

## COURSE TIMETABLE

Unless otherwise stated all courses start week commencing Mon 09/01/2012 and run for 10 weeks (excluding half-term week commencing. 13/02/2012)

Venue	Title	Day/ Start time (2hrs)	Fee details see over*
Anchor Centre, Skegby	Move on with IT	Fri 10am	£67
Babworth Court, Mansfield	Move on with IT	Thurs 2pm	£67
Meden Vale Methodist Church	Move on with IT	Wed 10am	£67
New England Way, Pleasley	Move on with IT	Tues 12.30pm	£67
Park Road Resource Centre, Mansfield Woodhouse	Computers for the terrified	Tues 1.30pm	£50 (ACLS+)
	Internet and Computer Skills	Thurs 1.30pm	£50 (ACLS+)
Stacey Road, Mansfield	Move on with IT	Tues 9.30am	£67
Thoresby Miners Welfare, Edwinstowe	Move on with IT	Wed 9.30am	£67
Turner Hall, Mansfield Woodhouse	Move on with IT	Mon 10am	£67
Warsop Town Hall  <i>Contact Warsop Town Hall direct on 01623 846794 or 845858 to book a place.</i>	First Steps into IT	Mon 9.30am	£67
	More Steps into IT	Mon 1.30pm	£67
	Introduction to Apple Mac computers	Mon 4.00pm	£50 (ACLS+)
	Move on with IT	Tues 9.15am	£67
	IT Qualifications Workshop	Wed 1.30pm	£67
	Adobe Photoshop Workshop (23/02/12-6wks)	Thurs 9.30am	£30 (ACLS+)
	Shoot, Store, Print	Fri 10am	£50 (ACLS+)
	Computers Inside & Out	Fri 1.30pm	£50 (ACLS+)

*See back page for booking and further fee information*

## Course details

Course Title	Description
<b>Adobe Photoshop Workshop</b>	Learn how to enhance, restore and be creative with digital photographs using Photoshop software. Starting with basic photo adjustments and management of your digital photographs, moving on to own projects. Basic computer experience required.
<b>Computers for the terrified</b>	For absolute beginners to computers - gain confidence and learn new skills on this friendly and informal course.
<b>Computers inside and out</b>	Gain a better understanding of computers on this friendly and informal course. Looking at hardware components, the range of software required to run a computer and basic installation and upgrading techniques. No previous experience is required.
<b>First steps into IT</b>	An introduction to different aspects of computing. No previous computer knowledge required.
<b>Internet and computer skills</b>	Suitable for beginners or those with a little experience of using computers, this friendly and informal course will help to develop your skills and increase your confidence in using today's technology.
<b>Introduction to Apple Mac computers</b>	A complete beginners guide to the Apple Mac computer. For individuals who have or are considering buying an Apple Macintosh and are not familiar with the OSX operating system. You can learn at your own pace, and ask questions that you need answered to use your Apple Mac confidently, on this friendly and informal course.
<b>IT qualifications workshop</b>	Increase your skills in software applications to complete and manage documents to the standards necessary for CLAIT, a national qualification relevant to the workplace.
<b>More steps into IT or Move on with IT</b>	Improve your skills in word processing, spreadsheets, databases, desktop publishing, presentations, the internet and e-mail.
<b>Shoot, store, print</b>	For beginners or anyone wishing to improve their IT skills in handling digital images, to build confidence in areas such as purchasing a new digital camera, how to save and store images and produce prints. Learners will be able to use their own cameras.

The Workers' Educational Association (WEA) is a charity registered in England and Wales (number 1112775) and in Scotland (number SC039239) and a company limited by guarantee registered in England and Wales (number 2806910).  
Registered Office: 4 Luke Street, London EC2A 4XW

Funded by



**FEE INFORMATION†**

**Help with fees**

Learners on eligible income-related benefits and their dependants may be entitled to a fee concession – that is, their tuition fees may be waived or reduced. Not all courses qualify for fee waiver. In addition, there are some funds available to help with course fees (for those not on income-related benefits), accreditation fees, essential books or equipment, and childcare. You will be asked for evidence of financial hardship, eg proof of benefit, evidence of low household income (usually below £15,276 gross a year) or difficulty in balancing income and expenditure. Help is limited to three courses a year. Ask your local contact or ring 0115 9628400 for an application form.

**Multiple course discount (discounted fee)**

If you are a full fee payer and attend 2 or more courses at the same time you will be entitled to a discount on the second or further courses. Full fee is payable for longest course.

**Concession A has been withdrawn** We will no longer be offering a concession to those receiving any of: Incapacity Benefit, Invalid Care Allowance, Severe Disablement Allowance, Disability Living Allowance and Attendance Allowance. If you receive any of these benefits you can apply to the Region's Learner Support Fund (please see above) for help with course fees if your gross annual household income is less than £15,276.

**Eligible income-related benefits:**

*Please bring evidence of your benefit status to the first class*

- Jobseeker's Allowance (income or contribution based)
- Income Support
- Employment and Support Allowance (income-related)
- Working Tax Credit, with a gross household income below £15,276 a year
- Housing Benefit
- Council Tax Benefit (but not Council Tax discounts)
- Pension Guarantee Credit only
- Asylum seekers in receipt of a letter from Asylum Support (AS) and who have been in the UK legally for six months
- If you are an unwaged dependant (as defined by Job Centre Plus) of someone who receives the income-related benefits listed you will not pay a fee

*†Please note: courses funded through Nottinghamshire County Council Adult & Community Learning Service (indicated as ACLS) are free if you receive certain benefits but no discount is available for second or further courses. Help is not available with fees from the WEA Learner Support Fund if you are on a low income on ACLS funded courses.*

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**Please reserve me a place on the following:**

**Course Title:** .....

**Name:** .....

**Address:** .....

**Postcode:** ..... **Phone:** .....

**Email:** .....



# MANSFIELD COMMUNITY ICT PROGRAMME

## SPRING 2012

Learn more about using computers on our adult courses in local community venues in Edwinstowe, Mansfield, Mansfield Woodhouse, Meden Vale, Pleasley, Skegby and Warsop



**WEA Office, Community House, 36 Wood Street,  
Mansfield, NG18 1QA**

**Telephone: 01623 427352  
Email: [omansfield@wea.org.uk](mailto:omansfield@wea.org.uk)**