

Courses From September 2010



THE HEREFORD ACADEMY COMMUNITY
LEARNING CENTRE

2010-11

August 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, some of which are completely free of charge. 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 drop in centre where you can use our computers 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 for the Autumn, 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

Mondays	09.30—18.00	
Tuesdays	09.30—20.30	
Wednesdays	09.30—19.00	Tutor Support available 09.30—12.30 & 16.00—19.00
Thursdays	09.30—20.30	
Fridays	CLOSED	

Opening times vary depending upon other activities. 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.

Inside this issue:

IT CLASSES	2
GENERAL INTEREST COURSES	3
WORK RELATED COURSES	4

Courses From September 2010



* A fee reduction is available for those courses marked with * for people in receipt of a means tested benefit. For example, the cost of a £20.00 is reduced to £8.00, a course costing £27.00 or £30.00 reduces to £12.00 and a £40.00 course reduces to £16.00.

"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.

IT Classes— all held at the Hereford Academy Community Learning Centre Starts week commencing 27th Sept. 10 unless specified otherwise

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: £20.00*

Introduction to Word Processing

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

Day: Mon. 12.30—15.00 or
Tues. 09.30—12.00
Cost: £20.00*

Introduction to Record keeping on your computer

An introduction to using spreadsheets and databases. A four week course. To reserve a place call 0800 032 1986

Day: Tues. 12.30—15.00
Cost: £20.00*

Small business support group

An introduction to using IT within your small business. A four week course. To reserve a place call 0800 032 1986

Day: Thurs. 18.30—21.00
Cost: £20.00*

Presentations on your computer

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: £20.00*

Cards and Calendars

Produce your Christmas cards, calendars etc. on this 6 week course starting on **2nd November**. 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: Fri. 09.30—12.00 or
Wed. 18.30—21.00
Cost: £40.00*

Using Internet and E-mail & social networking

Set up and use an e-mail account, tips on successful surfing, stay safe online, using skype and social networking sites such as Facebook on this 8 week course. To reserve a place call 0800 032 1986

Day: Mon . 12.30—15.00
Cost: £40.00*

Digital Photography Workshops

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

Day: Sat. 10.00—16.00
Dates: 9th & 16th Oct. 10
Cost: £27.00*

Producing a slide show in Photostory 3

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

Day: Sat. 10.00—16.00
Dates: 6th & 13th Nov. 10
Cost: £27.00*

Do it Online

A series of short online courses to help you get the most out of your pc. Various topics including online banking, improving job search skills, accessing online services, using a mobile phone, using your pc as a telephone (Skype) etc.

Day: Wed. 09.30—12.30 or
Wed. 16.00—19.00
Cost: **FREE OF CHARGE**

No need to book, just turn up!

European Computer Driving License

This is a modular course with each module lasting 6—7 weeks. To qualify for the full ECDL you must complete 5 modules including one compulsory module. We plan to start with IT Fundamentals on Monday 13th September 10. For further information or to reserve a place call 01432 342075

ECDL Fastrack

This is a self-study course you can complete through our drop in facility, studying for those ECDL units you wish and booking module tests when you are ready. This is ideal for those who want the flexibility to study what you want, when you want to. For further information or to reserve a place call 01432 342075

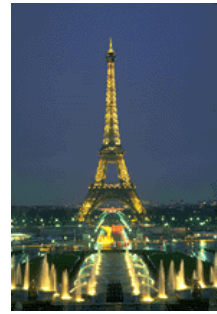
Introduction to simple Web Page Design

An introductory course on how to set up your own website. A ten week course. To reserve a place call 01432 342075

Day: Mondays
Time: 09.30—12.30
No. of weeks: 7
Starts: 06.9.2010
Cost: £70.00 per module—
Free for those in receipt of means tested benefit

Day: varies
Time: flexible
No. of weeks: varies according to module
Cost: £30.00 per module.—
free for those in receipt of means tested benefit.

Day: To be confirmed
Starts: to be confirmed
Cost: £60.00



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

General Interest Courses

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!

ESOL English for Speakers of Other Languages. A non-accredited class to develop speaking and listening in English. A mixed ability group. To enroll, please call 01432 342075

English & Maths for adults. A skills for life class leading to level 1 and 2 literacy and numeracy and Functional Skills in English and Maths. A small mixed ability group. To enroll, please call 01432 342075

Signalong. An essential but fun course for anyone working or caring for someone with a disability, learning difficulty, behavioural problem or physical disability. Based on British Sign Language, this ten week course provides a valuable communication tool. To enroll, call 01432 342075

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

Wednesdays 10.00—12.00
Cost: FREE OF CHARGE
Starts: w/c 12th Sept. 10

Thursdays 13.00—15.00
Cost: FREE OF CHARGE
Starts: w/c 12th Sept. 10

Tuesdays 12.45—14.45
Cost: £70.00
Starts: 21st Sept. 10

“I ONLY CAME ALONG TO THE CLASS TO KEEP MY FRIEND COMPANY BUT FOUND I’D GAINED NEW SKILLS THAT HELPED ME GET A BETTER PAID JOB! BRILLIANT”



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.

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*

Emergency First Aid

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*

Coming soon

We will shortly be offering a **Preparation for Volunteering** course which will look at volunteering as an alternative to paid employment and will cover working as a volunteer, managing your time, managing your money, contributing to meetings and provide the necessary skills to make a real difference to your community. Although fun and informal, the course will give you the chance to work towards a valuable qualification at the same time as identifying opportunities for volunteering, all FREE OF CHARGE.

Please call us on 01432 342075 if you would like to register an interest in this new course.

And finally

Interested in a course or activity but don't see it here? Just ask! We can often put a course on for you, especially if you can find a few friends to join you.

The Hereford Academy Community Learning
Centre

Stanberrow Road

Hereford HR2 7NG

Tel: 01432 342075

E-Mail: hacommunitylearning@yahoo.co.uk