

One36 Computing has been providing IT Training for adults in Edinburgh for over 17 years. Whether you want to learn new skills, or improve existing ones, One36 Computing can offer a training programme tailored to your personal needs.

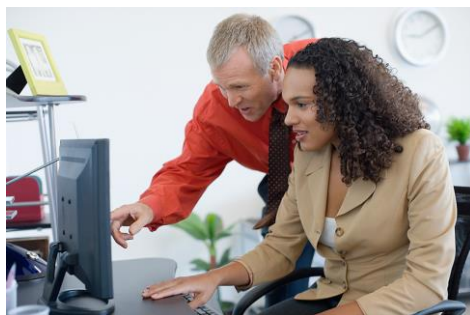
We provide training for adults in three separate ways:

- Private tuition on a one to one basis
- Self Study tuition for those wishing to get qualifications
- Group tuition for businesses or organisations

### 1. Private Tuition

We know that in order to learn something the training needs to be relevant, stimulating and fun. With this in mind we offer personalised training either at your home / workplace or at our Training Centre on Comiston Road. We offer training in a wide range of subjects, including:

Word Processing  
 Spreadsheets  
 Databases  
 Desktop Publishing  
 PowerPoint  
 Internet & Email  
 Digital Photography  
 Computer Security



Tuition can be on Windows or Mac computers or any type of tablet or smartphone.

Timing is to suit you between the hours of 9 am to 5.30 pm Monday to Friday. Minimum duration is 1½ hours. Cost £55 per hour.

### 2. Self Study for ECDL

If you prefer to work at a place or a time to suit yourself, we offer 2 different forms of European Computer Driving Licence (ECDL) qualification; ECDL Core and ECDL Extra. Both courses are based around a set of manuals which come with a CD of files so that practical examples can be worked through. The modules which make up each of the qualifications are:

#### ECDL Core

Computer Essentials  
 File Management  
 Word Processing  
 Spreadsheets  
 Databases  
 PowerPoint  
 Internet and Email

#### ECDL Extra

Word Processing  
 Spreadsheets  
 PowerPoint  
 Improving productivity using IT



To gain the qualification each of the modules must be passed successfully by sitting a 45 minute test. Tests can be taken at our Centre on Comiston Road. The costs (listed over the page) include manuals, one sitting of each test, ECDL registration and telephone and email support throughout the duration of study.

Course Title	No. of hours	Cost
One-to-One Tuition	4½	£230.00
Self-study ECDL Extra		£230.00
Self-study ECDL Core		£300.00

### 3. Tuition for Business and Organisations

One of the things that still holds back businesses and other organisations is the lack of efficiency in using IT. Many members of teams find themselves muddling through using whatever system they have found works over the years. For some this proves effective but for many it leads to frustration not least because they know that they aren't working as effectively and efficiently as they could be.

One36 computing can provide tailored training courses for your team which can be conducted at your business premises thus reducing the logistics and travel time in getting a number of staff to a training location.

Training can be provided for the vast majority of software packages used in the working environment and can be delivered on any equipment, including Windows and Mac Computers and all types of tablet.

If you would like to discuss your team's IT training needs and how a solution can be achieved please call us on 0131 466 7748 or email [sandy@one36.com](mailto:sandy@one36.com)

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