

# Computer Courses at Sheffield South City Learning Centre

## Term 2 January 2010

Course Title	Details	Accreditation	Day and Time	Start Date	End Date	Cost*
NOCN*	Basic computing skills suitable for beginners. Word Processing, Desktop Publishing, Web and Internet	Portfolio based—no exam	Wed 12.30—3.30pm	13 Jan 2010	24 Mar 2010	£25
European Computer Driving Licence (ECDL) Level 1 - Essentials*	<ul style="list-style-type: none"> <li>• IT User Fundamentals</li> <li>• Using Email and Internet</li> <li>• Security for IT Users</li> </ul>	Level 1 British Computer Society (BCS)	Wed 9—12am	13 Jan 2010	24 Mar 2010	Level 1 £40
European Computer Driving Licence (ECDL) Level 2 - Extra*	<ul style="list-style-type: none"> <li>• Word Processing</li> <li>• Spreadsheets</li> <li>• Presentation software</li> <li>• Improving Productivity Using IT</li> </ul>	Level 2 British Computer Society (BCS)	Wed 9—12am	13 Jan 2010	23 Jun 2010	Level 2 £70
European Computer Driving Licence (ECDL) Level 1 - Essentials*	<ul style="list-style-type: none"> <li>• IT User Fundamentals</li> <li>• Using Email and Internet</li> <li>• Security for IT Users</li> </ul>	Level 1 British Computer Society (BCS)	Thurs 5.00—8.00pm	14 Jan 2010	25 Mar 2010	Level 1 £40
European Computer Driving Licence (ECDL) Level 2 - Extra*	<ul style="list-style-type: none"> <li>• Word Processing</li> <li>• Spreadsheets</li> <li>• Presentation software</li> <li>• Improving Productivity Using IT</li> </ul>	Level 2 British Computer Society (BCS)	Thurs 5.00—8.00pm	14 Jan 2010	24 Jun 2010	Level 2 £70
Microsoft Word & Excel Intermediate	One day session—Intermediate Level.	NA	9.30 - 3.30	Word - 5th Jan Excel - 6th Jan		£20

\*For those people in receipt of Means Tested Benefit there may be a fee reduction available for these courses. Please call for details.

\*\*\* Minimum enrolment of 15 candidates applies for this course.