

# Courses From January 2010



THE HEREFORD ACADEMY COMMUNITY  
LEARNING CENTRE

2009-10

January 2010

## Who are we?



Our purpose built Centre at the Hereford Academy

Welcome to the Hereford Academy Community Learning Centre, an adult learning centre based in the Oak Centre at the Hereford Academy. Formerly known as the South Wye Learning Centre, the Community

Learning Centre provides a range of mostly short courses for adults or families, many of which are either completely free of charge or, **where you see an \* in the information box, are free of charge** for those in receipt of a means tested benefit.

Our classes are available in the daytime, evenings and some weekends and classes are small and informal.

In addition to our classes, we have a free drop in centre where you can use

our computers entirely free of charge to check your e-mails, write letters, practice your IT skills, check your bank balance. In fact, do just about anything online. Further details are below.

Always been interested in something but don't see it here? Ask! We may be able to run a class just for you and your friends!

We can also provide one-to-one help with CV writing, job search and interview techniques.

## Activities in January and February 2010

- IT CLASSES FOR BEGINNERS, IMPROVERS AND THE MORE ADVANCED
- GENERAL INTEREST CLASSES
- CLASSES TO HELP YOU GET BACK TO WORK OR GET A BETTER JOB
- CLASSES FOR FAMILIES TO LEARN TOGETHER OR ADULT ONLY CLASSES
- DON'T FORGET OUR FREE IT DROP IN CENTRE WHERE YOU CAN USE OUR COMPUTERS FREE OF CHARGE

## Drop In Centre

### Opening Hours

<b>Mondays</b>	<b>13.30—18.00</b>	
<b>Tuesdays</b>	<b>13.30—19.30</b>	
<b>Wednesdays</b>	<b>09.30—12.30</b>	<b>Tutor Support available</b>
<b>Thursdays</b>	<b>13.30—20.00</b>	
<b>Fridays</b>	<b>09.30—15.00</b>	

We recommend you telephone us on 01432 342075 first to check availability

Our IT Drop In Centre is open at various times of the day when you can come and use our computers FREE OF CHARGE to check your e-mails, write letters, do some online shopping or simply surf.

Use of the Centre is subject to our Acceptable Internet Use Policy and we reserve the right to refuse admission at any time for any reason. For further information, call in or call 01432 342075.

The Hereford Academy  
Community Learning Centre  
Stanberrow Road, Redhill  
HEREFORD HR2 7NG  
Tel: 01432 342075  
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# Courses From January 2010

## IT Classes— all held at the Hereford Academy Community Learning Centre Starts week commencing 1st February 2010 unless specified otherwise



"I NEVER  
THOUGHT I'D BE  
ABLE TO LEARN  
TO USE A  
COMPUTER AT  
MY AGE. NOW  
LOOK AT ME, I  
DO ALL MY  
SHOPPING  
ONLINE!"



Do you have a digital camera but don't know how to use it and never print off your photos? If so, try our Digital Photography Workshops to learn how to do more with your camera and photos.

### First Steps on a Computer

New to using a computer? This four week course will help get you started. To reserve a place call 0800 032 1986

Day: Tues. 18.30—21.00 or  
Wed 12.30—15.00 or  
Thur. 09.30—12.00  
Cost: £15.00\*

### Introduction to Word Processing

An introduction to using Microsoft Word. A four week course. To reserve a place call 0800 032 1986

Day: Tues 09.30—12.00 or  
Thur. 18.30— 21.00  
Cost: £15.00\*

### Introduction to Spreadsheets

An introduction to using Microsoft Excel. A four week course. To reserve a place call 0800 032 1986

Day: Wed. 09.30— 12.00  
Cost: £15.00\*

### Introduction to Databases

An introduction to using Microsoft Access. A four week course. To reserve a place call 0800 032 1986

Day: Thurs. 09.30—12.00  
Cost: £15.00\*

### Introduction to Powerpoint

Improve your presentations or use Powerpoint for graphics. A four week course. To reserve a place call 0800 032 1986

Day: Thurs 12.30—15.00  
Cost: £15.00\*

### Introduction to Desk Top Publishing

Produce leaflets, cards, brochures etc. An 8 week course  
To reserve a place call 0800 032 1986

Day: Tues. 12.30—15.00  
Cost: £30.00\*

### Introduction to Digital Imaging

Improve your digital photography skills with this 8 week Course. To reserve a place call 0800 032 1986

Day: Tues 09.30—12.00 or  
Wed. 18.30—21.00  
Cost: £30.00\*

### Using Internet and E-mail

Set up and use an e-mail account, tips on successful surfing, stay safe online. A four week course. To reserve a place call 0800 032 1986

Day: Wed. 12.30—15.00  
Cost: £15.00\*

### Digital Photography Workshops

A two day course.  
To reserve a place call 0800 032 1986

Day: Sat. 10.00—16.00  
Dates: 16th & 23rd Jan 2010  
Cost: £15.00\*

### Producing a slide show in Photostory 3

A fun way to use your digital images to produce a slide show. To reserve a place call 0800 032 1986

Day: Sat. 10.00—16.00  
Dates: 30th Jan & 6th Feb.  
Cost: £15.00\*

### Do it Online

A series of short online courses to help you get the most out of your pc. Various topics including online banking, using a mobile phone, using your pc as a telephone (Skype) etc.  
No need to book, just turn up!

Day: Wed. 09.30—12.00  
Cost: FREE OF CHARGE

### Internet & E-mail Level 2

Develop your internet & e-mail skills, use the internet to make phone calls, use a webcam and much more  
A 10 week course. To reserve a place call 01432 342075

Day: Mon. 10.00—13.00  
Starts: 11th Jan. 2010  
Cost: £50.00\*

## European Computer Driving License

From January we will be offering the first of a series of module which together can add up to a European Computer Driving License. Each module takes approximately 7 weeks and you can chose which modules you want to take. The first module will be Word Processing. This is suitable for those with some computer experience.. To reserve a place call 01432 342075

Day: Mondays  
Time: 18.00—21.00  
No. of weeks: 7  
Starts: 11th Jan. 2010  
Cost: £70.00\*

## Digital Video Editing

A four day course run over several weeks introducing video editing using Ulead software. You'll need basic IT skills and your own camcorder for this course. To reserve a place call 0800 032 1986

Day: Sat.10.00—16.00  
Start date: 27th Feb.  
Ends: 20th March  
Cost: £30.00\*

## Introduction to Web Page Design

An introductory course on how to set up your own website. A ten week course. To reserve a place call 0800 032 1986

Day: To be confirmed  
Starts: to be confirmed  
Cost: £30.00\*



ECDL is a top level IT qualification recognized throughout the EU and much in demand by employers

## General Interest Courses

### Yoga

Suitable for beginners or improvers. Daytime or evening class.

Day: Tuesday  
Time: 11.00—12.00  
Cost: £3.50\* per session  
Venue: Hinton Com. Centre  
Starts: to be confirmed  
**Or**  
Day: Tuesday  
Time: 18.15—19.45  
Starts: To be confirmed  
Cost: £42.00 for half term  
Venue: The Hereford Academy

"I LOVE THE FRIENDLY ATMOSPHERE AT THE CENTRE. IT'S NOTHING LIKE BEING AT SCHOOL!"

### Confident Calculations

Want to improve your maths skills? This free informal course for parents, grandparents and carers is aimed at developing your confidence in maths, cover topics that you want and in addition, provide an insight into the way maths is taught in schools now. Opportunity to take a national test only if you want to! To reserve a place call 01432 342075

Day: Thursdays  
Time: 18.30—20.30  
Cost: FREE OF CHARGE  
Venue: HACLC  
Starts: 17th Sept. 09

### Fit 4 Life

This is an introductory course for those interested in working in childcare that focuses on promoting healthy lifestyles in childcare and play settings. A six week course. To reserve a place, call 01432 342075

Day: Thursdays  
Time: 10.00—15.30  
Cost: FREE OF CHARGE  
Starts: 25th February 2010



### English

This course is suitable for anyone wanting to improve their literacy skills but is particularly suitable for anyone who didn't achieve a GCSE in English at Grade C or above. This is a small friendly group where you work at your own pace. To reserve a place, all 01432 342075

Day: Thursdays  
Time: 10.00—12.00  
Cost: FREE OF CHARGE  
Starts: 14th January 2010

Learning to drive has helped lots of our learners get work or start their own businesses. Passing the driving theory test is the first stage in learning to drive.

## Bringing local learning to local people

### THE HEREFORD ACADEMY COMMUNITY LEARNING CENTRE

#### Preparation for the Driving Theory Test/Drivewise

Help for those who want to learn to drive and need to pass the Driving Theory and Hazard Perception Test. This is an ongoing course—no need to book, just turn up!

Day: Mon. 18.00—20.00 or  
Fri. 10.00—12.00  
Cost: FREE OF CHARGE

#### ESOL English for Speakers of Other Languages.

To enroll, please call 01432 342075

Wednesdays—time to be confirmed  
Cost: FREE OF CHARGE  
Starts: 13th January

#### Health and Beauty

Learn about skin care. How to give a facial, manicure, pedicure and make up. Two hours per week for 10 weeks at our Beauty Salon. For further details please call 01432 364869

Day: Monday  
Time: 16.00—18.00  
Cost: FREE OF CHARGE  
Start date to be confirmed

#### DIY

We've all got them—those DIY projects we've never started or never finished because we don't know how. In this 10 week course you'll get hands-on experience of some basic trade skills like brick-laying, painting and decorating and simple plumbing to turn your DIY project into reality. To reserve a place call 01432 364869

Day: to be confirmed  
Time: to be confirmed  
Cost: FREE OF CHARGE

## Vocational and work related courses ...

#### Level 2 Certificate in Food Hygiene in Catering

Our popular Food Hygiene Certificate course for those currently working or intending to work where food is served or eaten. A one day or two half days course. Can be arranged at various venues. For further details please call 01432 342075

Day: to be confirmed  
Time: 09.30—16.30  
Cost: £65.00\*

#### First Aid Appointed Person Certificate

Another popular one full day course suitable for parents, grandparents, carers, those in work or not working, in fact, suitable for everyone! This course will teach you how to deal with every day emergencies, perform basic life support, control bleeding and when to call an ambulance. Various dates/times and venues available. For further details please call 01432 342075

Day: to be confirmed  
Time: 09.30—16.00  
Cost: £65.00\*

#### Helping in Schools

Thinking of working in a school? This 60 hour course (3 hours per week) is for you, and you'll gain a valuable qualification. For further details please call 01432 342075

Day: To be confirmed  
Time: To be confirmed  
Cost: FREE OF CHARGE  
Starts: To be confirmed

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We're on the web! Check out [www.theherefordacademy.org.uk](http://www.theherefordacademy.org.uk) and click on "Community"

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