

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 graphics or database software, we've got the course for you. You can even learn together with your children doing some fun IT projects.

Qualify in IT and Computing											
IT User Certificate (ECDL) Level 1	Mon, Wed	18:00	21:00	02 Nov 2009	6	Level 1	Yes	A0780	PDC	£234	£91
IT User Certificate (ECDL) Level 1	Sat	10:00	13:30	16 Jan 2010	10	Level 1	Yes	B0666	ISCS	£234	£91

Course Title	Day	Start Time	End Time	Start Date	Weeks	Course Level	Advice required before enrolment?	Course Code	Venue	Full Fee (£)	Concessionary Fee (£)
IT User Certificate (ECDL) Level 2	Sat	10:00	16:00	24 Apr 2010	12	Level 2	Yes	C0668	ISCS	£201	£73
IT User Certificate (ECDL) Level 2	Mon, Wed	18:00	21:00	11 Jan 2010	11	Level 2	Yes	B0778	PDC	£201	£73
ITQ Level 2	Tues, Wed, Fri	10:00	15:00	06 Oct 2009	30	Level 2	Yes	Y0595	PDC	£931	£116
ITQ Level 2	Wed, Thurs, Fri	09:30	15:30	13 Jan 2010	25	Level 2	Yes	Y0722	PDC	£931	£116
OCR Certificate in Using IT Entry Level 3	Sat	10:00	13:30	26 Sep 2009	13	Entry Level		A0665	ISCS	£139	£31
OCR Certificate in Using IT Entry Level 3	Sun	11:00	14:30	25 Apr 2010	13	Entry Level		C0641	ISW	£139	£31
Desktop Publishing/Web Design											
Get Started Cascading Style Sheets (CSS)	Sat	10:30	15:30	16 Jan 2010	3	Intermediate	Yes	B0704	ISB	£56	£19
Get Started with Flash Action Scripts	Sat	10:30	15:30	06 Feb 2010	3	Intermediate	Yes	B0705	ISB	£56	£56
Design, Build and Upload Your Website	Tues	10:00	15:30	03 Nov 2009	7	Beginners		A0775	ISB	£67	£29
Design, Build and Upload Your Website	Tues	10:00	15:30	11 May 2010	7	Beginners		C0776	ISB	£67	£29
Desktop Publishing Using Adobe Suites	Mon	10:00	15:00	05 Oct 2009	10	Beginners		A0777	ISB	£75	£29
Get Started Creating and Managing Web Graphics	Sat	10:30	15:30	03 Oct 2009	3	Beginners		A0314	ISB	£31	£12
Get Started Creating and Managing Web Graphics	Sat	10:30	15:30	24 Apr 2010	3	Beginners		C0306	ISB	£31	£12
Get Started Designing for the Web and Print	Thurs	18:00	21:00	08 Oct 2009	10	Beginners		A0599	SHC	£133	£38
Get Started in Multimedia and Web Design with Dreamweaver	Tues	18:00	21:00	04 May 2010	10	Beginners		C0305	PDC	£103	£103
Get Started in Multimedia and Web Design with Flash	Sat	10:30	15:30	24 Oct 2009	4	Beginners		A0304	ISB	£67	£67
Get Started in Multimedia and Web Design with Flash	Tues	18:00	21:00	19 Jan 2010	10	Beginners		B0316	PDC	£103	£103
Get Started in Multimedia and Web Design with Flash	Sat	10:30	15:30	15 May 2010	3	Beginners		C0299	ISB	£44	£19
Get Started in Multimedia and Web Design with Dreamweaver	Sat	10:30	15:30	12 Jun 2010	3	Beginners		C0300	ISB	£44	£19
More Multimedia and Web Design with Dreamweaver and Flash	Sat	10:30	15:30	03 Jul 2010	4	Intermediate	Yes	C0301	ISB	£67	£67
More Multimedia and Web Design with Flash	Sat	10:30	15:30	28 Nov 2009	4	Intermediate	Yes	A0311	ISB	£67	£67
Get Started using Adobe Indesign	Thurs	10:00	12:00	15 Oct 2009	10	Beginners		A0703	ISCS	£44	£19
Get Started using Adobe Indesign	Thurs	18:00	21:00	14 Jan 2010	5	Beginners		B0459	SHC	£44	£19
More Adobe Indesign	Thurs	18:00	21:00	25 Feb 2010	5	Intermediate	Yes	B0598	SHC	£133	£133
Get Started using ICT for Desktop Publishing	Satur	09:30	15:00	12 Jun 2010	6	Beginners		C0288	SHC	£59	£34
Get Started using Photoshop	Mon	09:30	15:00	19 Apr 2010	5	Beginners		C0362	ISCS	£59	£34
Get Started using Photoshop on Applemacs	Sun	11:30	16:00	13 Jun 2010	6	Beginners		C0600	ISW	£44	£19
Get Started with Image Handling using Photoshop	Thurs	18:00	21:00	29 Apr 2010	5	Beginners		C0315	SHC	£44	£19
Get Started with HTML	Tues	18:30	21:00	06 Oct 2009	10	Beginners		A0706	PDC	£103	£29
Start using Illustrator for Designing Flyers and Leaflets	Mon	09:30	15:00	07 Jun 2010	5	Beginners		C0701	ISCS	£44	£19
Using Illustrator For Designing Flyers And Leaflets	Thurs	18:00	21:00	10 Jun 2010	6	Beginners		C0302	SHC	£44	£19
Learn IT and Computing for You											
Get the Best from MS Word - Advanced Workshop	Tues, Thurs	18:00	20:30	22 Sep 2009	5	Advanced	Yes	A0378	PDC	£67	£29
Get the Best from MS Excel - Advanced Spreadsheets	Tues, Thurs	18:00	20:30	03 Nov 2009	6	Advanced	Yes	A0377	PDC	£67	£29
Get the Best from Database Using MS Access - Advanced Workshop	Thurs	10:00	15:00	28 Jan 2010	8	Advanced	Yes	B0376	SHC	£67	£29
Get The Best from MS Word and MS Excel: Advanced Workshop	Mon	18:00	21:00	26 Apr 2010	10	Advanced	Yes	C0381	PDC	£67	£29
Word Processing - Intermediate	Tues	10:00	12:30	19 Jan 2010	10	Intermediate	Yes	B0702	ISCS	£59	£34
Get Ready for IT User Certificate (Pre-ECDL)	Mon, Wed	18:00	21:00	21 Sept 2009	5	Beginners		A0779	PDC	£44	£19
Gentle IT for Beginners	Wed	10:00	12:00	30 Sept 2009	10	Beginners		A0237	ISCS	£44	£19
FurtherGentle IT for Beginners	Wed	10:00	12:00	28 Apr 2010	10	Beginners		C0253	ISCS	£44	£19
Get Started with MS Word	Thurs	10:00	12:00	22 Apr 2010	10	Beginners		C0334	SHC	£44	£19
Get Started in IT - Word Processing and Spreadsheets	Sun	11:30	13:30	17 Jan 2010	10	Beginners		B0611	ISW	£44	£19
Get Started in IT for LDD Learners	Mon	10:00	12:00	28 Sep 2009	10	Beginners		A0597	SHC	£0	£0
Get Started in IT for LDD Learners	Wed	10:00	12:00	30 Sep 2009	10	Beginners		A0262	ISB	£0	£0
Get Started in IT for LDD Learners	Wed	10:00	12:00	13 Jan 2010	10	Beginners		B0273	ISB	£0	£0
Get Started in IT for LDD Learners	Mon	10:00	12:00	18 Jan 2010	10	Beginners		B0257	SHC	£0	£0
Get Started in IT for LDD Learners	Mon	10:00	12:00	26 Apr 2010	10	Beginners		C0256	SHC	£0	£0
Get Started in IT for LDD Learners	Wed	10:00	12:00	28 Apr 2010	10	Beginners		C0274	ISB	£0	£0

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Get Started in IT with MS Word and MS Excel	Tues	18:30	20:30	19 Jan 2010	10	Beginners		B0638	ISCS	£44	£19
Get Started in Spreadsheets and Graphics with MS Excel	Thurs	18:00	21:00	15 Oct 2009	9	Beginners		A0383	ISCS	£59	£34
Get Started in Touch Typing	Mon	16:00	17:30	05 Oct 2009	10	Beginners		A0363	PDC	£44	£19
Get Started in Touch Typing	Wed	18:30	20:30	07 Oct 2009	10	Beginners		A0340	ISCS	£44	£19
Get Started in Touch Typing	Mon	16:00	17:30	18 Jan 2010	10	Beginners		B0356	PDC	£44	£19
Get Started in Touch Typing	Wed	18:30	20:30	20 Jan 2010	10	Beginners		B0361	ISCS	£44	£19
Get Started in Touch Typing	Thurs	13:00	15:00	21 Jan 2010	10	Beginners		B0266	ISB	£44	£19
Get Started in Touch Typing	Mon	13:30	15:30	26 Apr 2010	10	Beginners		C0387	PDC	£44	£19
Get Started in Touch Typing	Wed	18:30	20:30	12 May 2010	10	Beginners		C0342	ISCS	£44	£19
Get Started in IT - Internet and Email	Thurs	13:00	15:00	13 May 2010	10	Beginners		C0267	PDC	£44	£19
Get Started in Word Processing	Sat	10:00	13:30	26 Sep 2009	8	Beginners		A0258	ISW	£59	£34
Get Started Preparing Presentations in MS PowerPoint	Fri	09:30	12:00	26 Feb 2010	5	Beginners		B0277	ISCS	£44	£19
Get Started Preparing Presentations in MS PowerPoint	Fri	09:30	12:00	09 Oct 2009	10	Beginners		A0370	ISCS	£59	£34
Get Started with MS Access	Wed	18:00	21:00	21 Apr 2010	12	Beginners		C0390	PDC	£59	£34
Get Started with MS Word and MS Excel	Sun	11:00	13:00	16 May 2010	10	Beginners		C0343	ISCS	£44	£19
Get Started Using Internet and Email	Mon	10:00	12:00	19 Oct 2009	10	Beginners		A0329	ISCS	£44	£19
Get Started Using Internet and Email	Mon	18:00	20:30	25 Jan 2010	10	Beginners		B0601	ISB	£59	£34
Get Started with MS Windows, Internet and Email	Wed	10:00	12:00	13 Jan 2010	10	Beginners		B0227	ISCS	£44	£19
Get Started with MS Windows, Internet and Email	Tues	10:30	13:00	18 May 2010	8	Beginners		C0729	SHC	£44	£19
Improve your IT Skills - Workshop	Fri	14:00	16:00	09 Oct 2009	10	All Levels		A0281	PDC	£22	£11
Improve your IT Skills - Workshop	Fri	14:00	16:00	15 Jan 2010	9	All Levels		B0241	PDC	£22	£11
Improve your IT Skills - Workshop	Fri	14:00	16:00	07 May 2010	10	All Levels		C0228	PDC	£22	£11
IT for Absolute Beginners	Tues	18:30	20:30	06 Oct 2009	10	Beginners		A0232	ISCS	£44	£19
IT for Absolue Beginners	Sun	11:00	13:00	17 Jan 2010	10	Beginners		B0264	ISCS	£44	£19
IT for Beginners	Mon	18:30	20:30	05 Oct 2009	10	Beginners		A0282	ISB	£44	£19
IT for Beginners	Thurs	13:00	15:00	08 Oct 2009	10	Beginners		A0275	SHC	£44	£19
IT for Beginners	Sun	11:30	13:30	11 Oct 2009	10	Beginners		A0251	ISW	£44	£19
IT for Beginners	Mon	10:00	12:00	18 Jan 2010	10	Beginners		B0272	ISCS	£44	£19
IT for Beginners	Tues	10:00	12:00	11 May 2010	10	Beginners		C0234	ISW	£44	£19
IT for the Terrified	Thurs	10:00	12:30	05 Nov 2009	7	Beginners		A0265	PDC	£44	£19
IT for the Terrified	Mon	12:30	15:00	01 Feb 2010	8	Beginners		B0413	PDC	£44	£19
IT for the Terrified	Mon	10:00	12:00	26 Apr 2010	10	Beginners		C0263	PDC	£44	£19
IT Open Workshop	Mon	13:00	15:00	05 Oct 2009	10	All Levels		A0283	SHC	£22	£11
IT Open Workshop	Mon	13:00	15:00	18 Jan 2010	10	All Levels		B0242	SHC	£22	£11
IT Open Workshop	Mon	13:00	15:00	26 Apr 2010	10	All Levels		C0229	SHC	£22	£11
Start PC Maintenance and Home Networking	Sat	10:00	13:00	14 Nov 2009	5	Beginners		A0782	SHC	£44	£19
Family Learning											
Family IT - On-line Games	Mon	16:00	17:30	18 Jan 2010	10	Beginners		B0250	ISCS	£0	£0
Family IT	Fri	16:30	18:00	09 Oct 2009	10	Beginners		A0716	SHC	£0	£0
Family IT	Fri	16:30	18:00	15 Jan 2010	10	Beginners		B0428	SHC	£0	£0
Family IT	Fri	16:30	18:00	07 May 2010	10	Beginners		C0730	SHC	£0	£0
Family IT - Create a Photo Album Using MS Powerpoint	Tues	16:00	17:30	27 Apr 2010	10	Beginners		C0231	ISW	£0	£0
Family IT - On-line Games	Sat	14:00	16:00	01 May 2010	10	Beginners		C0248	ISW	£0	£0
Family IT - Prepare a Family Newsletter	Tues	16:00	17:30	19 Jan 2010	10	Beginners		B0279	ISW	£0	£0
Family IT - Prepare and Print Your Own Greetings Cards	Sat	14:00	16:00	03 Oct 2009	10	Beginners		A0240	ISW	£0	£0
Family IT - Prepare and Print Your Own Greetings Cards	Tues	16:00	17:30	13 Oct 2009	10	Beginners		A0286	ISW	£0	£0
Family IT - Prepare and Print Your Own Greetings Cards	Mon	16:00	17:30	10 May 2010	10	Beginners		C0244	ISCS	£0	£0
Family IT - Prepare your Family Newsletter	Mon	16:00	17:30	12 Oct 2009	10	Beginners		A0249	ISCS	£0	£0
Family IT - Using the Web for Learning	Sat	14:00	16:00	16 Jan 2010	10	Beginners		B0247	ISW	£0	£0