

# Everyday computer skills for charities and communities

Course listing  
2006 - 2007



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## SCIP IT Training

SCIP's unique range of high quality workshops provide the everyday IT skills needed by staff and volunteers in charities and the community and voluntary sector.

Founded in 1997, SCIP is a not for profit organisation that provides IT services to charities and communities in Sussex, Surrey and Kent. Our team of trained tutors have all worked in the community sector and work with students to make sure each session reflects the needs of the group. Course notes provide reference materials for future use.

SCIP works closely with CVS staff and others to make sure that training and other services are relevant to the needs of the sector. The fees we charge reflect the costs we incur and any surpluses generated are used to develop our other support services for the sector.

### SCIP's other services

#### IT Support

Our team provides high quality, affordable computer support services to more than 60 charities and other organisations across Sussex, combining technical expertise with knowledge of the sector's needs.

#### Web Design and Databases

Our experienced Web Design and Databases team has built high quality sites and databases for 10 years and is committed to accessibility and cost-effective solutions.

#### Community Projects and Consultancy

SCIP works on community projects with a range of partners in a variety of locations. We can help with project management, access to equipment, training workshops, preparing bids and supporting community events.

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**“I can now use Excel properly – the tutor explored things systematically and I learned lots of really useful shortcuts”**

Student, Budgeting using Excel

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## Using Excel to manage finances

Excel can help you take control of your finances, making it easy to prepare simple budgets, record income & expenditure and keep on top of cashflow. Learn how to set up a project budget, compare budget figures with actuals, and reconcile bank and petty cash accounts. We also look at ways of protecting data and the other useful functions that Excel offers.

Beginner and intermediate courses include a free CD of templates which can be modified to match your organisation's budget headings.

### Learner skills pre-requisites:

Beginner courses – general use of a computer

Intermediate courses – some experience of using Excel

## Fundraising and the internet

Funding is the lifeblood of every charity and community organisation and the internet is a great source of information whether you are a full-time fundraiser or an enthusiastic volunteer. This guided tour of useful websites will improve your fundraising skills, reveal key information to support your bids and show how the internet can be used to raise funds. Covers every level of fundraising, from hundreds of pounds to millions.

### Learner skills pre-requisites:

Experience of using the internet.

**“Of course there's no magic wand but this course shows you what's possible and gave me the confidence to go out and get the money I want”**

Student, Fundraising and the Internet



## Managing contacts for your organisation

Understand your options and make informed choices about managing contact information e.g. membership, staff and service-user details. Learners consider the kind of information they want to store, what it is needed for and how they need to store, access or extract it.

The course looks at different software choices, including Outlook, Excel and Access, and how to decide which is the most appropriate. This includes costs, technical issues, the need for in-house skills and how to brief a database developer.

### Learner skills pre-requisites:

Basic experience of Outlook and preferably Excel. Learners attending this course would benefit from first attending 'Managing Email with Outlook 2003'.

## Managing email with Outlook 2003

Get the most out of email using Outlook 2003, using its many email features, including: setting up an email account; adding contacts, sending and receiving emails; sending, receiving and opening attachments; signatures; folders and rules to organise your emails; filtering out spam, viruses and archiving.

### Learner skills pre-requisites:

Experience of sending and receiving emails.

Dates, times and locations of the next courses can be found at [www.scip.org.uk/training](http://www.scip.org.uk/training)

Or call us on 01273 234049 for more information

# Outlook 2003: beyond email

Once you've got to grips with email in Outlook 2003 this course takes you further into its other features. Learn how this powerful program can enhance and simplify the office environment by using the calendar, contacts management, distribution lists, mail merge, tasks and how to back up.

## Learner skills pre-requisites:

Attendance on Managing Email with Outlook 2003 or equivalent experience.

## Mail merge with Word

This beginners level course shows you how to create letters & labels for lots of people quickly & easily. This is particularly useful for newsletter and membership mailouts, sending out annual reports and other routine tasks. It explains simple databases; how to merge two documents; creation of data files; merging from existing data files in Access and Excel; merging to print on envelopes and labels; and merging documents to email addresses using your Contacts in Outlook.

## Learner skills pre-requisites:

Experience of using Microsoft Word.

**“I don't have to use Mail Merge very often and I've never been shown how to do it properly so this is a great chance to learn - especially with our AGM looming”**

Student, Mail Merge with Word

# PC Self Defence

The internet is a dangerous place nowadays - full of worms, trojans and malicious programs trying to steal our money and wreck our computers! This workshop is a not-too-technical guide to keeping the nasties off PCs. Learners get to install and run several programs which will clean their PCs of infections and help keep them off in the future. This course is particularly suitable for people who sometimes have to work from home and/or get no technical support.

## Learner skills pre-requisites:

No technical knowledge is required - just a determination to thwart the spammers and scammers that are out to get you.

**“A great course for anyone who's worried about the nasty things that can happen to your computer and how to avoid them ruining your life”**

Student, PC Self Defence

## Reports and graphs: Excel and Word

Do you have to prepare reports for funders or monitoring? Would you like to use pie charts and other graphics to make them more interesting? This course will show you how to use Excel to sort out your statistics and create simple charts and graphs. You'll be able to work with figures, decide what to show and draw the right chart for the job. It will also show you how to use Word's features to make the whole report more attractive, such as style sheets, page numbering and a contents page.

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# Presentations using Powerpoint 2003

What makes a good presentation? This highly practical and enjoyable course starts with the basics - what's the story you want to tell and how are you going to tell it? You'll create a real presentation and learn how to engage and maintain audience interest; add speaker's notes; work with Master slides; insert pictures and change the design of your slides; add animation and control how slides appear on the screen; print your presentation; and compare notes with other people's presentations.

## Learner skills pre-requisites:

No previous experience of Powerpoint is necessary, but it is preferable for learners to have some experience of using a computer.

# Creating community newsletters using Publisher

Many organisations use a newsletter to share information and news with clients, communities, members and other supporters. This course teaches the basics of using Publisher to make a newsletter, starting with Publisher's template and then learning how to edit text and pictures; insert text and pictures; use the key toolbars and understand what makes a newsletter successful.

## Learner skills pre-requisites:

No previous experience of Publisher is necessary, but it is preferable for learners to have some experience of using Word or a similar program.

Dates, times and locations of the next courses can be found at [www.scip.org.uk/training](http://www.scip.org.uk/training)

Or call us on 01273 234049 for more information

# Creating annual reports using Publisher

Annual Reports are a key tool for recording achievement, celebrating success and providing feedback to clients, supporters and funders. This course provides a template for a typical annual report, explores the main issues when preparing a report and shows how you can use Publisher to produce an 8 or 12 page document to get your key messages across.

## Learner skills pre-requisites:

No previous experience of Publisher is necessary, but it is preferable for learners to have some experience of using Word or a similar program.

# Creating flyers and posters using Publisher

Use flyers and posters to get your message across and generate the response you want. Learn how to use Publisher to prepare simple, effective layouts that grab people's attention and learn about how to work with printers to get your ideas onto paper.

## Learner skills pre-requisites:

No previous experience of Publisher is necessary, but it is preferable for learners to have some experience of using Word or similar program.

**"I've spent a lot of time on my own trying to understand how Publisher works. This session got me up and running straight away and I now feel much more confident about the next issue of our newsletter."**

Student, Newsletters using Publisher

# Online groups, forums and calendars

Learn how to use free, secure online resources such as Yahoo Groups to enhance your organisation or community's networking capacity. The latest websites let you set up a shared online calendar for staff and volunteers, share news and information through online groups, and learn how to set up and moderate an online forum. This enables means you can access dates and reminders at home or at work, post photographs, share documents and bookmarks to create your group's own private space on the web.

## Learner skills pre-requisites:

Experience of sending and receiving emails.

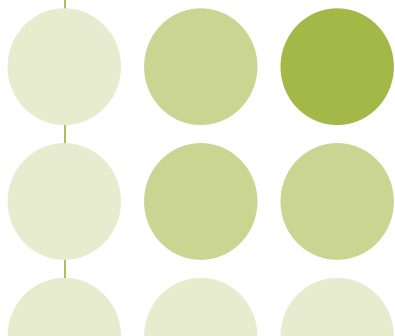
**SCIP uses YahooGroups as a free way to share ideas, news and information amongst staff, volunteers, Board members and the users of our services.**

# Community video

Video is a great way of communicating. It is visually stimulating, requires few literacy skills and can be used to get people working together to tell their community's story. Whether working with young people, older people or anyone in between, digital video is now a highly accessible way of getting people involved in community activities. Get to grips with the essentials, from handling a video camera to downloading video onto a computer and editing your film, which can then be saved to DVD or posted online.

## Learner skills pre-requisites:

Basic experience of using a computer.



# Web design

Learn the skills to design and manage your own website - from understanding how web pages are created to building and updating a site for your organisation or community. Learn about working with images, the choice of software, who else to get involved, how to register a name, hosting and a lot more.

All workshops are delivered by experienced web designers with many years experience of working within the community sector. They are run as a series or can be attended separately, depending on existing skills.



## How to get a website

This course provides a non-technical overview of how web pages are created. This includes understanding your requirements, planning a site and developing a web design brief. It looks at the choices that best meet your needs and weighs up the benefits of building a website in-house or through a website developer.



## Beginners web design

This entry-level course provides the perfect grounding for developing the skills you need to build and manage a website, whether you're starting a page from scratch or updating an existing one. You'll be introduced to basic concepts and tools and explore the best options before creating your own site.



## Intermediate web design

Building on the basic concepts you'll start developing skills in image manipulation, creating templates and learn how to manage your site on an ongoing basis.



## Advanced web design

As your web design skills start to develop our advanced workshops help tackle specific issues and keep your knowledge up to date. Workshops cover topics such as accessible web design, RSS, search engines, videoblogs and the use of content management systems [CMS].



# Who uses our training

The great thing about SCIP's courses are that you'll be working with other people from the community sector. Unlike other courses you'll have the chance to try examples that relate directly to your work, swap tips and make contacts with other local groups. In the past year we've trained over 200 people from more than 130 organisations of all different sizes from across Sussex and Kent, including:

- 7 Dials Food Coop
- Amaze
- Anchor Staying Put
- Aspire
- Bridge Community Education
- Brighton Body Positive
- Brighton Housing Trust
- Brighton Oasis Project
- Broadfield Community Centre
- Burgess Hill Town Twinning Association
- Care for the Carers
- Carr-Gomm Housing Association
- Child Contact Centre
- Brighton & Hove Chinese society
- CSV Media Clubhouse
- Equal 50+ Training for Work Project
- Food Matters
- Hangleton and Knoll Project
- Hollingdean Programme
- Home-Start South Downs
- Hove YMCA
- HumanITy
- Impact Initiatives
- International Womens' Day
- Kiplings Lions Pre-School
- Lewes District Churches
- Homelink
- Maidstone Volunteer Bureau
- Mediation Service Horsham
- Mid Sussex Counselling Centre
- Mid Sussex Older Peoples Council
- Mid-Downs Crossroads
- Millennium Volunteers
- MIND Brighton
- Mosaic
- NHS Federation
- North Laine Community Association
- Palestine Solidarity Campaign
- Pier Playwrights
- Portslade Community Project
- Richmond Fellowship
- SASBAH
- SDA
- South Downs CVS
- St. John Ambulance Service
- Sussex Deaf Association
- Sussex Youth
- Trust for Developing Communities
- Threshold
- Worthing Family Centre
- Worthing CVS

# Design your own course

SCIP can tailor courses to the meet the needs of your organisation.

## Working with groups or one-to-one

Staff and volunteers can work together to learn new skills or be funded by small grants to support specific community outcomes. Or build our courses into your in-house training programme, using materials and software relevant to your organisation.

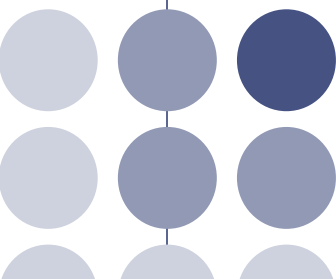
Courses are delivered by the same team of trainers and can be highly flexible to reflect your needs, including the choice of venue.

Recent examples include:

- One-to-one training in Outlook 2003;
- A four-hour workshop for a team of six covering Publisher and the production of leaflets and flyers in house style;
- Six workshops with a community newsletter group, using Publisher to produce the first two issues of a new community newsletter, funded by a neighbourhood grant.

## For more details

Please speak to Mark Walker, IT Training Manager



# Booking information

## Where and when

We arrange our training courses on a rolling basis, working with CVS staff to reflect local demand. We can currently run courses in Brighton, Burgess Hill, Eastbourne, East Grinstead, Hastings, Horsham, Lewes, Maidstone, Shoreham, Uckfield and Worthing.

Courses usually run during the day, although some may run in early evening. Full details of the current programme are available on our website at [www.scip.org.uk/training](http://www.scip.org.uk/training)

## Typical course fees

We try to keep the cost of our training to a minimum and bid for grant funding to subsidise it for specific groups or communities.

Half day	Full fee: £40	Reduced fee: £15*
One day	Full fee: £60	Reduced fee: £25*
Two days	Full fee: £120	Reduced fee: £50*

\*We can offer a reduced fee when courses are grant funded. Please ask for current details of who is eligible for reduced fees.

We continue to bid for grant funding to reduce fees and can help groups look for grant funding to pay for training.

## Accessibility

All of our tutors are familiar with basic accessibility issues and the use of specialist equipment. We can adapt the training courses to meet your needs and offer a range of specialist equipment and software. Let us know your needs when booking.

## Booking a place

Every course is run on a first come first served basis, but places will be offered first to anyone on a waiting list from previous sessions. Bookings are made by contacting our Brighton office, either by email, through our website, by phone or in person.

## Refunds and cancellations

No place is confirmed on our courses until payment has been made. We can accept payment by cheque, in cash, through BACS or online.

Confirmation will be by email or in writing and you can cancel your place a course up to 72 hours before the session runs. After that time we reserve the right to charge you for the place.

If we have to cancel the course for any reason you will be refunded your full fee, unless you wish to reserve a place on any other course we are running. Our courses only run if enough people have paid for the session. If tutors are ill we will try and use a suitably qualified alternative, or arrange a session at another time.

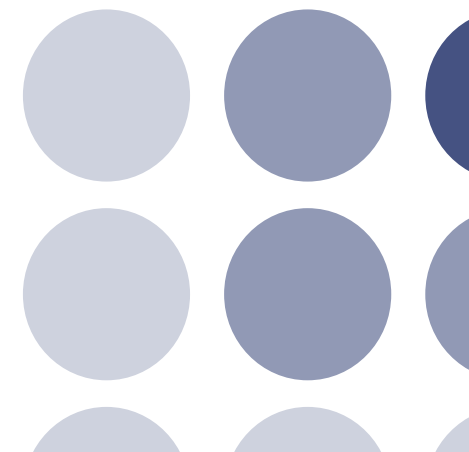
## Quality Assurance

We run our courses in partnership with the Friends Centre, an adult education college in Brighton. They provide support in managing and developing our courses, which are included in their annual inspection as part of the Learning Inspection Framework.

## Contact us

The latest course details are available at [www.scip.org.uk/training](http://www.scip.org.uk/training)

Please call our office on 01273 234049 with any questions.



# Everyday Computer Skills

## For charities and communities

SCIP runs a range of high quality computer training courses for staff and volunteers from charities and community organisations. We are based in Brighton and regularly run courses in Brighton & Hove, Burgess Hill, Eastbourne, East Grinstead, Hastings, Horsham, Lewes, Maidstone, Shoreham, Uckfield and Worthing. We also have mobile training facilities, including a suite of laptop computers that can be used anywhere in the south east of England, including London. We can also design a programme of courses to meet your specific needs.

## What we teach

Word Processing, Spreadsheets, Budgeting, Powerpoint Presentations, Publisher, Annual Reports, Newsletters, Flyers, Posters, Web Design, Shared Calendars, Digital Video, Mail Merge, Outlook, Email, Online Fundraising, PC Self Defence.

- Learn vital skills from tutors who understand the sector;
- Focus on the tasks that you need to be efficient and effective;
- Whether you're a beginner or an expert there's a course that can help you make better use of your computer every day.

**SCIP, Community Base, 113 Queens Road, Brighton, BN1 3XG**

**Tel:** 01273 234049 **Fax:** 01273 234731 **Email:** [training@scip.org.uk](mailto:training@scip.org.uk)

**Web:** [www.scip.org.uk/training](http://www.scip.org.uk/training)

