

The Hereford Academy Community Learning Centre

Drop in Centre

Opening Hours:

Mondays 13.30-18.00

Tuesdays 13.30-19.30

Wednesdays 09.30-12.30 Tutor Support available

Thursdays 13.30-20.00

Fridays 09.30-15.00

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

Courses starting March 2010

First Steps on a Computer - Tuesday 9th March,

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

Introduction to Word Processing - Tuesday 9th March

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

Using Internet and E-mail - Wednesday 10th March

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

Introduction to Spreadsheets - Wednesday 10th March

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

First Steps on a Computer - Wednesday 10th March

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

First Steps on a Computer - Thursday 11th March

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

Introduction to Databases - Thursday 11th March

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

Introduction to Powerpoint - Thursday 11th March

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

Introduction to Word Processing - Thursday 11th March

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

Please also see the Spring course leaflet for more information on The Community Learning Centre and other courses which will be taking place over the next few months