

Course No.	Course Name	Code	This course will teach you to...	Hours	Cost
1	Introduction to Computers	J	Turn computer on/off, Mouse skills,open and close programs.	2	Free
2	Insert Graphics in Word	K	Insert and Position graphics, (pictures etc) in MS Word	2	\$ 10
3	Burning Custom made CD	D	Copy files from various sources to one CD	2	\$ 10
5	Backup W/S, Win 7 & 8.1	D	Backup data on your PC	2	\$ 10
7	Christmas Mail	K	Write a Christmas letter and envelope using Mail Merge	2	\$ 10
8	Excel - Introduction	K	Work easily with your financial records. Learn basics of Excel	4	\$ 20
11	iPad 2 Introduction	E	Learn to use an iPad	2	\$ 10
12	Mailing Labels Word 2010-365	K	Merge document/labels with data base	2	\$ 10
15	Maintain Your PC	L	Keep PC Security up to date, clean out unwanted files,restore PC	2	\$ 10
17	Powerpoint – Using Photos	K	Create a presentation & video to share using your photos.	4	\$ 20
20	Word -Text Boxes,WordArt	K	Use Text Boxes/WordArt in Microsoft Word documents.	2	\$ 10
21	Word -Tables in Word	K	Use Tabs and Tables in Word documents	2	\$ 10
25	Windows 10 - Files&Folders	D	Files & Folders Windows 8.1/10 - sessions as required	4	\$ 20
27	Online Forms	A	Create online forms for users to complete and print or email	2	\$ 10
28	Android Tablet Intro	E	Starting Android and some Apps, email etc.	4	\$ 20
29	Camera Digital Photography	H	Learn to use your digital camera	2	\$ 10
32	Online Banking	B	Using virtual accounts at a real bank	2	Free
34	Templates in MS Office	K	Download & use free templates in MS Office Programs	2	\$ 10
36	Google Earth	I	Learn to use Google Earth program	2	\$ 10
38	Zoom	O	Learning & communicating through Zoom	2	\$ 10
39	Windows 10 Advanced Settings	K	How to use settings to get the most out of Windows 10	2	\$ 10
51	Desktop Publisher 2010 - 365	K	Create Brochure, Flyer, newsletter using Microsoft Publisher	4	\$ 20
52	Draw 2010/16– Shapes in Word	K	Create graphics Using shapes, lines colour in Word	4	\$ 20
59	Greeting, Xmas and B'day Cards	K	Create Birthday/Christmas Cards, find & save Clipart	4	\$ 20
60	Paint in Windows 7	K	Creative use of Paint Tools in Windows	4	\$ 20
62	Picasa - photo organiser	H	Use Picasa to organise photos	4	\$ 20
64	PowerPoint 2010 - Office 365	K	Create a Presentation/Slide Show using all tools in PPT	6	\$ 30
65	Web Browsing	I	Search for, Find and save things on the Web	2	\$ 10
69	Word 2010-365 – Advanced 1	K	Use Tabs, tables, columns,WordArt, Borders in Word	4	\$ 20
70	Word 2010-365 – Advanced 2	K	Use Thesaurus, Format Painter,graphics, Templates in MS Word	4	\$ 20
71	Word 2010-365 - Introduction	K	Write letter, add clipart, use a Textbox,access Help in MS Word	4	\$ 20

72.1	E-mail - Gmail	C	Using the Web-based email, Gmail	2	\$ 10
72.2	E-Mail - Hotmail/Outlook	C	Using the Web-based email, Hotmail (Outlook Mail)	2	\$ 10
75.1	Windows 10 Op. System Basics	J	Become more confident in working with your computer.	4	\$ 20
75.2	Windows 10 Word Processing	K	Learn Word processing, saving, opening, finding, printing, flashdrives	4	\$ 20
76	Open Office, Word Processing	K	Use free alternative to MS Office Word	4	\$ 20
77	Personalised Help	M	One-on-One help with a tutor on computer related subject	1	\$ 15
79	Intro Paint 3D	K	Learn to use Tools in Paint 3D, a free program in Windows 10	2	\$ 10