



SHAP COMMUNITY DEVELOPMENT CENTRE

We wish all our colleagues and learners
a **Happy Christmas and Peaceful New Year**

Courses for 2012

Qualifications—starting in January

(free tuition for Pre-Level 2 learners or those in receipt of benefits - ask us for details)

NOCN Award in ICT –Word Processing, Spreadsheets, Internet & Email

Tuesday 1245 - 1515 or Wed evening 1830 –2100—let us know what's suits you!

BCS Level2 IT User (ECDL Extra) -

Word processing, Spreadsheets, Powerpoint, Improving Productivity Using IT

Fri 6th Jan. 0915- 1215 or Mon 9th Jan 1830 – 2130

Non Qualification courses

FREE one to one IT sessions for Beginners—book a session now!

Intro to IT Word processing- Tue 10th January 1300 - 1500 5 wks

Managing Files & Folders - Sat 21st January 0915- 1230 1 session

Intro to Internet & Email - Tue 21st February 1300 - 1500 6 wks

Surfing the Net—Saturday 25th February 0915 - 1230 1 session

Computer Housekeeping - Thu 23rd February 1545 - 1745 5wks

Garden Design using CAD - Thu 23rd February 1900—2100 for 6 wks

Digital Photography for Improvers - Thu 19th April 1545 - 1745 for 5 wks

Web Design for Beginners or Improver - to be arranged

Desktop Publishing Level 2—to be arranged

Spanish Continuation - Thu 12th January 1900 - 2100 10 sessions

Creative Writing - Thu 19th January 1000 - 1200 10 sessions

Learning to Paint—Wed 25th January 1030 - 1230 10 sessions

Developing your Painting Skills - tba 10 sessions

One day courses

Beaded Jewellery - Fri. 27th January 0915—1530

Indigo Dyed Shibori—Sat 10th March 0945—1600

Family History - Sat 10th March 0945—1600

Nuno Felt - Fri 23rd March 0915 - 1530

Floral Art for Spring—to be arranged

For details tel. 01931 716447 or email: cdc@shap.cumbria.sch.uk

Office Hours - Term Time Only Monday & Friday 09:30 - 12:30

The office closes on Friday 16th December and re-opens on Friday 6th January