

## An IT Course for everyone!





**IT for Beginners (Entry Level)**  
From turning on the computer, getting acquainted with the keyboard and mouse to creating, saving and printing simple word processed documents.

### OCN Units in program and level of your choice: (Levels 1 and 2)





Accredited courses, but absolutely no assessments. Just build up a portfolio of worked exercises to receive an impressive looking Certificate.

Choose from a traditional or creative package:  
**OR - Mix and Match**

#### Traditional:

-  Word
-  Excel
-  Access
-  The Internet

#### Creative:

-  Word
-  Publisher
-  PowerPoint
-  Digicam

### OCR CLAiT and CLAiTPlus

Accredited Courses, certification achieved by assessment. Choice of 3, 5 or more units, as above.

### L1FT

Designed for students possessing a high level of computer literacy and wanting to advance to a higher level using a range of media applications.

### IT Taster Bytes (for the over fifties)

One-to-one tuition in all aspects of computer skills.

## A selection of some of our other (non IT) courses on offer.

### Return to Learn:

If you didn't enjoy your schooldays, and now want to Improve your basic numeracy and literacy skills this is a perfect course for you.



### Family Tree:

Learn how and where to research your ancestors and start building your own family trees. This is an absolutely fascinating course.



### History - The Crusades:

One of the most interesting periods of all times and one which has spawned so many films over the years. 8 weeks of riveting study, Thursday afternoons!



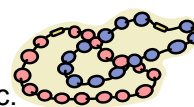
### Guitar Playing:

The Sound of Music! Whatever your current level of expertise, we can build on it.



### Jewellery Making:

Learn how to create your own brooches, necklaces, bracelets etc.



**Brand New For 2010**

## A series of One-Day Workshops in:

**Digital Photography for Beginners**

**Website Design Made Easy**

**Desktop Publishing: Newsletters, Brochures and Booklets**

For further details or to book a place on any course in this leaflet, do drop in and see us, or ring Mel on **01269 826893.**