

**First Steps (Microsoft Office 2003 or 2007):** This course is for absolute beginners or for those that know a little but would like to build their confidence. The course is led by a tutor in a relaxed and informal environment. Successful completion will lead to a certificate.

**Discover IT:** Delivered in libraries across the county, this course is essentially the same as our First Steps course.

**CLAiT (Microsoft Office 2003 and 2007):** This course will introduce you to a range of computer skills that are widely used in the workplace and at home. You will gain experience at using programs such as Word, Excel, Publisher, and also Internet and Email.

**ECDL:** ECDL is a qualification widely recognized by employers and will provide you with a good level of competence in skills such as word-processing, spreadsheets, email and the internet, databases, etc.

To achieve a full level 2 qualification you will need to complete ECDL Essentials which is generally delivered in 2¼ hour sessions over 14 weeks and ECDL Extra delivered in 18 weeks again in 2¼ hour sessions.

**ECDL Fast Track:** For those that are looking to acquire a qualification or improve their skills quickly this intensive tutor led course will help you succeed often within a matter of weeks. With this course the tutor covers key skills for each module in the classroom; learners then revise practice exercises at home ready for assessments to be taken. This course is very popular but is only suitable for those that are able to make the commitment to doing some work at home.

**iMedia:** This course is an opportunity to try out some of the more creative programs you can use on a computer. Three units are available and can be taken individually however many learners return to complete all three and achieve a full OCR certificate:

- **Digital Photo Editing – iMedia (Using Photoshop)**  
This course gives you the opportunity to learn the skills necessary to edit and improve digital photographs using Photoshop Elements.
- **Website Design – iMedia (Using Dreamweaver or Microsoft Front Page)**  
This course will give you opportunity to learn the skills necessary to create a successful website. Using Dreamweaver, the industry standard tool for web authoring, you will look at basic design principles and site planning through to template creation and publishing.

- **Digital Animation – iMedia (Using Flash)**

The ideal course if you are interested in digital animation and you wish to learn the techniques that many web sites employ.

**Touch Typing:** This course is a flexible and fun way to learn to touch type. It's great for beginners or for those that have developed a two-finger habit! The course leads up to an online assessment of your skills where successful candidates will achieve a recognised qualification.

**Digital Cameras and Photo Editing:** This course covers those practical skills required to use a digital camera, download pictures to a computer and some basic photo editing techniques.

**ITQ:** ITQ is the National Vocational Qualification for IT Users which demonstrates competence in the use of IT in the workplace. Those who enrol on the ITQ programme will be trained and assessed on a number of different computer applications both in the classroom and the workplace. For more information on ITQ tel. 01162 642318.

**SAGE Computerised Accounting:** Training on specific 'SAGE' software, the industry standard for Computerised Accounts, is available from Beginners to Intermediate.

**Internet & Email:** To learn how to get the best from the Internet or communicate effectively using Email see our beginners computer course (First Steps) or for more advanced skills see CLAiT or ECDL.

**Microsoft Office 2003 & 2007:** Beginners computing, CLAiT/CLAiT Plus and ECDL are designed to give you practical skills in using computer programs that are widely used at home and in the workplace. Most of our centres are equipped with Microsoft Office 2003 however Microsoft Office 2007 is now also available at selected centres. It may well be worth checking which version of software you have to enable you to choose the course that suits you – our experienced staff will be able to offer you further advice.

COURSE NAME	LOCATION	DAY	TIME	NO. WKS	START DATE	COURSE COST	COURSE CODE
<b>ADVANCED COMPUTER SKILLS</b>							
CLAiT Plus	Thurmaston Roundhill Community College	Wed	19:00-21:00	15	01.10.2008	£96.00	R0062A236F
CLAiT Plus	Thurmaston Roundhill Community College	Tue	12:45-14:45	15	07.10.2008	£96.00	R0062A235F
CLAiT Plus	Thurmaston Roundhill Community College	Tue	12:45-14:45	15	10.02.2009	£96.00	R0062C235F
CLAiT Plus	Thurmaston Roundhill Community College	Wed	19:00-21:00	15	25.02.2009	£96.00	R0062D236F
CLAiT Plus - Workshop	Quorn Rawlins Community College	Thu	09:30-11:30	15	18.09.2008	£96.00	QR062A100F
CLAiT Plus - Workshop	Quorn Rawlins Community College	Thu	09:30-11:30	15	05.02.2009	£96.00	QR062C100F
CLAiT/CLAiT Plus - Workshop	Shepshed Hind Leys Community College	Tue	19:00-21:00	15	16.09.2008	£96.00	KG062A150F
CLAiT/CLAiT Plus - Workshop	Shepshed Hind Leys Community College	Tue	19:00-21:00	15	03.02.2009	£96.00	KG062C150F
CLAiT/CLAiT Plus - Workshop	Anstey Martin High School	Thu	19:00-21:00	15	18.09.2008	£96.00	L0062A163F
CLAiT/CLAiT Plus - Workshop	Anstey Martin High School	Thu	19:00-21:00	15	29.01.2009	£96.00	L0062C163F
CLAiT/CLAiT Plus - Workshop	Birstall Longslade Community College	Mon	09:30-11:30	15	15.09.2008	£96.00	L0062A161F
CLAiT/CLAiT Plus - Workshop	Birstall Longslade Community College	Wed	19:00-21:00	10	17.09.2008	£96.00	L0062A162F
CLAiT/CLAiT Plus - Workshop	Birstall Longslade Community College	Wed	19:00-21:00	15	28.01.2009	£96.00	L0062C162F
CLAiT/CLAiT Plus - Workshop	Birstall Longslade Community College	Mon	09:30-11:30	15	02.02.2009	£96.00	L0062C161F
CLAiT/CLAiT Plus - Workshop	Syston Wreake Valley Community College	Wed	09:30-11:30	15	17.09.2008	£96.00	R0062A237F
CLAiT/CLAiT Plus - Workshop	Syston Wreake Valley Community College	Wed	09:30-11:30	15	28.01.2009	£96.00	R0062C237F

COURSE NAME	LOCATION	DAY	TIME	NO. WKS	START DATE	COURSE COST	COURSE CODE
CLAiT/CLAiT Plus - Workshop	Market Harborough Welland Park Community College	Mon	09:30-11:30	15	15.09.2008	£96.00	WP062A214F
CLAiT/CLAiT Plus - Workshop	Market Harborough Welland Park Community College	Mon	09:30-11:30	15	09.02.2009	£96.00	WP062C214F
CLAiT/CLAiT Plus-Computer Workshop (Using Microsoft Office 2007)	Groby Community College	Wed	19:00-21:00	15	17.09.2008	£96.00	GR062A165F
CLAiT/CLAiT Plus-Computer Workshop (Using Microsoft Office 2007)	Groby Community College	Wed	19:00-21:00	15	28.01.2009	£96.00	GR062C165F
ECDL Advanced Workshop	Countesthorpe Graspit Centre	Thu	19:00-21:00	15	02.10.2008	£134.00	C0062A166F
ECDL Advanced Workshop	Countesthorpe Graspit Centre	Thu	19:00-21:00	15	05.02.2009	£134.00	C0062C166F

## BEGINNERS COMPUTING

Discover IT @ Your Library	Fleckney Library	Tue	17:30-20:00	12	16.09.2008	£62.20	BE062A150F
Discover IT @ Your Library	Fleckney Library	Tue	17:30-20:00	12	03.02.2009	£62.20	BE062C151F
Discover IT @ Your Library	Broughton Astley Library	Fri	09:45-12:15	12	03.10.2008	£62.20	C0062A150F
Discover IT @ Your Library	Broughton Astley Library	Fri	09:45-12:15	12	27.02.2009	£62.20	C0062D151F
Discover IT @ Your Library	Ashby Library	Tue	13:00-15:00	15	23.09.2008	£62.20	HU062A100F
Discover IT @ Your Library	Coalville Library	Thu	17:45-19:45	15	25.09.2008	£62.20	IB062A121F
Discover IT @ Your Library	Coalville Library	Fri	10:00-12:00	15	26.09.2008	£62.20	IB062A122F
Discover IT @ Your Library	Coalville Library	Mon	13:00-15:00	15	02.02.2009	£62.20	IB062C116F
Discover IT @ Your Library	Coalville Library	Fri	10:00-12:00	15	27.02.2009	£62.20	IB062D123F
Discover IT @ Your Library	Earl Shilton Library	Tue	18:30-21:00	12	23.09.2008	£62.20	JC062A151F
Discover IT @ Your Library	Earl Shilton Library	Thu	09:45-12:15	12	25.09.2008	£62.20	JC062A152F
Discover IT @ Your Library	Earl Shilton Library	Tue	13:00-15:30	12	20.01.2009	£62.20	JC062C182F
Discover IT @ Your Library	Earl Shilton Library	Thu	18:30-21:00	12	22.01.2009	£62.20	JC062C154F
Discover IT @ Your Library	Hinckley Library	Fri	09:45-12:15	12	10.10.2008	£62.20	JC062A150F
Discover IT @ Your Library	Hinckley Library	Wed	13:00-15:30	12	21.01.2009	£62.20	JC062C155F
Discover IT @ Your Library	Shepshed Library	Wed	12:00-14:00	15	17.09.2008	£62.20	KG062A152F
Discover IT @ Your Library	Shepshed Library	Wed	09:15-11:45	12	25.02.2009	£62.20	KG062D151F
Discover IT @ Your Library	Syston Library	Mon	10:15-12:45	12	15.09.2008	£62.20	L0062A112F
Discover IT @ Your Library	Syston Library	Mon	10:15-12:45	12	02.02.2009	£62.20	L0062C112F
Discover IT @ Your Library	Loughborough Library	Wed	12:00-14:30	12	17.09.2008	£62.20	LB062A114F
Discover IT @ Your Library	Loughborough Library	Wed	09:30-12:00	12	04.03.2009	£62.20	LB062D113F
Discover IT @ Your Library	Wigston Magna Library	Mon	14:00-16:30	12	15.09.2008	£62.20	PA062A102F
Discover IT @ Your Library	Wigston Magna Library	Fri	09:30-12:00	12	19.09.2008	£62.20	PA062A100F
Discover IT @ Your Library	Wigston Magna Library	Fri	09:30-12:00	12	30.01.2009	£62.20	PA062C101F
Discover IT @ Your Library	Wigston Magna Library	Mon	14:00-16:30	12	23.02.2009	£62.20	PA062D103F
Discover IT @ Your Library	Mountsorrel Library	Tue	09:30-12:00	12	16.09.2008	£62.20	QR062A150F
Discover IT @ Your Library	Mountsorrel Library	Thu	18:30-21:00	12	18.09.2008	£62.20	QR062A151F
Discover IT @ Your Library	Mountsorrel Library	Wed	09:30-12:00	12	04.03.2009	£62.20	QR062D150F
First Steps In Computing	Oadby Beauchamp Community College	Mon	19:00-21:00	15	15.09.2008	£62.20	BE062A160F
First Steps In Computing	Oadby Beauchamp Community College	Tue	16:00-18:00	15	16.09.2008	£62.20	BE062A161F
First Steps In Computing	Oadby Beauchamp Community College	Tue	19:00-21:00	15	16.09.2008	£62.20	BE062A162F
First Steps In Computing	Oadby Beauchamp Community College	Wed	15:30-17:30	15	17.09.2008	£62.20	BE062A163F
First Steps In Computing	Oadby Beauchamp Community College	Mon	19:00-21:00	15	02.02.2009	£62.20	BE062C160F
First Steps In Computing	Oadby Beauchamp Community College	Tue	16:00-18:00	15	03.02.2009	£62.20	BE062C161F
First Steps In Computing	Oadby Beauchamp Community College	Tue	19:00-21:00	15	03.02.2009	£62.20	BE062C162F
First Steps In Computing	Desford Bosworth Community College	Mon	19:00-21:00	15	22.09.2008	£62.20	BW062A410F
First Steps In Computing	Desford Bosworth Community College	Tue	19:00-21:00	15	24.02.2009	£62.20	BW062D411F
First Steps In Computing	Bottesford Community Centre	Tue	09:45-11:45	15	16.09.2008	£62.20	BT062A104F
First Steps In Computing	Bottesford Community Centre	Wed	12:45-14:45	15	25.02.2009	£62.20	BT062D105F
First Steps In Computing	Braunstone Winstanley Community College	Wed	19:00-21:00	15	17.09.2008	£62.20	BR062A155F
First Steps In Computing	Enderby Brockington Community College	Tue	19:00-21:00	15	27.01.2009	£62.20	BR062C155F

COURSE NAME	LOCATION	DAY	TIME	NO. WKS	START DATE	COURSE COST	COURSE CODE
First Steps In Computing	Countesthorpe Community College	Tue	19:00-21:00	15	03.02.2009	£62.20	C0062C156F
First Steps In Computing	Countesthorpe Graspit Centre	Mon	09:30-11:30	15	22.09.2008	£62.20	C0062A158F
First Steps In Computing	Countesthorpe Graspit Centre	Tue	19:00-21:00	15	23.09.2008	£62.20	C0062A157F
First Steps In Computing	Countesthorpe Graspit Centre	Wed	13:00-15:00	15	21.01.2009	£62.20	C0062C159F
First Steps In Computing	Glenfield Park House	Mon	12:30-14:30	15	15.09.2008	£62.20	GR062A169F
First Steps In Computing	Ibstock Community College	Tue	10:00-12:00	15	23.09.2008	£62.20	IB062A103F
First Steps In Computing	Ibstock Community College	Tue	19:00-21:00	15	30.09.2008	£62.20	IB062A104F
First Steps In Computing	Ibstock Community College	Tue	10:00-12:00	15	03.02.2009	£62.20	IB062C103F
First Steps In Computing	Ibstock Community College	Wed	19:00-21:00	15	25.02.2009	£62.20	IB062D104F
First Steps In Computing	Hinckley John Cleveland Community College	Mon	19:00-21:00	15	22.09.2008	£62.20	JC062A153F
First Steps In Computing	Hinckley John Cleveland Community College	Tue	09:30-11:30	15	23.09.2008	£62.20	JC062A154F
First Steps In Computing	Hinckley John Cleveland Community College	Wed	19:00-21:00	15	21.01.2009	£62.20	JC062C153F
First Steps In Computing	Castle Donington Community College	Mon	18:45-20:45	15	15.09.2008	£62.20	KG062A155F
First Steps In Computing	Kegworth Community Centre	Thu	13:00-15:00	15	25.09.2008	£62.20	KG062A154F
First Steps In Computing	Shepshed Hind Leys Community College	Tue	19:00-21:00	15	23.09.2008	£62.20	KG062A153F
First Steps In Computing	Anstey Martin High School	Thu	19:00-21:00	15	18.09.2008	£62.20	L0062A168F
First Steps In Computing	Anstey Martin High School	Thu	19:00-21:00	15	05.02.2009	£62.20	L0062C168F
First Steps In Computing	Birstall Longslade Community College	Tue	19:00-21:00	15	16.09.2008	£62.20	L0062A167F
First Steps In Computing	Birstall Longslade Community College	Wed	09:30-11:30	15	17.09.2008	£62.20	L0062A166F
First Steps In Computing	Melton Library	Tue	19:00-21:00	15	16.09.2008	£62.20	MT062A152F
First Steps In Computing	Melton Library	Thu	12:45-14:45	15	26.02.2009	£62.20	MT062D152F
First Steps In Computing	Wigston Guthlaxton Community College	Tue	19:00-21:00	15	16.09.2008	£62.20	PA062A110F
First Steps In Computing	Quorn Rawlins Community College	Tue	13:00-15:00	15	16.09.2008	£62.20	QR062A158F
First Steps In Computing	Syston Wreake Valley Community College	Mon	19:00-21:00	15	15.09.2008	£62.20	R0062A210F
First Steps In Computing	Syston Wreake Valley Community College	Tue	09:30-11:30	15	16.09.2008	£62.20	R0062A211F
First Steps In Computing	Syston Wreake Valley Community College	Mon	19:00-21:00	15	09.02.2009	£62.20	R0062C210F
First Steps In Computing	Thurmaston Roundhill Community College	Mon	19:00-21:00	15	15.09.2008	£62.20	R0062A212F
First Steps In Computing	Thurmaston Roundhill Community College	Tue	09:30-11:30	15	16.09.2008	£62.20	R0062A213F
First Steps In Computing	Thurmaston Roundhill Community College	Thu	12:45-14:45	15	18.09.2008	£62.20	R0062A214F
First Steps In Computing	Thurmaston Roundhill Community College	Fri	09:30-11:30	15	19.09.2008	£62.20	R0062A216F
First Steps In Computing	Thurmaston Roundhill Community College	Thu	19:00-21:00	15	26.02.2009	£62.20	R0062D215F
First Steps In Computing	Lutterworth Community College	Thu	19:15-21:15	15	18.09.2008	£62.20	WP062A237F
First Steps In Computing	Lutterworth Community College	Thu	19:15-21:15	15	05.02.2009	£62.20	WP062C237F
First Steps In Computing	Market Harborough Welland Park Community College	Mon	19:15-21:15	15	15.09.2008	£62.20	WP062A235F
First Steps In Computing	Market Harborough Welland Park Community College	Tue	13:30-15:30	15	16.09.2008	£62.20	WP062A236F
First Steps In Computing	Market Harborough Welland Park Community College	Thu	09:30-11:30	15	18.09.2008	£62.20	WP062A219F
First Steps In Computing	Market Harborough Welland Park Community College	Tue	13:00-15:00	15	03.02.2009	£62.20	WP062C236F
First Steps In Computing	Market Harborough Welland Park Community College	Mon	19:15-21:15	15	09.02.2009	£62.20	WP062C235F
First Steps In Computing (Using Microsoft Office 2007)	Enderby Brockington Community College	Mon	10:00-12:00	15	15.09.2008	£62.20	BR062A157F
First Steps In Computing (Using Microsoft Office 2007)	Enderby Brockington Community College	Tue	19:00-21:00	15	16.09.2008	£62.20	BR062A158F
First Steps In Computing (Using Microsoft Office 2007)	Enderby Brockington Community College	Thu	12:30-14:30	15	18.09.2008	£62.20	BR062A159F
First Steps In Computing (Using Microsoft Office 2007)	Groby Community College	Wed	19:00-21:00	15	17.09.2008	£62.20	GR062A170F
First Steps In Computing (Using Microsoft Office 2007)	Groby Community College	Mon	19:00-21:00	15	02.02.2009	£62.20	GR062C170F
Introduction to Computers	Groby Village Hall	Tue	12:30-14:30	5	16.09.2008	£33.00	GR062A442P
Introduction to Computers	Kirby Muxloe Village Hall	Wed	13:00-15:00	5	17.09.2008	£33.00	GR062A443P
Introduction to Computers	Coalville Library	Mon	13:00-15:00	3	12.01.2009	£19.80	IB062C110P
Introduction to Computers	Coalville Library	Fri	10:00-12:00	3	30.01.2009	£19.80	IB062C111P
Introduction to Computers	Birstall Library	Thu	12:30-14:30	5	23.04.2009	£33.00	L0062E446P
Introduction to Computers	Thurmaston Library	Wed	09:30-11:30	5	14.01.2009	£33.00	R0062C444P
Introduction to Computers	Thurmaston Library	Wed	12:45-14:45	5	22.04.2009	£33.00	R0062E445P

COURSE NAME	LOCATION	DAY	TIME	NO. WKS	START DATE	COURSE COST	COURSE CODE
<b>BOOKKEEPING AND COMPUTERISED ACCOUNTS</b>							
Certificate in Accounting (Computerised Using SAGE) Level 2	Thurmaston Roundhill Community College	Mon	19:00-21:00	30	15.09.2008	£177.90	R0062A230F
Certificate in Bookkeeping (Computerised Using SAGE) Level 1	Braunstone Winstanley Community College	Wed	19:00-21:00	30	17.09.2008	£167.10	BR062A166F
SAGE Computerised Accounts Level 1	Market Harborough Welland Park Community College	Thu	19:15-21:15	15	18.09.2008	£92.00	WP062A229F
SAGE Computerised Accounts Level 1 & 2 (incl Basic Bookkeeping Principles)	Countesthorpe Community College	Thu	19:00-21:00	30	25.09.2008	£158.00	C0062A167F
SAGE Computerised Accounts Level 1 & 2 (incl Basic Bookkeeping Principles)	Hinckley John Cleveland Community College	Mon	19:00-21:00	30	15.09.2008	£158.00	JC062A158F
SAGE Computerised Accounts Level 2	Market Harborough Welland Park Community College	Thu	19:15-21:15	15	26.02.2009	£92.00	WP062D230F
<b>DIGITAL CAMERAS AND PHOTO EDITING</b>							
Digital Cameras & Photo Editing	Oadby Beauchamp Community College	Tue	19:00-21:00	5	16.09.2008	£33.00	BE062A409P
Digital Cameras & Photo Editing	Oadby Beauchamp Community College	Mon	15:30-17:30	5	12.01.2009	£33.00	BE062C410P
Digital Cameras & Photo Editing	Oadby Beauchamp Community College	Tue	19:00-21:00	5	03.03.2009	£33.00	BE062D408P
Digital Cameras & Photo Editing	Bottesford Community Centre	Wed	19:00-21:00	5	29.10.2008	£33.00	BT062B432P
Digital Cameras & Photo Editing	Bottesford Community Centre	Mon	09:30-11:30	5	26.01.2009	£33.00	BT062C435P
Digital Cameras & Photo Editing	Enderby Brockington Community College	Wed	10:00-12:00	5	07.01.2009	£33.00	BR062C421P
Digital Cameras & Photo Editing	Countesthorpe Graspit Centre	Wed	10:00-12:00	5	01.10.2008	£33.00	C0062A522P
Digital Cameras & Photo Editing	Countesthorpe Graspit Centre	Wed	10:00-12:00	5	14.01.2009	£33.00	C0062C523P
Digital Cameras & Photo Editing	Groby Community College	Wed	19:00-21:00	5	17.09.2008	£33.00	GR062A424P
Digital Cameras & Photo Editing	Ashby Library	Thu	13:00-15:00	5	13.11.2008	£33.00	HU062B434P
Digital Cameras & Photo Editing	Coalville Library	Mon	13:00-15:00	5	06.10.2008	£33.00	IB062A112P
Digital Cameras & Photo Editing	Coalville Library	Thu	17:45-19:45	5	19.03.2009	£33.00	IB062D115P
Digital Cameras & Photo Editing	Ibstock Community College	Wed	19:00-21:00	5	17.09.2008	£33.00	IB062A405P
Digital Cameras & Photo Editing	Ibstock Community College	Tue	19:00-21:00	5	13.01.2009	£33.00	IB062C406P
Digital Cameras & Photo Editing	Earl Shilton Library	Thu	18:45-20:45	5	30.10.2008	£33.00	JC062B585P
Digital Cameras & Photo Editing	Hinckley John Cleveland Community College	Tue	13:00-15:00	5	16.09.2008	£33.00	JC062A584P
Digital Cameras & Photo Editing	Hinckley John Cleveland Community College	Tue	13:00-15:00	5	24.02.2009	£33.00	JC062D586P
Digital Cameras & Photo Editing	Castle Donington Community College	Mon	18:45-20:45	5	27.10.2008	£33.00	KG062B431P
Digital Cameras & Photo Editing	Birstall Longslade Community College	Tue	19:00-21:00	5	16.09.2008	£33.00	L0062A423P
Digital Cameras & Photo Editing	Birstall Longslade Community College	Wed	13:00-15:00	5	01.10.2008	£33.00	L0062A430P
Digital Cameras & Photo Editing	Birstall Longslade Community College	Tue	19:00-21:00	5	03.02.2009	£33.00	L0062C437P
Digital Cameras & Photo Editing	Melton Library	Thu	18:45-21:00	4	18.09.2008	£29.70	MT062A425P
Digital Cameras & Photo Editing	Melton Library	Wed	18:45-20:45	5	28.01.2009	£33.00	MT062C436P
Digital Cameras & Photo Editing	Loughborough Library	Fri	09:30-11:30	5	19.09.2008	£33.00	LB062A427P
Digital Cameras & Photo Editing	Mountsorrel Library	Tue	13:00-15:00	5	16.09.2008	£33.00	QR062A422P
Digital Cameras & Photo Editing	Syston Wreake Valley Community College	Thu	19:00-21:00	5	06.11.2008	£33.00	R0062B433P
Digital Cameras & Photo Editing	Thurmaston Roundhill Community College	Thu	18:45-21:00	4	25.09.2008	£29.70	R0062A428P
Digital Cameras & Photo Editing	Thurmaston Roundhill Community College	Thu	18:45-21:00	4	12.02.2009	£29.70	R0062C429P
Digital Cameras & Photo Editing	Thurmaston Roundhill Community College	Wed	09:30-11:45	4	25.02.2009	£29.70	R0062D426P
Digital Cameras & Photo Editing	Market Harborough Welland Park Community College	Wed	09:00-11:00	5	17.09.2008	£33.00	WP062A412P
Digital Cameras & Photo Editing	Market Harborough Welland Park Community College	Wed	09:00-11:00	5	04.03.2009	£33.00	WP062D413P
<b>ECDL</b>							
ECDL (Fast Track)	Birstall Longslade Community College	Tue	13:30-16:30	16	16.09.2008	£200.60	L0062A164F
ECDL (Fast Track)	Birstall Longslade Community College	Tue	13:30-16:30	16	03.02.2009	£200.60	L0062C164F
ECDL - Workshop	Coalville Library	Thu	10:00-12:00	15	25.09.2008	£96.00	IB062A119F
ECDL - Workshop	Coalville Library	Thu	10:00-12:00	15	05.02.2009	£96.00	IB062C119F
ECDL - Workshop	Birstall Longslade Community College	Thu	09:30-11:30	15	18.09.2008	£96.00	L0062A175F
ECDL - Workshop	Birstall Longslade Community College	Thu	19:00-21:00	15	18.09.2008	£96.00	L0062A165F
ECDL - Workshop	Birstall Longslade Community College	Thu	09:30-11:30	15	29.01.2009	£96.00	L0062C175F

COURSE NAME	LOCATION	DAY	TIME	NO. WKS	START DATE	COURSE COST	COURSE CODE
ECDL - Workshop	Birstall Longslade Community College	Thu	19:00-21:00	15	29.01.2009	£96.00	L0062C165F
ECDL - Workshop (Using Microsoft Office 2007)	Groby Community College	Mon	19:00-21:00	15	15.09.2008	£96.00	GR062A166F
ECDL - Workshop (Using Microsoft Office 2007)	Groby Community College	Mon	19:00-21:00	15	02.02.2009	£96.00	GR062C166F
ECDL Distance Learning with Online Support	Countesthorpe Community College		00:00-00:00	15	01.09.2008	£109.70	C0061A524F
ECDL Essentials - Level One (Using Microsoft Office 2007)	Groby Community College	Tue	18:45-21:00	14	16.09.2008	£118.30	GR062A167F
ECDL Essentials - Level One	Bottesford Community Centre	Thu	12:30-14:45	14	25.09.2008	£118.30	BT062A100F
ECDL Essentials - Level One	Melton Library	Thu	18:45-21:00	14	25.09.2008	£118.30	MT062A150F
ECDL Essentials - Level One	Quorn Rawlins Community College	Tue	18:45-21:00	14	16.09.2008	£118.30	QR062A152F
ECDL Essentials - Level One	Quorn Rawlins Community College	Fri	10:00-12:15	14	19.09.2008	£118.30	QR062A153F
ECDL Essentials - Level One	Syston Wreake Valley Community College	Tue	18:45-21:00	14	16.09.2008	£118.30	R0062A203F
ECDL Essentials Tutor Led	Fleckney Library	Thu	18:30-20:45	14	18.09.2008	£118.30	BE062A184F
ECDL Essentials Tutor Led	Oadby Beauchamp Community College	Mon	09:30-11:45	14	15.09.2008	£118.30	BE062A179F
ECDL Essentials Tutor Led	Oadby Beauchamp Community College	Mon	15:30-17:45	14	15.09.2008	£118.30	BE062A177F
ECDL Essentials Tutor Led	Oadby Beauchamp Community College	Tue	18:30-20:45	14	16.09.2008	£118.30	BE062A178F
ECDL Essentials Tutor Led	Desford Bosworth Community College	Mon	18:45-21:00	14	15.09.2008	£118.30	BW062A105F
ECDL Essentials Tutor Led	Countesthorpe Graspit Centre	Wed	18:45-21:00	14	24.09.2008	£118.30	C0062A162F
ECDL Essentials Tutor Led	Countesthorpe Graspit Centre	Tue	13:00-15:15	14	30.09.2008	£118.30	C0062A163F
ECDL Essentials Tutor Led	Ibstock Community College	Wed	09:30-11:45	14	24.09.2008	£118.30	IB062A106F
ECDL Essentials Tutor Led	Hinckley John Cleveland Community College	Mon	18:45-21:00	14	22.09.2008	£118.30	JC062A181F
ECDL Essentials Tutor Led	Lutterworth Community College	Wed	18:30-20:45	14	17.09.2008	£118.30	WP062A225F
ECDL Essentials Tutor Led	Market Harborough Welland Park Community College	Thu	19:00-21:15	14	18.09.2008	£118.30	WP062A224F
ECDL Essentials Tutor Led	Market Harborough Roman Way	Tue	13:00-15:15	14	16.09.2008	£118.30	WP062A223F
ECDL Essentials Tutor Led (Using Microsoft Office 2007)	Enderby Brockington Community College	Tue	10:00-12:15	14	16.09.2008	£118.30	BR062A160F
ECDL Essentials Tutor Led (Using Microsoft Office 2007)	Enderby Brockington Community College	Wed	12:30-14:45	14	17.09.2008	£118.30	BR062A161F
ECDL Extra Tutor Led	Fleckney Library	Thu	18:30-20:45	18	29.01.2009	£127.10	BE062C183F
ECDL Extra Tutor Led	Oadby Beauchamp Community College	Tue	18:30-20:45	18	27.01.2009	£127.10	BE062C182F
ECDL Extra Tutor Led	Oadby Beauchamp Community College	Mon	15:30-18:00	16	02.02.2009	£127.10	BE062C181F
ECDL Extra Tutor Led	Oadby Beauchamp Community College	Mon	09:30-12:00	16	02.02.2009	£127.10	BE062C180F
ECDL Extra Tutor Led	Desford Bosworth Community College	Mon	18:30-21:00	16	02.02.2009	£127.10	BW062C106F
ECDL Extra Tutor Led	Countesthorpe Graspit Centre	Wed	18:45-21:00	18	28.01.2009	£127.10	C0062C164F
ECDL Extra Tutor Led	Countesthorpe Graspit Centre	Tue	13:00-15:15	18	03.02.2009	£127.10	C0062C165F
ECDL Extra Tutor Led	Ibstock Community College	Wed	09:30-11:45	18	28.01.2009	£127.10	IB062C107F
ECDL Extra Tutor Led	Hinckley John Cleveland Community College	Mon	18:30-21:00	16	02.02.2009	£127.10	JC062C183F
ECDL Extra Tutor Led	Lutterworth Community College	Wed	18:30-20:45	18	28.01.2009	£127.10	WP062C228F
ECDL Extra Tutor Led	Market Harborough Welland Park Community College	Thu	19:00-21:15	18	29.01.2009	£127.10	WP062C227F
ECDL Extra Tutor Led	Market Harborough Roman Way	Tue	13:00-15:15	18	27.01.2009	£127.10	WP062C226F
ECDL Extra Tutor Led (Using Microsoft Office 2007)	Enderby Brockington Community College	Tue	10:00-12:15	18	27.01.2009	£127.10	BR062C160F
ECDL Extra Tutor Led (Using Microsoft Office 2007)	Enderby Brockington Community College	Wed	12:30-14:45	18	28.01.2009	£127.10	BR062C161F
ECDL Extra - Level Two	Bottesford Community Centre	Thu	12:30-14:45	18	29.01.2009	£127.10	BT062C101F
ECDL Extra - Level Two	Quorn Rawlins Community College	Tue	18:45-21:00	18	27.01.2009	£127.10	QR062C154F
ECDL Extra - Level Two	Quorn Rawlins Community College	Fri	10:00-12:15	18	30.01.2009	£127.10	QR062C155F
ECDL Extra - Level Two	Syston Wreake Valley Community College	Tue	18:45-21:00	18	27.01.2009	£127.10	R0062C204F
ECDL Extra - Level Two (Using Microsoft Office 2007)	Groby Community College	Tue	18:45-21:00	18	27.01.2009	£127.10	GR062C167F
ECDL/CLAiT - Computer Workshop (Using Microsoft Office 2007)	Enderby Brockington Community College	Mon	19:00-21:00	15	15.09.2008	£96.00	BR062A162F
ECDL/CLAiT - Computer Workshop (Using Microsoft Office 2007)	Enderby Brockington Community College	Mon	19:00-21:00	15	09.02.2009	£96.00	BR062C163F
ECDL/CLAiT - Workshop	Oadby Beauchamp Community College	Wed	19:00-21:00	15	17.09.2008	£96.00	BE062A158F
ECDL/CLAiT - Workshop	Oadby Beauchamp Community College	Thu	09:30-11:30	15	18.09.2008	£96.00	BE062A159F
ECDL/CLAiT - Workshop	Oadby Beauchamp Community College	Wed	19:00-21:00	15	04.02.2009	£96.00	BE062C158F

COURSE NAME	LOCATION	DAY	TIME	NO. WKS	START DATE	COURSE COST	COURSE CODE
ECDL/CLaIT - Workshop	Oadby Beauchamp Community College	Thu	09:30-11:30	15	05.02.2009	£96.00	BE062C159F
ECDL/CLaIT - Workshop	Desford Bosworth Community College	Tue	19:00-21:00	15	30.09.2008	£96.00	BW062A102F
ECDL/CLaIT - Workshop	Desford Bosworth Community College	Tue	19:00-21:00	15	03.02.2009	£96.00	BW062C102F
ECDL/CLaIT - Workshop	Bottesford Community Centre	Mon	12:45-14:45	15	15.09.2008	£96.00	BT062A102F
ECDL/CLaIT - Workshop	Bottesford Community Centre	Tue	19:00-21:00	15	23.09.2008	£96.00	BT062A103F
ECDL/CLaIT - Workshop	Bottesford Community Centre	Mon	12:45-14:45	15	02.02.2009	£96.00	BT062C102F
ECDL/CLaIT - Workshop	Bottesford Community Centre	Tue	19:00-21:00	15	03.02.2009	£96.00	BT062C103F
ECDL/CLaIT - Workshop	Melton Library	Mon	09:30-11:30	15	15.09.2008	£96.00	BT062A151F
ECDL/CLaIT - Workshop	Melton Library	Mon	09:30-11:30	15	02.02.2009	£96.00	BT062C151F
ECDL/CLaIT - Workshop	Braunstone Winstanley Community College	Thu	19:00-21:00	15	18.09.2008	£96.00	BR062A154F
ECDL/CLaIT - Workshop	Braunstone Winstanley Community College	Thu	19:00-21:00	15	05.02.2009	£96.00	BR062C154F
ECDL/CLaIT - Workshop	Broughton Astley Thomas Estley Community College	Wed	19:00-21:00	15	01.10.2008	£96.00	CO062A155F
ECDL/CLaIT - Workshop	Broughton Astley Thomas Estley Community College	Wed	19:00-21:00	15	04.02.2009	£96.00	CO062C155F
ECDL/CLaIT - Workshop	Countesthorpe Graspit Centre	Fri	10:00-12:00	15	03.10.2008	£96.00	CO062A154F
ECDL/CLaIT - Workshop	Countesthorpe Graspit Centre	Fri	10:00-12:00	15	06.02.2009	£96.00	CO062C526F
ECDL/CLaIT - Workshop	Ibstock Community College	Mon	14:00-16:00	15	29.09.2008	£96.00	IB062A102F
ECDL/CLaIT - Workshop	Ibstock Community College	Mon	14:00-16:00	15	23.02.2009	£96.00	IB062D102F
ECDL/CLaIT - Workshop	Earl Shilton Library	Thu	13:00-15:00	15	02.10.2008	£96.00	JC062A176F
ECDL/CLaIT - Workshop	Earl Shilton Library	Thu	13:00-15:00	15	05.02.2009	£96.00	JC062C176F
ECDL/CLaIT - Workshop	Hinckley John Cleveland Community College	Mon	19:00-21:00	15	06.10.2008	£96.00	JC062A180F
ECDL/CLaIT - Workshop	Hinckley John Cleveland Community College	Mon	19:00-21:00	15	23.02.2009	£96.00	JC062D178F
ECDL/CLaIT - Workshop	Quorn Rawlins Community College	Thu	13:00-15:00	15	18.09.2008	£96.00	QR062A157F
ECDL/CLaIT - Workshop	Quorn Rawlins Community College	Thu	13:00-15:00	15	05.02.2009	£96.00	QR062C157F
ECDL/CLaIT - Workshop	Thurmaston Roundhill Community College	Tue	09:30-11:30	15	16.09.2008	£96.00	RO062A206F
ECDL/CLaIT - Workshop	Thurmaston Roundhill Community College	Tue	18:30-20:30	15	16.09.2008	£96.00	RO062A207F
ECDL/CLaIT - Workshop	Thurmaston Roundhill Community College	Mon	12:45-14:45	15	22.09.2008	£96.00	RO062A205F
ECDL/CLaIT - Workshop	Thurmaston Roundhill Community College	Wed	19:00-21:00	15	24.09.2008	£96.00	RO062A208F
ECDL/CLaIT - Workshop	Thurmaston Roundhill Community College	Fri	09:30-11:30	15	26.09.2008	£96.00	RO062A209F
ECDL/CLaIT - Workshop	Thurmaston Roundhill Community College	Mon	12:45-14:45	15	02.02.2009	£96.00	RO062C205F
ECDL/CLaIT - Workshop	Thurmaston Roundhill Community College	Tue	09:30-11:30	15	03.02.2009	£96.00	RO062C206F
ECDL/CLaIT - Workshop	Thurmaston Roundhill Community College	Tue	18:30-20:30	15	03.02.2009	£96.00	RO062C207F
ECDL/CLaIT - Workshop	Thurmaston Roundhill Community College	Wed	19:00-21:00	15	04.02.2009	£96.00	RO062C208F
ECDL/CLaIT - Workshop	Thurmaston Roundhill Community College	Fri	09:30-11:30	15	06.02.2009	£96.00	RO062C209F
ECDL/CLaIT - Workshop	Market Harborough Welland Park Community College	Tue	19:00-21:00	15	16.09.2008	£96.00	WP062A215F
ECDL/CLaIT - Workshop	Market Harborough Welland Park Community College	Wed	19:15-21:15	15	17.09.2008	£96.00	WP062A216F
ECDL/CLaIT - Workshop	Market Harborough Welland Park Community College	Tue	19:00-21:00	15	03.02.2009	£96.00	WP062C215F
ECDL/CLaIT - Workshop	Market Harborough Welland Park Community College	Wed	19:15-21:15	15	04.02.2009	£96.00	WP062C216F

## INTERNET COURSES

Create a Simple Website	Bottesford Community Centre	Wed	12:45-14:45	3	12.11.2008	£19.80	BT062B420P
Create a Simple Website	Melton Library	Thu	12:45-14:45	3	13.11.2008	£19.80	MT062B421P
Family History Using a Computer	Ashby Library	Thu	13:00-15:00	5	02.10.2008	£33.00	HU062A438P
Family History Using a Computer	Coalville Library	Mon	13:00-15:00	5	17.11.2008	£33.00	IB062B113P
Family History Using a Computer	Coalville Library	Thu	17:45-19:45	5	29.01.2009	£33.00	IB062C114P
Family History Using a Computer	Earl Shilton Library	Thu	18:45-20:45	5	18.09.2008	£33.00	JC062A587P
Family History Using a Computer	Loughborough Gorse Covert Community Centre	Thu	12:30-14:30	5	07.05.2009	£33.00	LB062E441P
Family History Using a Computer	Loughborough Library	Wed	14:30-16:30	5	06.05.2009	£33.00	LB062E440P
Family History Using a Computer	Thurmaston Roundhill Community College	Wed	09:30-11:30	5	05.11.2008	£33.00	RO062B439P
Uploading a Website to the Web	Thurmaston Roundhill Community College	Tue	19:00-21:00	3	16.06.2009	£19.80	RO062F448P

COURSE NAME	LOCATION	DAY	TIME	NO. WKS	START DATE	COURSE COST	COURSE CODE
<b>MULTI MEDIA SKILLS</b>							
Digital Animation Using FLASH (iMedia)	Thurmaston Roundhill Community College	Thu	19:00-21:00	12	06.11.2008	£66.00	R0062B213F
Digital Animation Using FLASH (iMedia)	Thurmaston Roundhill Community College	Thu	19:00-21:00	12	12.03.2009	£66.00	R0062D213F
Making and Editing Home Movies (iMedia)	Hinckley John Cleveland Community College	Mon	19:00-21:00	12	22.09.2008	£66.00	JC062A155F
Photo Editing with Photoshop (iMedia)	Bottesford Community Centre	Wed	19:00-21:00	12	03.12.2008	£66.00	BT062B107F
Photo Editing with Photoshop (iMedia)	Bottesford Community Centre	Mon	09:45-11:45	12	09.03.2009	£66.00	BT062D106F
Photo Editing with Photoshop (iMedia)	Groby Community College	Wed	19:00-21:00	12	29.10.2008	£66.00	GR062B171F
Photo Editing with Photoshop (iMedia)	Coalville Resource Centre	Thu	19:00-21:00	12	18.09.2008	£66.00	HU062A101F
Photo Editing with Photoshop (iMedia)	Hinckley John Cleveland Community College	Mon	18:45-21:00	11	12.01.2009	£67.65	JC062C161F
Photo Editing with Photoshop (iMedia)	Castle Donington Community College	Mon	18:45-20:45	12	19.01.2009	£66.00	KG062C153F
Photo Editing with Photoshop (iMedia)	Birstall Longslade Community College	Wed	13:00-15:00	12	12.11.2008	£66.00	LO062B167F
Photo Editing with Photoshop (iMedia)	Birstall Longslade Community College	Wed	19:00-21:00	12	04.02.2009	£66.00	LO062C167F
Photo Editing with Photoshop (iMedia)	Melton Library	Thu	19:00-21:00	12	16.10.2008	£66.00	MT062A154F
Photo Editing with Photoshop (iMedia)	Melton Library	Wed	19:00-21:00	12	08.04.2009	£66.00	MT062D153F
Photo Editing with Photoshop (iMedia)	Loughborough Library	Wed	17:30-19:30	12	29.10.2008	£66.00	LB062B115F
Photo Editing with Photoshop (iMedia)	Loughborough Library	Fri	09:30-11:30	12	07.11.2008	£66.00	LB062B116F
Photo Editing with Photoshop (iMedia)	Mountsorrel Library	Wed	19:00-21:00	12	17.09.2008	£66.00	QR062A160F
Photo Editing with Photoshop (iMedia)	Mountsorrel Library	Tue	13:00-15:00	12	04.11.2008	£66.00	QR062B159F
Photo Editing with Photoshop (iMedia)	Mountsorrel Library	Wed	19:00-21:00	12	21.01.2009	£66.00	QR062C161F
Photo Editing with Photoshop (iMedia)	Thurmaston Roundhill Community College	Thu	19:00-21:00	12	30.10.2008	£66.00	R0062B218F
Photo Editing with Photoshop (iMedia)	Thurmaston Roundhill Community College	Thu	19:00-21:00	12	19.03.2009	£66.00	R0062D218F
Photo Editing with Photoshop (iMedia)	Thurmaston Roundhill Community College	Wed	09:30-11:30	12	25.03.2009	£66.00	R0062D217F
Web Site Design (i-Media)	Hinckley John Cleveland Community College	Mon	18:30-21:00	10	20.04.2009	£68.20	JC062E156F
Web Site Design - Using Dreamweaver (iMedia)	Groby Community College	Wed	19:00-21:00	12	04.02.2009	£66.00	GR062C172F
Web Site Design - Using Dreamweaver (iMedia)	Birstall Longslade Community College	Wed	19:00-21:00	12	24.09.2008	£66.00	LO062A171F
Web Site Design - Using Dreamweaver (iMedia)	Thurmaston Roundhill Community College	Mon	12:45-14:45	12	27.10.2008	£66.00	R0062B228F
Web Site Design - Using Dreamweaver (iMedia)	Thurmaston Roundhill Community College	Tue	19:00-21:00	12	28.10.2008	£66.00	R0062B229F
Web Site Design - Using Dreamweaver (iMedia)	Thurmaston Roundhill Community College	Tue	19:00-21:00	12	10.02.2009	£66.00	R0062C229F
Web Site Design - Using Dreamweaver (iMedia)	Thurmaston Roundhill Community College	Mon	12:45-14:45	12	09.03.2009	£66.00	R0062D228F
Web Site Design - Using Front Page (iMedia)	Ashby Ivanhoe Community College	Tue	19:00-21:00	12	23.09.2008	£66.00	HU062A102F
<b>PRACTICAL COMPUTER SKILLS</b>							
CLAiT Certificate (Tutor Led)	Fleckney Library	Tue	17:30-19:45	18	03.02.2009	£110.80	BE062C168F
CLAiT Certificate (Tutor Led)	Oadby Beauchamp Community College	Wed	19:00-21:15	18	17.09.2008	£110.80	BE062A169F
CLAiT Certificate (Tutor Led)	Oadby Beauchamp Community College	Mon	19:00-21:30	16	02.02.2009	£110.80	BE062C164F
CLAiT Certificate (Tutor Led)	Oadby Beauchamp Community College	Tue	15:45-18:00	18	03.02.2009	£110.80	BE062C165F
CLAiT Certificate (Tutor Led)	Oadby Beauchamp Community College	Tue	19:00-21:15	18	03.02.2009	£110.80	BE062C166F
CLAiT Certificate (Tutor Led)	Oadby Beauchamp Community College	Wed	15:30-17:45	18	04.02.2009	£110.80	BE062C167F
CLAiT Certificate (Tutor Led)	Desford Bosworth Community College	Mon	18:30-21:00	16	02.02.2009	£110.80	BW062C104F
CLAiT Certificate (Tutor Led)	Braunstone Winstanley Community College	Wed	19:00-21:15	18	04.02.2009	£110.80	BR062C156F
CLAiT Certificate (Tutor Led)	Countesthorpe Graspit Centre	Mon	09:30-12:00	16	02.02.2009	£110.80	C0062C161F
CLAiT Certificate (Tutor Led)	Countesthorpe Graspit Centre	Tue	18:45-21:00	18	03.02.2009	£110.80	C0062C160F
CLAiT Certificate (Tutor Led)	Glenfield Park House	Mon	12:30-14:30	20	26.01.2009	£110.80	GR062C175F
CLAiT Certificate (Tutor Led)	Groby Village Hall	Tue	12:30-14:30	20	28.10.2008	£110.80	GR062B161F
CLAiT Certificate (Tutor Led)	Markfield Community Centre	Wed	09:30-11:30	20	17.09.2008	£110.80	GR062A160F
CLAiT Certificate (Tutor Led)	Coalville Resource Centre	Thu	19:00-21:00	20	22.01.2009	£110.80	HU062C105F
CLAiT Certificate (Tutor Led)	Ibstock Community College	Tue	18:45-21:00	18	03.02.2009	£110.80	IB062C105F
CLAiT Certificate (Tutor Led)	Earl Shilton Library	Tue	18:45-21:00	18	03.02.2009	£110.80	JC062C156F
CLAiT Certificate (Tutor Led)	Earl Shilton Library	Thu	09:45-12:00	18	05.02.2009	£110.80	JC062C157F
CLAiT Certificate (Tutor Led)	Hinckley John Cleveland Community College	Wed	18:45-21:00	18	24.09.2008	£110.80	JC062A160F

COURSE NAME	LOCATION	DAY	TIME	NO. WKS	START DATE	COURSE COST	COURSE CODE
CLAiT Certificate (Tutor Led)	Hinckley John Cleveland Community College	Mon	18:30-21:00	16	02.02.2009	£110.80	JC062C158F
CLAiT Certificate (Tutor Led)	Hinckley John Cleveland Community College	Tue	09:45-12:00	18	03.02.2009	£110.80	JC062C159F
CLAiT Certificate (Tutor Led)	Hinckley Library	Fri	09:45-12:00	18	06.02.2009	£110.80	JC062C184F
CLAiT Certificate (Tutor Led)	Shepshed Hind Leys Community College	Tue	19:00-21:15	18	03.02.2009	£110.80	KG062C165F
CLAiT Certificate (Tutor Led)	Birstall Longslade Community College	Thu	19:00-21:00	20	18.09.2008	£110.80	LO062A160F
CLAiT Certificate (Tutor Led)	Birstall Longslade Community College	Tue	18:45-21:00	18	03.02.2009	£110.80	LO062C176F
CLAiT Certificate (Tutor Led)	Loughborough Library	Wed	09:30-11:45	18	17.09.2008	£110.80	LB062A110F
CLAiT Certificate (Tutor Led)	Loughborough Library	Wed	12:00-14:15	18	14.01.2009	£110.80	LB062C120F
CLAiT Certificate (Tutor Led)	Wigston Guthlaxton Community College	Tue	18:45-21:00	18	03.02.2009	£110.80	PA062C111F
CLAiT Certificate (Tutor Led)	Quorn Rawlins Community College	Tue	13:00-15:15	18	03.02.2009	£110.80	QR062C165F
CLAiT Certificate (Tutor Led)	Syston Wreake Valley Community College	Tue	09:30-11:30	20	27.01.2009	£110.80	RO062C242F
CLAiT Certificate (Tutor Led)	Lutterworth Community College	Thu	19:00-21:15	18	05.02.2009	£110.80	WP062C220F
CLAiT Certificate (Tutor Led)	Market Harborough Welland Park Community College	Wed	19:15-21:30	18	17.09.2008	£110.80	WP062A221F
CLAiT Certificate (Tutor Led)	Market Harborough Welland Park Community College	Tue	12:45-15:00	18	03.02.2009	£110.80	WP062C218F
CLAiT Certificate (Tutor Led)	Market Harborough Welland Park Community College	Thu	09:15-11:30	18	05.02.2009	£110.80	WP062C219F
CLAiT Certificate (Tutor Led)	Market Harborough Welland Park Community College	Mon	19:00-21:30	16	09.02.2009	£110.80	WP062C217F
CLAiT Certificate Tutor Led (Using Microsoft Office 2007)	Enderby Brockington Community College	Thu	10:00-12:15	18	18.09.2008	£110.80	BR062A172F
CLAiT Certificate Tutor Led (Using Microsoft Office 2007)	Enderby Brockington Community College	Tue	18:45-21:00	18	03.02.2009	£110.80	BR062C171F
CLAiT Certificate Tutor Led (Using Microsoft Office 2007)	Enderby Brockington Community College	Thu	12:30-14:45	18	05.02.2009	£110.80	BR062C172F
CLAiT Certificate Tutor Led (Using Microsoft Office 2007)	Enderby Brockington Community College	Mon	10:00-12:30	16	09.02.2009	£110.80	BR062C170F
CLAiT Certificate Tutor Led (Using Microsoft Office 2007)	Groby Community College	Tue	19:00-21:00	20	16.09.2008	£110.80	GR062A162F
CLAiT Diploma Units (Tutor Led)	Kirby Muxloe Village Hall	Wed	09:30-11:30	10	11.03.2009	£67.80	GR062D176F
CLAiT Diploma Units (Tutor Led)	Birstall Longslade Community College	Thu	19:00-21:00	10	12.03.2009	£67.80	LO062D177F
CLAiT Diploma Units (Tutor Led)	Birstall Longslade Community College	Tue	09:30-11:30	10	17.03.2009	£67.80	LO062D176F
CLAiT Workshop	Glenfield Park House	Mon	10:00-12:00	15	15.09.2008	£96.00	GR062A164F
CLAiT Workshop	Glenfield Park House	Mon	10:00-12:00	15	02.02.2009	£96.00	GR062C164F
CLAiT Workshop	Groby Village Hall	Tue	10:00-12:00	15	16.09.2008	£96.00	GR062A163F
CLAiT Workshop	Groby Village Hall	Tue	10:00-12:00	15	27.01.2009	£96.00	GR062C163F
CLAiT Workshop	Loughborough Library	Tue	10:00-12:30	12	16.09.2008	£96.00	LB062A445F
CLAiT – Diploma	Bottesford Community Centre	Tue	12:45-14:45	10	17.03.2009	£67.80	BT062D110F
CLAiT – Diploma	Melton Library	Mon	12:45-14:45	10	16.03.2009	£67.80	MT062D160F
CLAiT – Diploma	Thurmaston Roundhill Community College	Thu	09:30-11:30	10	12.03.2009	£67.80	RO062D241F
CLAiT – Diploma	Thurmaston Roundhill Community College	Mon	09:30-11:30	10	16.03.2009	£67.80	RO062D238F
CLAiT – Diploma	Thurmaston Roundhill Community College	Tue	12:45-14:45	10	17.03.2009	£67.80	RO062D240F
CLAiT – Diploma	Thurmaston Roundhill Community College	Mon	19:00-21:00	10	23.03.2009	£67.80	RO062D239F
CLAiT – Diploma Units Tutor Led (Using Microsoft Office 2007)	Enderby Brockington Community College	Thu	10:00-12:00	10	12.03.2009	£67.80	BR062D164F
CLAiT – Diploma Units Tutor Led (Using Microsoft Office 2007)	Groby Community College	Tue	19:00-21:00	10	10.03.2009	£67.80	GR062D177F
Computer Workshop	Loughborough Library	Tue	14:00-16:00	15	03.02.2009	£96.00	LB062C111F
Computer Workshop	Loughborough Library	Tue	14:00-16:00	15	16.09.2008	£96.00	LB062A111F
Create Cards, Calendars and Posters	Oadby Beauchamp Community College	Wed	15:30-17:30	5	05.11.2008	£33.00	BE062B409P
Desk Top Publishing - Be Creative Using Publisher	Enderby Brockington Community College	Mon	12:30-14:30	5	27.10.2008	£33.00	BR062B409P
First Steps into Office Work	Enderby Brockington Community College	Tue	12:30-15:00	30	16.09.2008	£187.90	BR062A423F
First Steps into Office Work	Hinckley John Cleveland Community College	Fri	09:30-12:00	30	19.09.2008	£187.90	JC062A589F
Maintain Your Own PC	Desford Bosworth Community College	Tue	19:00-21:00	5	28.10.2008	£33.00	BW062B409P
Powerpoint Presentations - Essential Skills	Anstey Martin High School	Thu	19:00-21:00	3	02.10.2008	£19.80	LO062A447P
Powerpoint Presentations - Essential Skills	Birstall Longslade Community College	Mon	19:00-21:00	3	29.09.2008	£19.80	LO062A168P
Practical Computer Skills (CLAiT)	Bottesford Community Centre	Tue	12:45-14:45	20	30.09.2008	£110.80	BT062A109F
Practical Computer Skills (CLAiT)	Bottesford Community Centre	Tue	09:30-11:45	18	03.02.2009	£110.80	BT062C108F

COURSE NAME	LOCATION	DAY	TIME	NO. WKS	START DATE	COURSE COST	COURSE CODE
Practical Computer Skills (CLAiT)	Coalville Library	Tue	10:00-12:00	18	23.09.2008	£109.40	IB062A118F
Practical Computer Skills (CLAiT)	Coalville Library	Tue	10:00-12:00	18	03.02.2009	£109.40	IB062C118F
Practical Computer Skills (CLAiT)	Shepshe Library	Wed	09:15-11:30	18	17.09.2008	£110.80	KG062A160F
Practical Computer Skills (CLAiT)	Shepshe Library	Wed	12:00-14:15	18	21.01.2009	£110.80	KG062C156F
Practical Computer Skills (CLAiT)	Birstall Longslade Community College	Tue	09:30-11:30	20	16.09.2008	£110.80	LO062A170F
Practical Computer Skills (CLAiT)	Birstall Longslade Community College	Wed	09:30-11:45	18	04.02.2009	£110.80	LO062C169F
Practical Computer Skills (CLAiT)	Melton Library	Mon	12:45-14:45	20	15.09.2008	£110.80	MT062A155F
Practical Computer Skills (CLAiT)	Melton Library	Tue	18:30-20:45	18	03.02.2009	£110.80	MT062C156F
Practical Computer Skills (CLAiT)	Loughborough Gorse Covert Community Centre	Thu	12:30-14:45	18	18.09.2008	£110.80	LB062A117F
Practical Computer Skills (CLAiT)	Loughborough Library	Wed	14:30-16:45	18	29.10.2008	£110.80	LB062B119F
Practical Computer Skills (CLAiT)	Loughborough Library	Tue	10:00-12:15	18	13.01.2009	£110.80	LB062C118F
Practical Computer Skills (CLAiT)	Mountsorrel Library	Wed	09:30-11:45	18	17.09.2008	£110.80	QR062A162F
Practical Computer Skills (CLAiT)	Syston Wreake Valley Community College	Mon	19:00-21:15	18	02.02.2009	£110.80	RO062C219F
Practical Computer Skills (CLAiT)	Thurmaston Roundhill Community College	Mon	09:30-11:30	20	15.09.2008	£110.80	RO062A220F
Practical Computer Skills (CLAiT)	Thurmaston Roundhill Community College	Thu	09:30-11:30	20	18.09.2008	£110.80	RO062A225F
Practical Computer Skills (CLAiT)	Thurmaston Roundhill Community College	Tue	12:45-14:45	20	23.09.2008	£110.80	RO062A224F
Practical Computer Skills (CLAiT)	Thurmaston Roundhill Community College	Mon	19:00-21:00	20	29.09.2008	£110.80	RO062A222F
Practical Computer Skills (CLAiT)	Thurmaston Roundhill Community College	Mon	18:45-21:15	16	02.02.2009	£110.80	RO062C221F
Practical Computer Skills (CLAiT)	Thurmaston Roundhill Community College	Tue	09:30-11:45	18	03.02.2009	£110.80	RO062C223F
Practical Computer Skills (CLAiT)	Thurmaston Roundhill Community College	Thu	12:30-14:45	18	05.02.2009	£110.80	RO062C226F
Practical Computer Skills (CLAiT)	Thurmaston Roundhill Community College	Fri	09:30-11:45	18	06.02.2009	£110.80	RO062C227F
Touch Typing - Learn Improve Get Qualified	Oadby Beauchamp Community College	Mon	19:00-21:00	10	15.09.2008	£79.00	BE062A173F
Touch Typing - Learn Improve Get Qualified	Oadby Beauchamp Community College	Mon	19:00-21:00	10	01.12.2008	£79.00	BE062B173F
Touch Typing - Learn Improve Get Qualified	Enderby Brockington Community College	Fri	10:00-12:00	10	19.09.2008	£79.00	BR062A175F
Touch Typing - Learn Improve Get Qualified	Enderby Brockington Community College	Fri	10:00-12:00	10	19.09.2008	£79.00	BR062A190F
Touch Typing - Learn Improve Get Qualified	Enderby Brockington Community College	Tue	19:00-21:00	10	16.09.2008	£79.00	BR062A174F
Touch Typing - Learn Improve Get Qualified	Enderby Brockington Community College	Tue	19:00-21:00	10	06.01.2009	£79.00	BR062C174F
Touch Typing - Learn Improve Get Qualified	Enderby Brockington Community College	Tue	19:00-21:00	10	21.04.2009	£79.00	BR062E174F
Touch Typing - Learn Improve Get Qualified	Enderby Brockington Community College	Fri	10:00-12:00	10	24.04.2009	£79.00	BR062E175F
Touch Typing - Learn Improve Get Qualified	Hinckley John Cleveland Community College	Wed	19:00-21:00	10	08.10.2008	£79.00	JC062A177F
Touch Typing - Learn Improve Get Qualified	Hinckley John Cleveland Community College	Wed	19:00-21:00	10	14.01.2009	£79.00	JC062C177F
Touch Typing - Learn Improve Get Qualified	Hinckley John Cleveland Community College	Wed	19:00-21:00	10	22.04.2009	£79.00	JC062E177F
Touch Typing - Learn Improve Get Qualified	Market Harborough Welland Park Community College	Wed	19:15-21:15	10	17.09.2008	£79.00	WP062A222F
Touch Typing - Learn Improve Get Qualified	Market Harborough Welland Park Community College	Wed	19:15-21:15	10	14.01.2009	£79.00	WP062C222F
Touch Typing - Learn Improve Get Qualified	Market Harborough Welland Park Community College	Wed	19:15-21:15	10	22.04.2009	£79.00	WP062E222F