

New IT community courses – Starting in January 2009

We are providing a range of **ICT** based community courses aimed at parents within our partner schools.

These are quite basic short courses ideal for beginners or for parents, and the wider family who may be seeking to change their occupation or retrain and move into living and working in the digital world.

As a partner school the courses can be included as one of your extended services and family learning.

The City Learning Centre runs courses in house at our training venue in Grenoside (within the Yewlands campus) and also at other venues including other partner schools.

We would be grateful if you would share our details with your children's families, within your **newsletters** or have some of our **leaflets** displayed within school.

Course details for January are attached or families can find all information about January and spring courses from our website.

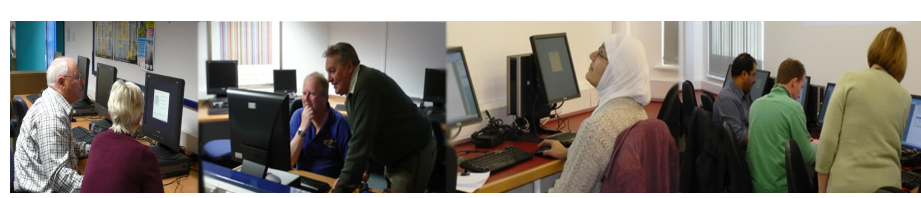
For further information please visit our website:

www.snclc.net

**Or contact us on: Sheffield North City Learning
Centre Tel: 0114 2455 082**

Leaflets for our spring courses will be distributed at the end of January.

Many Thanks



Living and working in the Digital World



New **IT** courses – Starting in **January 2009**

Introduction to Computers

This is a 20 hour course run over 10 weeks. It is an entry level 3 qualification from the Open College Network (NOCN)

It proves that you have key skills and confidence to use a computer and work with Microsoft Window applications such as:

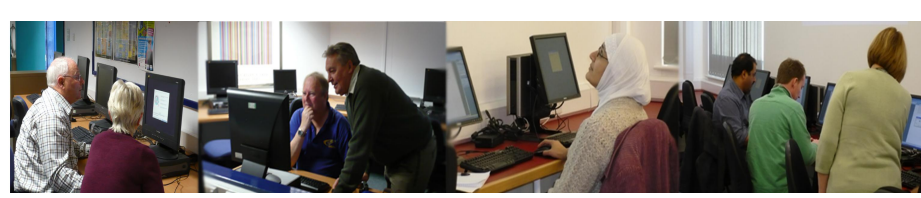
- MS Word
- MS Paint
- MS Publisher
- Basic Internet Use
- Setting up an e-mail account
- Backing up work
-

No previous experience with computers is necessary, it is an ideal course for the complete beginner

Cost	£20.00/ £15.00 on benefits (proof required)
Method of Teaching	Taught course
Venue	City Learning Centre and Ecclesfield Comprehensive School
Dates	19.01.09 - onwards

For further information please visit our website:

www.snclc.net



Or contact us on: **Sheffield North City Learning Centre** Tel:
0114 2455 082

Living and working in the Digital World



E – Citizen Basic Computing & the Internet

This is a 30 hour course run over 10 weeks. It is an entry level 2 qualification from the British Computer Society (BCS)

The course is delivered in 2 units. Foundation skills and Information skills.

The foundation unit focuses on basic computer and internet use, creating simple documents, browsing the internet and using e-mail.

The Information unit covers things we use in everyday life around information such as booking holidays, banking, looking for Jobs. It shows you how to search and sort through information effectively and safely.

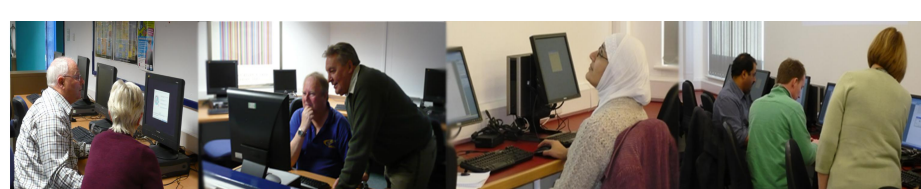
An excellent course for people who may be finding computers and the internet confusing. It helps build confidence

No previous experience with computers is necessary, it is an ideal course for the complete beginner

Cost	£20.00/ £15.00 benefits (proof required)
Method of Teaching	Taught course
Venue	City Learning Centre
Dates	19.01.09 – onwards

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Living and working in the Digital World



Introduction to Digital Photography

This is a 20 hour course run over 10 weeks. It is an entry level 3 qualification from the Open College Network (NOCN)

Its aim is to provide you with a basic knowledge in using a computer to download, store, organise and edit pictures from a digital camera. The key to this is to have fun with your camera!

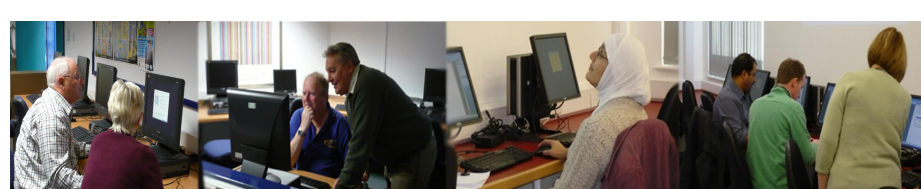
Skills taught are:

- Using the computer for downloading photos from a camera
- Organise photo collections
- Rotate, re-size and reposition photos
- Basic editing functions
- Printing formats

Cost	£20.00/ £15.00 benefits (proof required)
Method of Teaching	Taught course
Venue	Yewlands School and Ecclesfield Comprehensive School
Dates	19.01.09 – onwards

For further information please visit our website:

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Living and working in the Digital World



Artwork and Imaging Software (Advanced digital Photography

This is a 20 hour course run over 10 weeks. It is a level 1 qualification from the Open College Network (NOCN)

It is aimed at individuals who are already computer literate and familiar with using a digital camera and possibly image manipulation software and would like to explore the subject in greater depth.

Cost	£20.00/ £15.00 benefits (proof required)
Method of Teaching	Taught course
Venue	Firvale Comprehensive School
Dates	19.01.09 – onwards

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