Sat	10:30	15:30	18 Oct 08	4	Beginners	N	A0304	ISB	£61	£61
Dynamic Web Sites	Wed	19:00	21:00	05 Nov 08	5	All	N	A3505	ISW	£38	£38
More Multimedia and Web Design with Flash	Sat	10:30	15:30	22 Nov 08	4	Intermediate	Y	A0311	ISB	£61	£61
Get Started in Multimedia and Web Design with Flash*	Thurs	18:00	21:00	08 Jan 09	10	Beginners	N	B0316	TBC	£94	£94
Get Started Using Adobe Indesign	Thurs	18:00	21:00	08 Jan 09	6	Beginners	N	B0459	SHC	£40	£17
Creating Web Pages with Cascading Style Sheets (CSS)	Sat	10:30	15:30	10 Jan 09	3	Beginners	N	B0704	ISB	£51	£17
More Adobe Indesign*	Tues	18:30	21:00	20 Jan 09	10	Intermediate	Y	B0598	TBC	£121	£121
Flash Action Script for Beginners	Sat	10:30	15:30	31 Jan 09	3	Intermediate	Y	B0705	ISB	£51	£51
Get Started Using Photoshop	Mon	09:30	15:00	20 April 09	4	Beginners	N	C0362	ISCS	£40	£17
Get Started with Image Handling Using Photoshop	Thurs	18:00	21:00	23 April 09	5	Beginners	N	C0315	SHC	£40	£17
Get Started in Multimedia and Web Design with Dreamweaver*	Thurs	18:00	21:00	30 April 09	10	Beginners	N	C0305	TBC	£94	£94
Get Started in Multimedia and Web Design with Flash	Sat	10:30	15:30	16 May 09	3	Beginners	N	C0299	ISB	£40	£17
Using Illustrator for Designing Flyers and Leaflets	Thurs	18:00	21:00	04 June 09	7	Beginners	N	C0302	SHC	£40	£17
Get Started Using IT for Drawing and Graphics*	Sat	09:30	15:00	06 June 09	6	Beginners	N	C0288	TBC	£40	£17
Get Started in Multimedia and Web Design with Dreamweaver	Sat	10:30	15:30	06 June 09	3	Beginners	N	C0300	ISB	£40	£17
Get Started Using Photoshop in Apple Macintosh	Sun	11:30	16:30	07 June 09	7	Beginners	N	C0600	ISW	£40	£17
Get Started Using Illustrator for Designing Flyers and Leaflets	Mon	09:30	15:00	15 June 09	5	Beginners	N	C0701	ISCS	£40	£17
More Multimedia and Web Page Design Using Dreamweaver and Flash	Sat	10:30	15:30	27 June 09	4	Intermediate	Y	C0301	ISB	£61	£61
<b>Family Learning</b>											
Family Fun - Prepare and Print Your Own Greetings Cards	Sat	14:00	16:00	27 Sept 08	10	Beginners	N	A0240	ISW	£0	£0
Family Fun - Prepare Your Family Newsletter	Mon	16:00	17:30	06 Oct 08	10	Beginners	N	A0249	ISCS	£0	£0
Family IT - Prepare and Print Your Own Greetings Cards	Tues	16:00	17:30	06 Oct 08	10	Beginners	N	A0286	TBC	£0	£0
Family Fun - Prepare a Family Newsletter	Tues	16:00	17:30	06 Jan 09	5	Beginners	N	B0279	TBC	£0	£0
Family Fun - Using the Web for Learning	Sat	14:00	16:00	10 Jan 09	10	Beginners	N	B0247	ISW	£0	£0
Family Fun - On-Line Games	Mon	16:00	17:30	12 Jan 09	10	Beginners	N	B0250	ISCS	£0	£0
Family Fun - On-Line Games	Tues	16:00	17:30	24 Feb 09	6	Beginners	N	B0317	TBC	£0	£0
Family Fun - Create a Photo Album Using PowerPoint	Tues	16:00	17:30	21 April 09	5	Beginners	N	C0231	TBC	£0	£0
Family Fun - On-Line Games	Sat	14:00	16:00	25 April 09	11	Beginners	N	C0248	ISW	£0	£0
Family Fun - Prepare and Print Your Own Greetings Cards	Mon	16:00	17:30	11 May 09	11	Beginners	N	C0244	ISCS	£0	£0
Family Fun - On-Line Games	Tues	16:00	17:30	02 June 09	6	Beginners	N	C0322	TBC	£0	£0