

Terms and Conditions

Library Membership:

All customers using the Cybercentre must be members of the library. In order to obtain a library membership please bring two forms of identification with you, one of which must include your name and address and one a signature.

Cancellation of Courses:

If you cancel your course, we regret that fees can not be refunded, however they can be transferred to another course, subject to availability. In the event of the course being cancelled by us, an alternative date will be offered. If a suitable date can not be found, the full course fee will be refunded by cheque from the Council's Finance Department. We are not able to reimburse other related or incurred costs.

ECDL Registration:

When you register for ECDL, fee of £27.50, we will register you with the British Computer Society electronically. You are given a BCS number which is not transfer-able and therefore if you decide not to proceed we cannot refund your fee.

Course Notes:

All students studying the complete ECDL course will receive complementary course notes, however students undertaking selected modules only will be required to pay £10 for the notes.

Wigtown Training Calendar April - July 2013

COMPUTER COURSES

Beginners Computing

Are you unsure of how to use computers and the Internet but you want to "get online". Don't worry if you have never used a computer before. **This is the course for you.**

Move It On

Do you have basic computer skills but want to learn more? Using Microsoft Word you will learn how to create mailing labels, set up your own headed notepaper and much more.

European Computing Driving Licence - ECDL

This certificated course comprises of 7 modules including Word Processing, Spreadsheets and Databases.

Workshops

First Click

Kindle Fire

iPad

Wigtown Library Cybercentre

Wigtown County Buildings
Wigtown

Tel/fax: 01988 403329

E-mail:

libwigtown@dumgal.gov.uk

Web: www.dumgal.gov.uk/lia

**ILA Scotland Registration No:
404220147**

Newton Stewart Library

Church Street
Newton Stewart

Tel/fax: 01671 403450

E-mail:

libnewtonstewart@dumgal.gov.uk

Web: www.dumgal.gov.uk/lia

**ILA Scotland Registration No:
404220147**



Course	Start Date	Time	Duration
May			
ECDL Module 6 Powerpoint £55	Wednesday 1st May	09:30 - 12:00	6 weeks
Beginners Computing £55	Wednesday 1st May	13:00 - 15:00	6 weeks
ECDL Advanced Spreadsheets £150	Wednesday 1st May	18:30 - 21:00	12 weeks
iPad iPads will be provided <i>FREE</i>	Monday 13th May	10:00 - 12:00	2 hours
Microsoft Publisher £20	Monday 20th May	10:00 - 13:00	3 hours
iPad - Newton Stewart iPads will be provided <i>FREE</i>	Monday 27th May	13:00 - 15:00	2 hours
June			
Working with Digital Photos £30	Monday 3rd June	10:00 - 12:00	3 weeks
Kindle Fire Devices will be provided <i>FREE</i>	Monday 10th June	13:00 - 15:00	2 hours
ECDL Module 7 Internet & E-mail £45	Wednesday 19th June	09:30 - 12:00	4 weeks
July			
Move It On £30	Monday 1st July	10:00 - 12:00	3 weeks

Kindle Fire

The Kindle Fire HD is a 7-inch tablet that claims to be the perfect tablet for watching films and reading books on the go. This 2 hour workshop will show you how use its many features.

iPad

An **iPad** is a portable personal computer that uses the Apple operating system IOS and is equipped with a touch screen. This 2 hour workshop introduces many features of the ipad to you.

Funding for ECDL Courses

ILA Scotland is a simple way to get up to £200 a year towards the cost of learning something new. It's a Scottish Government scheme for people with an income of £22,000 a year or less or who are on benefits. The money is not a loan - so you don't have to pay any of it back.

To find out more contact one of our Cybercentres, look up the [ILA Scotland](#) website or call ILA Scotland on 0808 100 1090.

ECDL Blended Learning

If you are unable to attend a tutor led course on a regular basis or if you feel that this method of learning is not for you, we offer a blended learning programme for most of our courses. This means that you can study at a time and place that suits you. We provide your course materials and give you an induction session and 3 hours one to one tutoring with an ICT officer as well as ongoing support and encouragement by phone or e-mail.

Ask in your local Cybercentre for further details.