

Foundation Degree in Early Years (FdA) (Specialising in Playwork)



This is a two-year programme which helps develop knowledge, understanding and skills for career advancement while working with young children. It is aimed at candidates who hold a Level 3 qualification and are working in an Early Years setting. It will enable you to meet the changing circumstances in employment practices and possibly gain promotion to a management role.

The course is composed of a number of modules covering areas such as:

Contributing to the protection of children from abuse, working with other professionals, developing, implementing and evaluating specific plans and activities to meet the specific needs of children, managing sessions with groups of children, working with parents to enhance their children's learning and development, providing information to support decision making, developing own resources, enabling children to participate confidently and effectively in activities.

Optional units will focus on playwork. To apply for this course you have to hold a Level 3 qualification in Early Years and Care and be in appropriate employment.

Assessment will be continuous but varied in format.

This course takes place at Main Campus, Kingsway, Dunstable.

DAY	Thursday
DATE	02/10/08
TIME	0930-1430
WEEKS	30
FEE	£1,255
DISCOUNTED FEE	N/A
CODE	23940 D18MA

Please note: the fee shown is per annum.

Computing and IT (Saturday Club)

Please see the website for the full range of courses for the Saturday Club.

Introduction to Computing

This course will teach the learner how to use a computer and the wide range of applications that comes with the operating system. It also covers file management, basic maintenance and security.

DAY	Saturday	Saturday
DATE	04/10/08	17/01/09
TIME	1000-1500	1000-1500
WEEKS	1	1
FEE	£50	£50
DISCOUNTED FEE	N/A	N/A
CODE	21363 D08MA	21363 D08MB

Access Database

This course will teach the user how to create and use Microsoft Access. You will design and create databases for a range of applications.

DAY	Saturday	Saturday
DATE	11/10/08	31/01/09
TIME	1000-1500	1000-1500
WEEKS	1	1
FEE	£50	£50
DISCOUNTED FEE	N/A	N/A
CODE	21364 D08MA	21364 D08MB

Word Beginners

This course will teach the user how to use the Word processing package Word. It covers a wide range of features from page layout to mail merges.

DAY	Saturday	Saturday
DATE	18/10/08	07/03/09
TIME	1000-1500	1000-1500
WEEKS	1	1
FEE	£50	£50
DISCOUNTED FEE	N/A	N/A
CODE	21365 D08MA	21365 D08MB

Excel Beginners

This course will teach the user how to use the Spreadsheet package Excel. You will learn how use the tools to automate the calculations, create graphs and a wide range of functions.

DAY	Saturday	Saturday
DATE	22/11/08	28/03/09
TIME	1000-1500	1000-1500
WEEKS	1	1
FEE	£50	£50
DISCOUNTED FEE	N/A	N/A
CODE	21366 D08MA	21366 D08MB

The courses above take place at the Kingsland Skills Institute Campus, Houghton Regis.

Web design Beginners

This course will teach the user how to design web sites and allow the user to publish their site on the Internet.

DAY	Saturday	Saturday
DATE	13/12/08	16/05/09
TIME	1000-1500	1000-1500
WEEKS	1	1
FEE	£50	£50
DISCOUNTED FEE	N/A	N/A
CODE	21367 D08MA	21367 D08MB

Powerpoint for Beginners

This course will teach the user how to use the presentation package Powerpoint.

DAY	Saturday
DATE	13/06/09
TIME	1000-1500
WEEKS	1
FEE	£50
DISCOUNTED FEE	N/A
CODE	21368 D08MA

Internet for beginners

This course will teach the user how to use the Internet, using search engines and the variety of options

DAY	Saturday
DATE	08/02/09
TIME	1000-1500
WEEKS	1
FEE	£50
DISCOUNTED FEE	N/A
CODE	21369 D08MA

DTP

This course will teach the user how to use the Desk Top Publishing package Publisher. You will design a newsletter using the facilities of

DAY	Saturday
DATE	28/02/09
TIME	1000-1500
WEEKS	1
FEE	£50
DISCOUNTED FEE	N/A
CODE	21370 D08MA

The courses above take place at the Kingsland Skills Institute Campus, Houghton Regis.

Computing and IT

ITQ

This course consists of a compendium of subjects which spans the area of computing. You will cover word processing, databases, spreadsheets, the internet and e-mail. The delivery of the course has been designed to

be as flexible as possible. You have an option of studying on a part-time day release basis or in the evening at the Kingsway Campus. If you prefer, you have the option of studying on a flexible delivery programme

through the College Learning Shops situated in the town centres of Dunstable and Leighton Buzzard.

Courses are available on several days of the week with flexible start

times throughout the year. Please telephone for details. There is no charge associated with this course but there will be a £35 administration fee. For further details of our learning shops see page 83.

Home Wireless Networking

This course will focus on the installation, operation and troubleshooting of wireless home networks. This particular course covers an essential overview of available technologies, setting up and securing various networking devices with an emphasis on providing hands-on experience in the following areas:

- Planning, installation and configuration of wireless networks – creating a network that meets your needs e.g. safely sharing

- printers, internet access etc.
- Basic troubleshooting – keeping your new network running smoothly
- Relevant technologies including 802.11a, 802.11b and 802.11g
- Security essentials – keeping your network safe from hackers.

This course will enable students to set up and configure wireless networks. A basic knowledge of computers would be helpful but not essential to take this course.

This course takes place at Main Campus, Kingsway, Dunstable.

DAY	Tuesday	Tuesday	Tuesday
DATE	30/09/08	13/01/09	21/04/09
TIME	1800-2100	1800-2100	1800-2100
WEEKS	5	5	5
FEE	£100	£100	£100
DISCOUNTED FEE	N/A	N/A	N/A
CODE	21340 E08MA	21340 E08MB	21340 E08MC

PC Security – What every PC user should know



This introductory course is ideal for individuals with a basic knowledge of Microsoft Windows, but no prior knowledge is required.

Over the ten weeks students will learn to:

- Protect your system and information when using the internet by installing and using common Firewall software

- Guard against the threat of virus infection by installing, configuring and using common anti-virus software
- Protect against the threat of spyware infection using freely available software
- Save and recover valuable data using common utilities available with Windows.

DAY	Tuesday	Tuesday	Tuesday
DATE	30/09/08	13/01/09	28/04/09
TIME	1800-2100	1800-2100	1800-2100
WEEKS	10	10	10
FEE	£195	£195	£195
DISCOUNTED FEE	N/A	N/A	N/A
CODE	21341 E08MA	21341 E08MB	21341 E08MC

Maintaining Your PC



This introductory course is ideal for those wishing to gain a basic knowledge of computer hardware and software. This course is also an ideal choice for those wishing to progress to the more advanced CompTia A+ qualification. See page ??.

You will learn how to:

- Clean and maintain your hardware, helping to prolong the life of your equipment

- Maintaining the operating system using widely available utilities improving performance and productivity
- Build a complete PC system from its basic components
- Basic troubleshooting – identifying and fixing simple problems
- Upgrade your PC system – adding larger hard disks, DVD-RW drives and RAM etc.

DAY	Monday	Monday	Monday
DATE	29/09/08	12/01/09	27/04/09
TIME	1800-2100	1800-2100	1800-2100
WEEKS	10	10	10
FEE	£195	£195	£195
DISCOUNTED FEE	N/A	N/A	N/A
CODE	21342 E08MA	21342 E08MB	21342 E08MC

CompTia A+ Training Course



You will train towards an internationally accepted qualification, which validates the knowledge of a professional Support Technician with 6 months relevant experience.

During the training you will cover a wide range of Hardware and Software technologies, which will enable you to diagnose, repair, configure, install, upgrade and maintain PC Systems.

Due to the intricacy of this course it is required that you have completed the 10 week Maintaining Your PC course or equivalent Level 2 qualification.

For a list of acceptable qualifications, please contact the Course Tutor. In order to gain certification students will have to take 2 Multiple Choice Tests at an appropriate Testing Centre.

Fees for this course do not include the cost of the exams, which must be arranged independently by the student.

DAY	Monday
DATE	12/01/09
TIME	1830-2130
WEEKS	20
FEE	£250
DISCOUNTED FEE	N/A
CODE	21351 E08MA

Web Design using Adobe Dreamweaver



Adobe Dreamweaver is the industry standard software for web design. This course will develop the skills required to:

- Identify requirements and strategies for website design
- Develop, implement, test and maintain websites
- Using standard components to create Cascading Style Sheets, forms and other web page components

- Uploading websites to a web server for viewing over the internet.

The students will be able to have their own site hosted on the College Web server for the duration of the course.

DAY	Monday
DATE	29/09/08
TIME	1800-2100
WEEKS	20
FEE	£300
DISCOUNTED FEE	N/A
CODE	21344 E08MA

For AS and A Level Applied Information Communication Technology see page 13. All the courses on this page take place at Main Campus, Kingsway, Dunstable.

CISCO-CCNA Cisco Networking Academy Programmes- CCNA



You will learn the skills needed to design, build and maintain small to medium-size networks. You do not need any prior qualifications or experience, but a basic understanding of computers and binary maths would be an advantage.

- The course is modular:
- Networking fundamentals
 - Routing protocols and concepts
 - LAN switching and wireless
 - Accessing the WAN.

Remote access of the curriculum is available.

	MODULE 1	MODULE 2	MODULE 3	MODULE 4
DAY	Tuesday	Tuesday	Tuesday	Tuesday
DATE	30/09/08	30/09/08	30/09/08	30/09/08
TIME	1800-2100	1800-2100	1800-2100	1800-2100
WEEKS	30	30	30	30
FEE	£150	£200	£250	£250
DISCOUNTED FEE	N/A	N/A	N/A	N/A
CODE	21352 E18MA	21352 E18MB	21352 D18MC	21352 E18MD

BTEC National Certificate for IT Practitioners - Level 3



On this two-year day-release course you will cover a wide range of modules including software development, systems analysis, communication technology, website management, operating systems and software applications. You will need a minimum of four GCSE passes at Grade C (including English and Maths) or the First Diploma in IT.

On successful completion of the course, you can progress on to a Foundation Degree in Computing (see page 50) or progress to a computer-related career. You will need an interview prior to commencing the course.

	YEAR 1 OF 2	YEAR 2 OF 2
DAY	Tuesday	Thursday
DATE	30/09/08	TBA
TIME	0900-1800	0900-1800
WEEKS	30	30
FEE	£625	£525
DISCOUNTED FEE	£250	£200
CODE	21353 D18MA	TBA

Microsoft Vista



NEW

This course will introduce Microsoft Vista and familiarise the students with the Windows interface and allow the customisation to suit your needs and preferences. It will show you how to create separate user accounts for your family or colleagues, set up access controls and manage your files and software. Internet, email, digital imaging, music and video usage will be covered.

DAY	Thursday	Thursday	Thursday	Thursday	Thursday
DATE	02/10/08	06/11/08	15/01/09	26/02/09	23/04/09
TIME	1830-2130	1830-2130	1830-2130	1830-2130	1830-2130
WEEKS	5	5	5	5	5
FEE	£195	£195	£195	£195	£195
DISCOUNTED FEE	N/A	N/A	N/A	N/A	N/A
CODE	21371 D08MA	21371 D08MB	21371 D08MC	21371 D08MD	21371 D08ME

All the courses on this page take place at Main Campus, Kingsway, Dunstable.

Foundation Degrees

Foundation Degree Computing (FdSc) Networking Technologies



This course equips you with the skills and knowledge required to develop computer networks in a commercial environment. It is a widely recognised qualification for those wishing to become computer professionals. The course provides a framework of sound technical and professional practices and an opportunity to develop both independent and co-operative work.

You will incorporate the Cisco CCNA programme within your studies that will give you the opportunity to study for a professional Networking qualification.

- At least one A Level pass with GCSE passes at Grade C or above in an appropriate maths or technology subject.

Mature students with appropriate work experience will also be considered.

This course will be studied part-time over three years. Exact days of the week and times of classes can be negotiated with the tutor at interview prior to starting the course. The course runs over two 15-week semesters per annum. If you would like further information about this course, which may also be studied on a full-time basis, please request the relevant Higher Education Course Leaflet.

DAY	w/c
DATE	29/09/08
TIME	-
WEEKS	30
FEE	£836
DISCOUNTED FEE	N/A
CODE	20940 D18MA

Please note: the fee shown is per annum.

It incorporates a 2-3 month period of work-based learning in the second semester of Year 2. Course modules include:

- Network and Web Design Fundamentals
- Routing Protocols and Concepts
- LAN Switching
- Wireless networking
- Introduction to Programming and Systems
- PPAD Personal, Professional and Academic Development

The course prepares you for a career in computing or other related employment. It also prepares you for a range of technical and management careers in computing.

On successful completion of the course, you can progress to the final year of a computing or IT related degree course at university. Applicants will need one of the following qualifications to take this course:

- National Certificate or Diploma in a computing discipline or related subject
- Advanced GNVQ in Computer Studies or Information Technology

Foundation Degree Web Design (FdSc)



The foundation degree at Dunstable College aims to provide students with the necessary technical knowledge and hands-on skills in order for them to progress to a career (or further study) in the area of Web Design. The course consists of a mixture of general computing (e.g. programming), and more specific (creative skills, web design and multimedia) modules which provides an ideal knowledge set that is focused towards a web design career.

year of a computing or IT related degree course at university. Alternatively, this qualification will help you progress your career to a supervisory or management role within the computing industry.

Entry Requirements

- Applicants will need one of the following qualifications to take this course:
- National Certificate or Diploma in a computing discipline or related subject
 - Advanced GNVQ in Computer Studies or Information Technology
 - At least one A Level pass with GCSE passes at Grade C or above in an appropriate maths or technology subject.

Mature students with appropriate work experience will also be considered.

This course will be studied part-time over three years. Exact days of the week and times of classes can be negotiated with the tutor at interview prior to starting the course. The course runs over two 15-week semesters per annum. If you would like further information about this course, which may also be studied on a full-time basis, please request the relevant Higher Education Course Leaflet.

DAY	w/c
DATE	29/09/08
TIME	-
WEEKS	30
FEE	£836
DISCOUNTED FEE	N/A
CODE	21942 D18MA

Please note: the fee shown is per annum.

Course modules include:

- Design of Dynamic Websites
- Integration of Website Designs and Server Technologies
- Commercial Website Design and e-commerce
- Using a variety of Web Design Software
- Introduction to Programming and Systems
- PPAD Personal, Professional and Academic Development.

On successful completion of the course, you can progress to the final

Joinery and Furniture Making DIY



This is essentially a hands-on course designed to develop joinery and cabinet-making skills.

- You will cover:
- Health and Safety
 - Safe operating of power tools
 - Woodworking and jointing techniques
 - Jig constructional techniques
 - Adhesive fixing and hardware.

You will gain units towards a VRQ Level 1 City and Guilds accredited qualification (6217 C&G).

DAY	Wednesday
DATE	01/10/08
TIME	1800-2100
WEEKS	30
FEE	£325
DISCOUNTED FEE	£118
CODE	21240 E18KA

This course takes place at the Kingsland Skills Institute Campus, Houghton Regis.

Electrical Wiring DIY



This is essentially a hands-on course designed to develop your electrical wiring and testing skills.

- You will cover:
- Wiring and testing electrical circuits
 - Building and testing electrical circuits
 - Using and communicating technical information (using diagrams)
 - Working safely in an electrical environment.

You will gain units towards a VRQ Level 1 accredited qualification.

DAY	Wednesday
DATE	01/10/08
TIME	1800-2100
WEEKS	30
FEE	£325
DISCOUNTED FEE	£118
CODE	21241 E18KA

This course takes place at the Kingsland Skills Institute Campus, Houghton Regis.

The plumbing courses below are not designed to turn you into a plumber but to give you the confidence to undertake all of the plumbing jobs that you may be likely to undertake around your own home. A practical based activity where you will be shown by our trained staff how to carry out repairs and replacement of plumbing fittings.

Plumbing DIY



This is essentially a hands-on course designed to develop your pipe-working and plumbing skills.

- You will cover:
- Fitting techniques
 - Plumbing techniques
 - Soldering
 - Pipe bending.

You will gain units towards a VRQ Level 1 City and Guilds accredited qualification.

This course takes place at the Kingsland Skills Institute Campus, Houghton Regis.

DAY	Wednesday	Thursday
DATE	01/10/08	02/10/08
TIME	1800-2100	1800-2100
WEEKS	30	30
FEE	£325	£325
DISCOUNTED FEE	£118	£118
CODE	21242 E18KA	21242 E18KB

Plumbing Level 1 (Asset)



NEW

The initial professional plumbing qualification which covers both practical tasks and theoretical concepts. The course is delivered over two evenings per week and will be assessed practically in the workshop and through formal examinations.

DAY	TBC
DATE	w/c 29/09/08
TIME	1800-2100
WEEKS	30 x 2
FEE	£495
DISCOUNTED FEE	£200
CODE	21205 E18KA

This course takes place at the Kingsland Skills Institute Campus, Houghton Regis.

Plumbing Level 2 (City and Guilds)



NEW

Stage two of professional plumbing qualifications which again cover both the practical and theoretical elements. The course is delivered over two evenings per week and will be assessed practically in the workshop and through formal examinations.

DAY	TBC
DATE	w/c 29/09/08
TIME	1800-2100
WEEKS	30 x 2
FEE	£495
DISCOUNTED FEE	£200
CODE	21206 E18KA

This course takes place at the Kingsland Skills Institute Campus, Houghton Regis.