

# Work Skills & IT

We offer a range of computer and work related courses ranging from Accountancy & Bookkeeping and Business Management to Computing and IT. There are PC suites available at our Woking, Camberley and Molesey centres, and both Mac and PC suites at Guildford. A variety of Smart Phone, Tablet and Mobile Device courses are also available.

To help you choose a course at the right level for you please refer to the table below:

Level	Suitable for
Introduction	Introductory courses are designed to introduce learners to the software, and what it has to offer.
Basics	These are Entry Level courses, suitable for beginners with basic mouse and keyboard skills who want to develop their skills further.
Essentials	These are Level 1 courses, suitable for beginners with previous computing experience, who wish to develop their skills and knowledge further.
Extras	These are Level 2 courses suitable for learners with good knowledge and understanding of computers, wishing to work at a higher level.
Advanced	These are Level 3 courses, and Learners must be competent at Level 2 in order to attend these courses.

The levels of courses are generally indicated in the course title:

WSIT	Entry Level	Level 1	Level 2
Section	Introduction / Basics	Next Steps / Essentials	Further Steps / Extras
<b>Accountancy &amp; Bookkeeping</b>	Cloud Based Bookkeeping – An Intro	Cloud Based Bookkeeping – Next Steps	
		Manual Bookkeeping – Level 1	Understanding Company Accounts
<b>Business Management</b>	Run Your Own Business – Get Started	Run Your Own Business – Next Steps	
<b>Windows &amp; Online Essentials</b>	Online & Computer Basics	Online & Computer Essentials	Online & Computer Extras
	Computing – The Basics	Computing – The Essentials	Computing – The Extras
		eBay – Buying & Selling Online	
		Windows 10 – Update Your Skills	Windows 10 – Update Your Skills Further

		Windows 10 – File Management	
<b>WSIT</b>	<b>Entry Level</b>	<b>Level 1</b>	<b>Level 2</b>
<b>Section</b>	<b>Introduction / Basics</b>	<b>Next Steps / Essentials</b>	<b>Further Steps / Extras</b>
<b>Microsoft Office</b>	Microsoft Office Basics	Microsoft Office Essentials	Microsoft Office Extras
		Microsoft Office – Stationery For Weddings & Special Events	
<b>Microsoft Office Word</b>		Microsoft Word – Update Your Skills	Microsoft Word – Mail Merge
		Microsoft Word Level 1	Microsoft Word Level 2
<b>Social Media</b>	Social Media – An Introduction	Social Media For Beginners	Social Media – Creating A Blog
		Social Media For Business – Getting Started	Social Media For Business – Next Steps
		Social Media – Making YouTube Videos – An Intro	
<b>Web Design</b>	Word Press – An Introduction	Using Word Press For Beginners	
	HTML An Introduction	Using HTML & CSS - Beginners	Using HTML & CSS - Improvers
		Search Engine Optimisation	
<b>Digital Imaging</b>	Adobe Photoshop Elements – An Introduction	Adobe Photoshop Elements – Beginners	Adobe Photoshop Elements - Improvers
<b>Apple Mac</b>	Apple Mac – An Introduction	Apple Mac – Next Steps	Apple Mac – Photos – An Introduction
	Apple Mac - Beginners	Apple Mac - Making The Move To A Mac	Apple Mac - Improvers
<b>iPads, Tablets &amp; Mobile Devices -</b>			
<b>Android</b>	Using Your Smart Phone – Get Started	Using Your Smart Phone – Next Steps	
	Using Your Tablet – Get Started	Using Your Tablet – Next Steps	
<b>Apple</b>	iPad – Try Before You Buy	Using Your iPad – Beginners	Using Your iPad - Improvers
	Get To Know Your iPhone		
<b>Windows 10</b>	Windows 10 – On Your Laptop – Get Started	Windows 10 – On Your Laptop – Update Your Skills	

## Information, Advice and Guidance

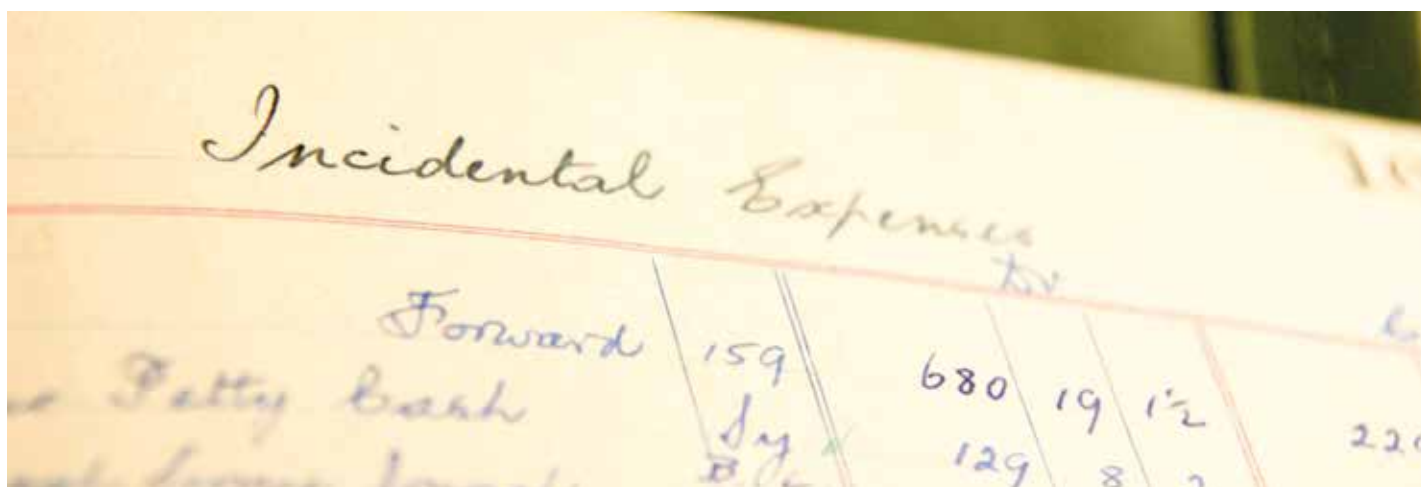
For further information, advice and guidance, regarding any of our Work Skills and IT courses, please contact the Customer Service Team on 0300 200 1044 or email [adultlearning@surreycc.gov.uk](mailto:adultlearning@surreycc.gov.uk)



## Accountancy & Bookkeeping

Learn how to manage your accounts and finances using either manual or computerised methods. A variety of topics will be covered, some of which will include recording payments and receipts using the double-entry system, balancing accounts and producing a Trial Balance. Understand invoices and statements and how to check payments.

Accounting & Finance - Cloud Based Bookkeeping - An Intro							Full	64+	Code
Molesey Centre	Saturday	24 Sep 16	24 Sep 16	1	10am	3:30pm	£34	£34	<b>LDX6471G</b>
Molesey Centre	Saturday	6 May 17	6 May 17	1	10am	3:30pm	£34	£34	<b>LDZ6292G</b>
Accounting & Finance - Cloud Based Bookkeeping - Next Steps							Full	64+	Code
Molesey Centre	Saturday	12 Nov 16	12 Nov 16	1	10am	3:30pm	£34	£34	<b>LDX6472G</b>
Molesey Centre	Saturday	10 Jun 17	10 Jun 17	1	10am	3:30pm	£34	£34	<b>LDZ6892G</b>
Accounting & Finance - Manual Bookkeeping - Level 1							Full	64+	Code
Camberley Centre	Thursday	22 Sep 16	1 Dec 16	10	7:15pm	9:15pm	£136	£116	<b>AEX4294G</b>
Camberley Centre	Thursday	19 Jan 17	30 Mar 17	10	10am	12noon	£136	£116	<b>ADY4213G</b>
Accounting & Finance - Understanding Company Accounts							Full	64+	Code
Molesey Centre	Saturday	21 Jan 17	21 Jan 17	1	10am	3:30pm	£34	£34	<b>LDY6280G</b>
Sunbury Centre	Saturday	17 Jun 17	17 Jun 17	1	10am	3:30pm	£34	£34	<b>PDZ6118G</b>



## Business Management

These courses are ideal if you wish to set up on your own or improve your existing business. The courses will cover business planning, will take the mystery out of selling and will help you to develop your customer strategy, covering skills to improve efficiency, cut down waste and promote effective communication.

Business Management - Run Your Own Business - Get Started							Full	64+	Code
Woking Centre	Tuesday	25 Apr 17	23 May 17	5	7:15pm	9:15pm	£61	£52	<b>REZ2133G</b>
Business Management - Run Your Own Business - Next Steps							Full	64+	Code
Woking Centre	Tuesday	13 Jun 17	11 Jul 17	5	7:15pm	9:15pm	£61	£52	<b>REZ2134G</b>



# Windows & Online Essentials

We offer 3 levels of longer course – Entry Level/Basics, Level 1/Essentials and Level 2/Extras. All courses will be using Windows 10 and some include Internet and Email, unless otherwise stated. Please read the course description available from our Adult Learning Centres or on our website to check the course content before enrolling on to these courses.

Computing - Ebay - Buying Online							Full	64+	Code
Camberley Centre	Friday	4 Nov 16	4 Nov 16	1	10am	3:30pm	£34	£34	<b>ADX5391G</b>
Camberley Centre	Friday	28 Apr 17	28 Apr 17	1	10am	3:30pm	£34	£34	<b>ADZ5091G</b>
Computing - Ebay - Selling Online							Full	64+	Code
Camberley Centre	Saturday	5 Nov 16	5 Nov 16	1	10am	3:30pm	£34	£34	<b>ADX6491G</b>
Camberley Centre	Saturday	20 May 17	20 May 17	1	10am	3:30pm	£34	£34	<b>ADZ6671G</b>
Computing - Online & Computer Basics							Full	64+	Code
Guildford Centre	Tuesday	20 Sep 16	29 Nov 16	10	10am	12noon	£122	£104	<b>HDX2770G</b>
Camberley Centre	Thursday	22 Sep 16	1 Dec 16	10	1pm	3pm	£136	£116	<b>ADX4770G</b>
Woking Centre	Monday	26 Sep 16	5 Dec 16	10	10am	12noon	£122	£104	<b>RDX1770G</b>
Woking Centre	Thursday	19 Jan 17	30 Mar 17	10	1pm	3pm	£122	£104	<b>RDY4770G</b>
Camberley Centre	Thursday	27 Apr 17	6 Jul 17	10	10am	12noon	£136	£116	<b>ADZ4770G</b>
Guildford Centre	Tuesday	2 May 17	11 Jul 17	10	1pm	3pm	£122	£104	<b>HDZ2770G</b>
Computing - Online & Computer Essentials							Full	64+	Code
Guildford Centre	Tuesday	20 Sep 16	29 Nov 16	10	1pm	3pm	£122	£104	<b>HDX2110G</b>
Camberley Centre	Thursday	22 Sep 16	1 Dec 16	10	10am	12noon	£136	£116	<b>ADX4210G</b>
Woking Centre	Monday	16 Jan 17	27 Mar 17	10	10am	12noon	£122	£104	<b>RDY1220G</b>
Guildford Centre	Tuesday	17 Jan 17	28 Mar 17	10	10am	12noon	£122	£104	<b>HDY2120G</b>
Camberley Centre	Thursday	19 Jan 17	30 Mar 17	10	1pm	3pm	£136	£116	<b>ADY4210G</b>
Woking Centre	Thursday	4 May 17	13 Jul 17	10	1pm	3pm	£122	£104	<b>RDZ4220G</b>
Computing - Online & Computer Extras							Full	64+	Code
Woking Centre	Thursday	29 Sep 16	8 Dec 16	10	1pm	3pm	£122	£104	<b>RDX4225G</b>
Guildford Centre	Tuesday	17 Jan 17	28 Mar 17	10	1pm	3pm	£122	£104	<b>HDY2374G</b>
Camberley Centre	Thursday	19 Jan 17	30 Mar 17	10	10am	12noon	£136	£116	<b>ADY4110G</b>
Camberley Centre	Thursday	27 Apr 17	6 Jul 17	10	1pm	3pm	£136	£116	<b>ADZ4210G</b>
Guildford Centre	Tuesday	2 May 17	11 Jul 17	10	10am	12noon	£122	£104	<b>HDY2743G</b>
Woking Centre	Monday	8 May 17	17 Jul 17	10	10am	12noon	£122	£104	<b>RDZ1225G</b>
Computing - The Basics							Full	64+	Code
Molesey Centre	Tuesday	20 Sep 16	29 Nov 16	10	9:45am	11:30am	£107	£91	<b>LDX2383G</b>
Computing - The Essentials							Full	64+	Code
Molesey Centre	Tuesday	17 Jan 17	28 Mar 17	10	9:45am	11:30am	£107	£91	<b>LDY2383G</b>
Computing - The Extras							Full	64+	Code
Molesey Centre	Tuesday	2 May 17	11 Jul 17	10	9:45am	11:30am	£107	£91	<b>LDZ2383G</b>
Computing - Windows 10 - File Management							Full	64+	Code
Camberley Centre	Saturday	17 Sep 16	24 Sep 16	2	10am	12:30pm	£34	£34	<b>ADX6495G</b>

Computing - Windows 10 - Update Your Skills							Full	64+	Code
Camberley Centre	Saturday	10 Jun 17	10 Jun 17	1	10am	3:30pm	£34	£34	<b>ADZ6674G</b>

Computing - Windows 10 - Update Your Skills Further							Full	64+	Code
Camberley Centre	Saturday	24 Jun 17	24 Jun 17	1	10am	3:30pm	£34	£34	<b>ADZ6675G</b>

## Microsoft Office



Introductory Workshops are an ideal opportunity to find out about a software package and what it has to offer, before enrolling on to a longer course. We offer 3 levels of longer course – Entry Level/Basics, Level 1/Essentials and Level 2/Extras. All courses will be using Microsoft Office Word, Excel and PowerPoint 365/2016 unless otherwise stated. Please read the course description available from our Adult Learning Centres or on our website to check the course content before enrolling on to these courses.

Computing - Microsoft Office - Excel - An Introduction							Full	64+	Code
Guildford Centre	Saturday	15 Oct 16	15 Oct 16	1	10am	3:30pm	£34	£34	<b>HDX6835G</b>
Camberley Centre	Saturday	14 Jan 17	21 Jan 17	2	10am	12:30pm	£34	£34	<b>ADY6833G</b>
Molesey Centre	Saturday	25 Feb 17	25 Feb 17	1	10am	3:30pm	£34	£34	<b>LDY6532G</b>

Computing - Microsoft Office - Excel - Next Steps							Full	64+	Code
Guildford Centre	Saturday	12 Nov 16	12 Nov 16	1	10am	3:30pm	£34	£34	<b>HDX6836G</b>
Molesey Centre	Saturday	18 Mar 17	18 Mar 17	1	10am	3:30pm	£34	£34	<b>LDY6533G</b>
Camberley Centre	Saturday	6 May 17	13 May 17	2	10am	12:30pm	£34	£34	<b>ADZ6672G</b>

Computing - Microsoft Office - Excel - Further Steps							Full	64+	Code
Guildford Centre	Saturday	10 Jun 17	10 Jun 17	1	10am	3:30pm	£34	£34	<b>HDZ6833G</b>
Camberley Centre	Saturday	1 Jul 17	8 Jul 17	2	10am	12:30pm	£34	£34	<b>ADZ6673G</b>
Molesey Centre	Saturday	8 Jul 17	8 Jul 17	1	10am	3:30pm	£34	£34	<b>LDZ6291G</b>

Computing - Microsoft Office - Excel - Level 1							Full	64+	Code
Woking Centre	Monday	19 Sep 16	17 Oct 16	5	7:15pm	9:15pm	£61	£52	<b>REX1011G</b>
Guildford Centre	Wednesday	2 Nov 16	30 Nov 16	5	10am	12noon	£61	£52	<b>HDX3012G</b>
Camberley Centre	Tuesday	10 Jan 17	7 Feb 17	5	10am	12noon	£68	£58	<b>ADY2013G</b>
Guildford Centre	Wednesday	1 Mar 17	29 Mar 17	5	7pm	9pm	£61	£52	<b>HEY3698G</b>
Camberley Centre	Monday	8 May 17	12 Jun 17	5	7:15pm	9:15pm	£68	£58	<b>AEZ1012G</b>
Woking Centre	Thursday	15 Jun 17	13 Jul 17	5	10am	12noon	£61	£52	<b>RDZ4822G</b>

Computing - Microsoft Office - Excel - Level 2							Full	64+	Code
Guildford Centre	Wednesday	21 Sep 16	19 Oct 16	5	7pm	9pm	£61	£52	<b>HEX3028G</b>
Camberley Centre	Monday	7 Nov 16	5 Dec 16	5	7:15pm	9:15pm	£68	£58	<b>AEX1022G</b>
Woking Centre	Thursday	12 Jan 17	9 Feb 17	5	10am	12noon	£61	£52	<b>RDY4933G</b>
Woking Centre	Monday	27 Feb 17	27 Mar 17	5	7:15pm	9:15pm	£61	£52	<b>REY1021G</b>
Guildford Centre	Wednesday	26 Apr 17	24 May 17	5	10am	12noon	£61	£52	<b>HDZ3022G</b>
Camberley Centre	Tuesday	13 Jun 17	11 Jul 17	5	10am	12noon	£68	£58	<b>ADZ2023G</b>

Computing - Microsoft Office - PowerPoint - Level 1							Full	64+	Code
Camberley Centre	Tuesday	20 Sep 16	18 Oct 16	5	10am	12noon	£68	£58	<b>ADX2011G</b>
Woking Centre	Monday	7 Nov 16	5 Dec 16	5	7:15pm	9:15pm	£61	£52	<b>REX1012G</b>
Guildford Centre	Wednesday	11 Jan 17	8 Feb 17	5	10am	12noon	£61	£52	<b>HDY3013G</b>
Woking Centre	Thursday	2 Mar 17	30 Mar 17	5	10am	12noon	£61	£52	<b>RDY4934G</b>
Guildford Centre	Wednesday	26 Apr 17	24 May 17	5	7pm	9pm	£61	£52	<b>HEZ3573G</b>
Camberley Centre	Monday	19 Jun 17	17 Jul 17	5	7:15pm	9:15pm	£68	£58	<b>AEZ1013G</b>

Computing - Microsoft Office - PowerPoint - Level 2							Full	64+	Code
Woking Centre	Thursday	22 Sep 16	20 Oct 16	5	10am	12noon	£61	£52	<b>RDX4733G</b>
Guildford Centre	Wednesday	2 Nov 16	30 Nov 16	5	7pm	9pm	£61	£52	<b>HEX3029G</b>
Camberley Centre	Monday	9 Jan 17	6 Feb 17	5	7:15pm	9:15pm	£68	£58	<b>AEY1023G</b>
Camberley Centre	Tuesday	28 Feb 17	28 Mar 17	5	10am	12noon	£68	£58	<b>ADY2021G</b>
Woking Centre	Monday	8 May 17	12 Jun 17	5	7:15pm	9:15pm	£61	£52	<b>REZ1022G</b>
Guildford Centre	Wednesday	14 Jun 17	12 Jul 17	5	10am	12noon	£61	£52	<b>HDZ3023G</b>

Computing - Microsoft Office - PowerPoint - Update Skills							Full	64+	Code
Guildford Centre	Saturday	8 Jul 17	15 Jul 17	2	10am	12:30pm	£34	£34	<b>HDZ6834G</b>

Computing - Microsoft Office - Stationery for Special Events							Full	64+	Code
Camberley Centre	Saturday	19 Nov 16	19 Nov 16	1	10am	3:30pm	£34	£34	<b>ADX6492G</b>

Computing - Microsoft Office - Stationery for Weddings							Full	64+	Code
Woking Centre	Saturday	4 Feb 17	4 Feb 17	1	10am	3:30pm	£34	£34	<b>RDY6812G</b>
Guildford Centre	Saturday	18 Mar 17	18 Mar 17	1	10am	3:30pm	£34	£34	<b>HDY6815G</b>

Computing - Microsoft Office - Word - Level 1							Full	64+	Code
Guildford Centre	Wednesday	21 Sep 16	19 Oct 16	5	10am	12noon	£61	£52	<b>HDX3011G</b>
Camberley Centre	Tuesday	1 Nov 16	29 Nov 16	5	10am	12noon	£68	£58	<b>ADX2012G</b>
Woking Centre	Monday	9 Jan 17	6 Feb 17	5	7:15pm	9:15pm	£61	£52	<b>REY1013G</b>
Camberley Centre	Monday	27 Feb 17	27 Mar 17	5	7:15pm	9:15pm	£68	£58	<b>AEY1011G</b>
Woking Centre	Thursday	27 Apr 17	25 May 17	5	10am	12noon	£61	£52	<b>RDZ4823G</b>
Guildford Centre	Wednesday	14 Jun 17	12 Jul 17	5	7pm	9pm	£61	£52	<b>HEZ3574G</b>

Computing - Microsoft Office - Word - Level 2							Full	64+	Code
Camberley Centre	Monday	19 Sep 16	17 Oct 16	5	7:15pm	9:15pm	£68	£58	<b>AEX1021G</b>
Woking Centre	Thursday	3 Nov 16	1 Dec 16	5	10am	12noon	£61	£52	<b>RDX4734G</b>
Guildford Centre	Wednesday	11 Jan 17	8 Feb 17	5	7pm	9pm	£61	£52	<b>HEY3699G</b>
Guildford Centre	Wednesday	1 Mar 17	29 Mar 17	5	10am	12noon	£61	£52	<b>HDY3021G</b>
Camberley Centre	Tuesday	25 Apr 17	23 May 17	5	10am	12noon	£68	£58	<b>ADZ2022G</b>
Woking Centre	Monday	19 Jun 17	17 Jul 17	5	7:15pm	9:15pm	£61	£52	<b>REZ1023G</b>

Computing - Microsoft Office - Word - Mail Merge							Full	64+	Code
Camberley Centre	Saturday	26 Nov 16	3 Dec 16	2	10am	12:30pm	£34	£34	<b>ADX6493G</b>

Computing - Microsoft Office - Word - Update Skills							Full	64+	Code
Guildford Centre	Saturday	14 Jan 17	21 Jan 17	2	10am	12:30pm	£34	£34	<b>HDY6816G</b>

Computing - Microsoft Office Basics							Full	64+	Code
Camberley Centre	Wednesday	21 Sep 16	30 Nov 16	10	12:30pm	2:30pm	£136	£116	<b>ADX3780G</b>
Guildford Centre	Thursday	22 Sep 16	1 Dec 16	10	10am	12noon	£122	£104	<b>HDX4456G</b>
Woking Centre	Thursday	22 Sep 16	1 Dec 16	10	7:15pm	9:15pm	£122	£104	<b>REX4735G</b>
Guildford Centre	Thursday	27 Apr 17	6 Jul 17	10	1pm	3pm	£122	£104	<b>HDZ4456G</b>
Camberley Centre	Wednesday	3 May 17	12 Jul 17	10	10am	12noon	£136	£116	<b>ADZ3540G</b>

Computing - Microsoft Office Essentials							Full	64+	Code
Camberley Centre	Wednesday	21 Sep 16	30 Nov 16	10	10am	12noon	£136	£116	<b>ADX3781G</b>
Guildford Centre	Thursday	22 Sep 16	1 Dec 16	10	1pm	3pm	£122	£104	<b>HDX4654G</b>
Camberley Centre	Wednesday	11 Jan 17	22 Mar 17	10	12:30pm	2:30pm	£136	£116	<b>ADY3651G</b>
Guildford Centre	Thursday	19 Jan 17	30 Mar 17	10	10am	12noon	£122	£104	<b>HDY4654G</b>
Woking Centre	Thursday	19 Jan 17	30 Mar 17	10	7:15pm	9:15pm	£122	£104	<b>REY4735G</b>

Computing - Microsoft Office Extras							Full	64+	Code
Camberley Centre	Wednesday	11 Jan 17	22 Mar 17	10	10am	12noon	£136	£116	<b>ADY3652G</b>
Guildford Centre	Thursday	19 Jan 17	30 Mar 17	10	1pm	3pm	£122	£104	<b>HDY4951G</b>
Guildford Centre	Thursday	27 Apr 17	6 Jul 17	10	10am	12noon	£122	£104	<b>HDZ4951G</b>
Woking Centre	Thursday	27 Apr 17	6 Jul 17	10	7:15pm	9:15pm	£122	£104	<b>REZ4735G</b>
Camberley Centre	Wednesday	3 May 17	12 Jul 17	10	12:30pm	2:30pm	£136	£116	<b>ADZ3652G</b>



## Social Media

Learn about Facebook, Twitter, LinkedIn, YouTube and other forms of Social Networking on these courses. Introductory Workshops are an ideal opportunity to find out about a package and what the program has to offer, before enrolling on to a longer course. We offer a longer course for beginners new to using Social Media, and then two levels for Business, for those who have basic skills and knowledge of Social Media already and wish to develop their level further. Please read the course description available from our Adult Learning Centres or on our website to check the course content before enrolling on to these courses.

Computing - Social Media - An Introduction							Full	64+	Code
Guildford Centre	Saturday	1 Oct 16	1 Oct 16	1	10am	3:30pm	£34	£34	<b>HDX6837G</b>
Camberley Centre	Friday	24 Feb 17	24 Feb 17	1	10am	3:30pm	£34	£34	<b>ADY5782G</b>

Computing - Social Media - Creating A Blog							Full	64+	Code
Guildford Centre	Saturday	4 Feb 17	4 Feb 17	1	10am	3:30pm	£34	£34	<b>HDY6817G</b>

Computing - Social Media - For Beginners							Full	64+	Code
Camberley Centre	Friday	23 Sep 16	21 Oct 16	5	10am	12noon	£68	£58	<b>ADX5881G</b>
Guildford Centre	Thursday	10 Nov 16	8 Dec 16	5	7:15pm	9:15pm	£61	£52	<b>HEX4493G</b>
Woking Centre	Tuesday	10 Jan 17	7 Feb 17	5	1pm	3pm	£61	£52	<b>RDY2774G</b>

Computing - Social Media - For Business - Get Started							Full	64+	Code
Camberley Centre	Friday	11 Nov 16	9 Dec 16	5	10am	12noon	£68	£58	<b>ADX5324G</b>
Woking Centre	Tuesday	28 Feb 17	28 Mar 17	5	1pm	3pm	£61	£52	<b>RDY2775G</b>
Guildford Centre	Thursday	2 Mar 17	30 Mar 17	5	7:15pm	9:15pm	£61	£52	<b>HEY4749G</b>

Computing - Social Media - For Business - Next Steps							Full	64+	Code
Woking Centre	Tuesday	20 Sep 16	6 Dec 16	10	1pm	3pm	£122	£104	<b>RDX2953G</b>
Computing - Social Media - Making YouTube Videos - An Intro							Full	64+	Code
Camberley Centre	Thu & Fri	15 Sep 16	16 Sep 16	2	10am	3:30pm	£68	£68	<b>ADX8352G</b>



## Web Design

Introductory Workshops are an ideal opportunity to find out about a package and what the program has to offer, before enrolling on to a longer course. We offer two longer courses, which are designed to develop skills and knowledge further. Please read the course description available from our Adult Learning Centres or on our website to check the course content before enrolling on to these courses.

Computing - Web Design - Search Engine Optimisation (SEO)							Full	64+	Code
Guildford Centre	Saturday	1 Jul 17	1 Jul 17	1	10am	3:30pm	£34	£34	<b>HDZ6836G</b>
Computing - Web Design - Using HTML - An Introduction							Full	64+	Code
Camberley Centre	Saturday	8 Oct 16	8 Oct 16	1	10am	3:30pm	£34	£34	<b>ADX6494G</b>
Woking Centre	Saturday	11 Mar 17	11 Mar 17	1	10am	3:30pm	£34	£34	<b>RDY6811G</b>
Guildford Centre	Saturday	13 May 17	13 May 17	1	10am	3:30pm	£34	£34	<b>HDZ6835G</b>
Computing - Web Design - Using HTML & CSS - Beginners							Full	64+	Code
Guildford Centre	Monday	19 Sep 16	28 Nov 16	10	7:15pm	9:15pm	£122	£104	<b>HEX1500G</b>
Guildford Centre	Monday	16 Jan 17	27 Mar 17	10	7:15pm	9:15pm	£122	£104	<b>HEY1500G</b>
Computing - Web Design - Using HTML & CSS - Improvers							Full	64+	Code
Guildford Centre	Monday	8 May 17	17 Jul 17	10	7:15pm	9:15pm	£122	£104	<b>HEZ1500G</b>
Computing - Web Design - Using Word Press - An Introduction							Full	64+	Code
Guildford Centre	Saturday	4 Mar 17	4 Mar 17	1	10am	3:30pm	£34	£34	<b>HDY6818G</b>
Computing - Web Design - Using Word Press - Beginners							Full	64+	Code
Guildford Centre	Thursday	15 Jun 17	13 Jul 17	5	7:15pm	9:15pm	£61	£52	<b>HEZ4289G</b>



## Digital Imaging

Photoshop Elements is a software program designed for editing and enhancing photos. Learners must have good mouse and keyboard skills and a basic knowledge of computers before enrolling on to these courses. Please read the course description available from our Adult Learning Centres or on our website to check the course content before enrolling on to these courses. For Photography courses please see page 24.

Computing - Adobe - Photoshop Elements - An Introduction							Full	64+	Code
Woking Centre	Saturday	1 Oct 16	1 Oct 16	1	10am	3:30pm	£34	£34	<b>RDX6811G</b>
Molesey Centre	Saturday	15 Oct 16	15 Oct 16	1	10am	3:30pm	£34	£34	<b>LDX6473G</b>
Guildford Centre	Saturday	3 Dec 16	3 Dec 16	1	10am	3:30pm	£34	£34	<b>HDX6830G</b>
Camberley Centre	Saturday	4 Mar 17	4 Mar 17	1	10am	3:30pm	£34	£34	<b>ADY6830G</b>



Computing - Adobe - Photoshop Elements - Beginners							Full	64+	Code
Guildford Centre	Tuesday	20 Sep 16	29 Nov 16	10	7:15pm	9:15pm	£136	£116	<b>HEX2270G</b>
Guildford Centre	Tuesday	17 Jan 17	28 Mar 17	10	7:15pm	9:15pm	£136	£116	<b>HEY2270G</b>
Woking Centre	Friday	20 Jan 17	31 Mar 17	10	10:30am	12:30pm	£136	£116	<b>RDY5770G</b>
Camberley Centre	Friday	5 May 17	14 Jul 17	10	10:30am	12:30pm	£136	£116	<b>ADZ5785G</b>

Computing - Adobe - Photoshop Elements - Improvers							Full	64+	Code
Guildford Centre	Tuesday	2 May 17	11 Jul 17	10	7:15pm	9:15pm	£136	£116	<b>HEZ2270G</b>



## Apple Mac

Learn how to get the most from your Mac on these one-day workshops and short courses. Introductory Workshops are an ideal opportunity to find out about a package and what the program has to offer, before enrolling on to a longer course. We offer two longer courses, which are designed to develop skills and knowledge further. "Introduction To The Mac" is suitable for learners with some previous mouse and keyboard skills who want to find out about the Mac and what it has to offer before buying it. "Mac Beginners" is ideal for those new to using computers and the Mac and want to get started, "Making The Move To Mac" is suitable for learners with prior knowledge of computers, but are new to the Mac, and "Mac Improvers" and "Mac Next Steps" are for those with basics skills who wish to develop their knowledge further. Please read the course description available from our Adult Learning Centres or on our website to check the course content before enrolling on to these courses.

Computing - Apple - Mac - An Introduction							Full	64+	Code
Guildford Centre	Saturday	15 Oct 16	15 Oct 16	1	10am	3:30pm	£34	£34	<b>HDX6833G</b>
Guildford Centre	Saturday	13 May 17	13 May 17	1	10am	3:30pm	£34	£34	<b>HDZ6830G</b>

Computing - Apple - Mac - Beginners							Full	64+	Code
Guildford Centre	Monday	19 Sep 16	5 Dec 16	10	10am	12noon	£136	£116	<b>HDX1200G</b>
Guildford Centre	Monday	9 Jan 17	27 Mar 17	10	2pm	4pm	£136	£116	<b>HDY1200G</b>

Computing - Apple - Mac - Improvers							Full	64+	Code
Guildford Centre	Monday	19 Sep 16	5 Dec 16	10	2pm	4pm	£136	£116	<b>HDX1201G</b>
Guildford Centre	Monday	9 Jan 17	27 Mar 17	10	10am	12noon	£136	£116	<b>HDY1201G</b>

Computing - Apple - Mac - Making The Move To Mac							Full	64+	Code
Guildford Centre	Thursday	22 Sep 16	20 Oct 16	5	7:15pm	9:15pm	£68	£58	<b>HEX4492G</b>
Guildford Centre	Wednesday	9 Nov 16	7 Dec 16	5	10am	12noon	£68	£58	<b>HDX3567G</b>
Guildford Centre	Thursday	12 Jan 17	9 Feb 17	5	7:15pm	9:15pm	£68	£58	<b>HEY4738G</b>
Guildford Centre	Wednesday	1 Mar 17	29 Mar 17	5	10am	12noon	£68	£58	<b>HDY3829G</b>
Guildford Centre	Thursday	27 Apr 17	25 May 17	5	7:15pm	9:15pm	£68	£58	<b>HEZ4288G</b>
Guildford Centre	Wednesday	14 Jun 17	12 Jul 17	5	10am	12noon	£68	£58	<b>HDZ3830G</b>

Computing - Apple - Mac - Next Steps							Full	64+	Code
Guildford Centre	Saturday	3 Dec 16	3 Dec 16	1	10am	3:30pm	£34	£34	<b>HDX6834G</b>
Guildford Centre	Saturday	10 Jun 17	10 Jun 17	1	10am	3:30pm	£34	£34	<b>HDZ6831G</b>

Computing - Apple - Mac - Photos - An Introduction							Full	64+	Code
Guildford Centre	Saturday	18 Mar 17	18 Mar 17	1	10am	3:30pm	£34	£34	<b>HDY6814G</b>
Guildford Centre	Saturday	1 Jul 17	1 Jul 17	1	10am	3:30pm	£34	£34	<b>HDZ6832G</b>



## iPads, Tablets & Mobile Devices

We offer two levels of Workshop for all of our Android Tablet and Mobile Device courses. Apple courses cover the popular "iPad – Try Before You Buy" and beginner and improver courses for those already using iPads and our brand new "Get To Know Your iPhone". You will need to bring your Tablet or Mobile Device, power leads, User ID and Passwords with you when attending any of these courses. Please read the course description available from our Adult Learning Centres or on our website to check the course content before enrolling on to these courses.

Computing - Android - Using Your Smart Phone - Get Started							Full	64+	Code
Molesey Centre	Saturday	15 Oct 16	15 Oct 16	1	10am	3:30pm	£34	£34	<b>LDX6474G</b>
Woking Centre	Saturday	26 Nov 16	26 Nov 16	1	10am	3:30pm	£34	£34	<b>RDX6812G</b>
Guildford Centre	Saturday	4 Feb 17	4 Feb 17	1	10am	3:30pm	£34	£34	<b>HDY6812G</b>

Computing - Android - Using Your Smart Phone - Next Steps							Full	64+	Code
Molesey Centre	Saturday	21 Jan 17	21 Jan 17	1	10am	3:30pm	£34	£34	<b>LDY6281G</b>
Guildford Centre	Saturday	4 Mar 17	4 Mar 17	1	10am	3:30pm	£34	£34	<b>HDY6813G</b>

Computing - Android - Using Your Tablet - Get Started							Full	64+	Code
Guildford Centre	Saturday	1 Oct 16	1 Oct 16	1	10am	3:30pm	£34	£34	<b>HDX6831G</b>
Farnham Centre	Saturday	26 Nov 16	26 Nov 16	1	10am	3:30pm	£34	£34	<b>FDX6578G</b>
Camberley Centre	Saturday	28 Jan 17	28 Jan 17	1	10am	3:30pm	£34	£34	<b>ADY6831G</b>
Woking Centre	Saturday	13 May 17	13 May 17	1	10am	3:30pm	£34	£34	<b>RDZ6812G</b>

Computing - Android - Using Your Tablet - Next Steps							Full	64+	Code
Guildford Centre	Saturday	12 Nov 16	12 Nov 16	1	10am	3:30pm	£34	£34	<b>HDX6832G</b>
Farnham Centre	Saturday	11 Mar 17	11 Mar 17	1	10am	3:30pm	£34	£34	<b>FDY6493G</b>
Camberley Centre	Saturday	18 Mar 17	18 Mar 17	1	10am	3:30pm	£34	£34	<b>ADY6832G</b>
Woking Centre	Saturday	1 Jul 17	1 Jul 17	1	10am	3:30pm	£34	£34	<b>RDZ6847G</b>

Computing - Apple - Get To Know Your iPhone							Full	64+	Code
Guildford Centre	Thursday	15 Sep 16	13 Oct 16	5	2pm	4pm	£68	£58	<b>HDX4149G</b>
Guildford Centre	Thursday	12 Jan 17	9 Feb 17	5	2pm	4pm	£68	£58	<b>HDY4149G</b>
Guildford Centre	Thursday	27 Apr 17	25 May 17	5	2pm	4pm	£68	£58	<b>HDZ4150G</b>

Computing - Apple - iPad - Try Before You Buy							Full	64+	Code
Guildford Centre	Friday	16 Sep 16	16 Sep 16	1	10am	2:30pm	£28	£28	<b>HDX5821G</b>
Guildford Centre	Friday	24 Feb 17	24 Feb 17	1	10am	2:30pm	£28	£28	<b>HDY5822G</b>
Guildford Centre	Friday	9 Jun 17	9 Jun 17	1	10am	2:30pm	£28	£28	<b>HDZ5823G</b>

Computing - Apple - iPad - Using Your iPad - Beginners							Full	64+	Code
Woking Centre	Wednesday	14 Sep 16	12 Oct 16	5	10am	12noon	£68	£58	<b>RDX3463G</b>
Guildford Centre	Thursday	15 Sep 16	13 Oct 16	5	10am	12noon	£68	£58	<b>HDX4100G</b>
Woking Centre	Wednesday	9 Nov 16	7 Dec 16	5	2pm	4pm	£68	£58	<b>RDX3464G</b>
Guildford Centre	Thursday	10 Nov 16	8 Dec 16	5	1pm	3pm	£68	£58	<b>HDX4105G</b>
Guildford Centre	Thursday	12 Jan 17	9 Feb 17	5	10am	12noon	£68	£58	<b>HDY4100G</b>
Camberley Centre	Friday	13 Jan 17	10 Feb 17	5	10am	12noon	£68	£58	<b>ADY5290G</b>
Guildford Centre	Thursday	2 Mar 17	30 Mar 17	5	1pm	3pm	£68	£58	<b>HDY4105G</b>
Camberley Centre	Friday	3 Mar 17	31 Mar 17	5	1pm	3pm	£68	£58	<b>ADY5885G</b>
Woking Centre	Wednesday	26 Apr 17	24 May 17	5	10am	12noon	£68	£58	<b>RDZ3771G</b>
Guildford Centre	Thursday	27 Apr 17	25 May 17	5	10am	12noon	£68	£58	<b>HDZ4100G</b>
Woking Centre	Wednesday	14 Jun 17	12 Jul 17	5	2pm	4pm	£68	£58	<b>RDZ3827G</b>

Computing - Apple - iPad - Using Your iPad - Improvers							Full	64+	Code
Woking Centre	Wednesday	14 Sep 16	12 Oct 16	5	2pm	4pm	£68	£58	<b>RDX3465G</b>
Woking Centre	Wednesday	9 Nov 16	7 Dec 16	5	10am	12noon	£68	£58	<b>RDX3466G</b>
Guildford Centre	Thursday	10 Nov 16	8 Dec 16	5	10am	12noon	£68	£58	<b>HDX4150G</b>
Guildford Centre	Thursday	2 Mar 17	30 Mar 17	5	10am	12noon	£68	£58	<b>HDY4150G</b>
Camberley Centre	Friday	3 Mar 17	31 Mar 17	5	10am	12noon	£68	£58	<b>ADY5478G</b>
Woking Centre	Wednesday	26 Apr 17	24 May 17	5	10am	12noon	£68	£58	<b>RDZ3772G</b>
Woking Centre	Wednesday	14 Jun 17	12 Jul 17	5	10am	12noon	£68	£58	<b>RDZ3826G</b>



Computing - Windows 10 - On Your Laptop - Get Started							Full	64+	Code
Farnham Centre	Saturday	8 Oct 16	8 Oct 16	1	10am	3:30pm	£34	£34	<b>FDX6579G</b>
Farnham Centre	Saturday	20 May 17	20 May 17	1	10am	3:30pm	£34	£34	<b>FDZ6033G</b>

Computing - Windows 10 - On Your Laptop - Update Your Skills							Full	64+	Code
Farnham Centre	Saturday	28 Jan 17	28 Jan 17	1	10am	3:30pm	£34	£34	<b>FDY6494G</b>
Farnham Centre	Saturday	24 Jun 17	24 Jun 17	1	10am	3:30pm	£34	£34	<b>FDZ6032G</b>