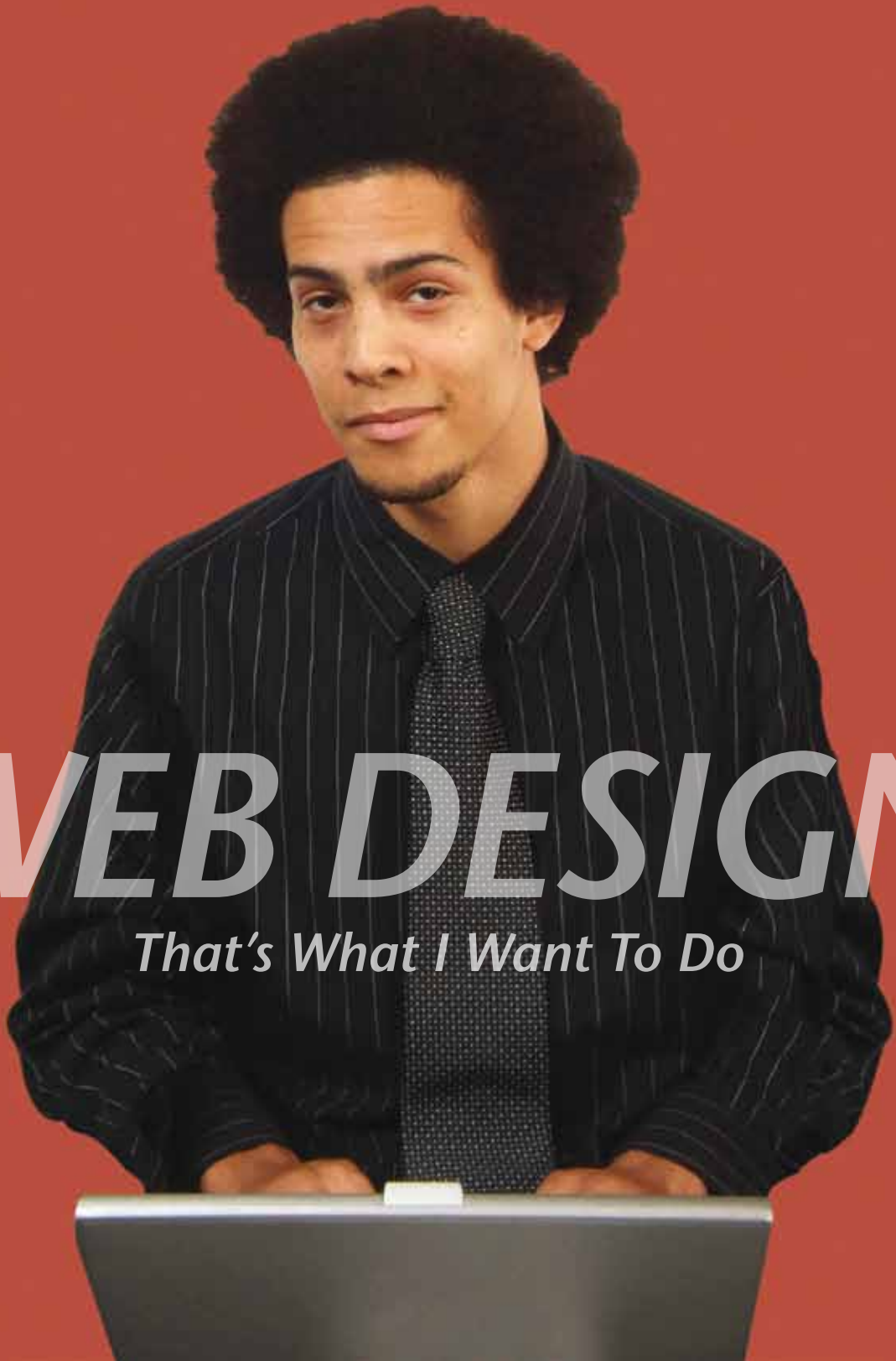




The course I need is



# WEB DESIGN

*That's What I Want To Do*



# Information Technology (IT)

## Learning about computers and information technology

Need to know more about computers, the internet, email or web design? Do you want to learn to fix your computer or maintain your home network? Classes and training are available in all aspects of computing and information technology. We can show you how to build and maintain a computer and to install and use the most up to date applications on it.

The courses are:

- IT for Beginners
- Introduction to Internet and Email – Beginners
- Word Processing and Spreadsheets –Beginners
- Adobe Illustrator – Beginners
- Introduction to Web Design – Beginners
- PC Maintenance and Home Networking – Beginners

## Qualifying to work in publishing, programming and IT or public administration services

We offer you the European Computer Driving Licence (ECDL) course at three levels, a Certificate in using Information Technology and a class in preparing to take the European Computer Driving Licence Course. All of these programme will allow you to take your first step towards qualifying and working in the Information Technology Industry.

The course are:

- Prepare for European Computer Driving Licence – Beginner
- OCR Certificate in Using Information Technology (IT) –E3 Level
- IT Users Certificate ECDL Essentials – Level 1
- IT User Certificate ECDL Extra – Level 2

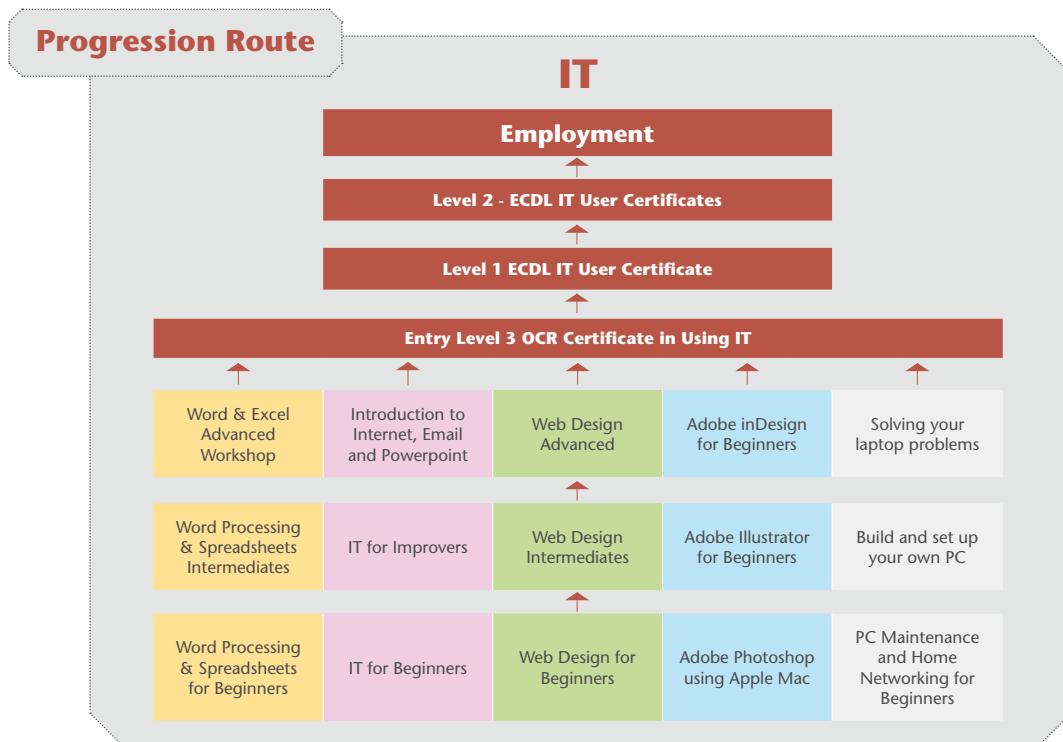
## Develop and build your IT skills

If you want to improve your skills and understanding we offer you suitable courses for intermediate and advanced learners who may want to work with their family, community or for personal benefit to learn more about IT.

Some of the courses are:

- IT for Improvers
- Word Processing and Spreadsheets – Intermediate
- Microsoft Word & Excel – Advanced
- Adobe Illustrator – Intermediate
- Adobe Indesign – Intermediate
- Adobe Photoshop – Intermediate
- Web Design – intermediate & Advanced

We also offer a number of Open Workshops in IT that allow you to bring your own projects and problems to our expert staff and get the support you need.





Course Code	Timetable					Venue	Fees (includes basic materials & exam)	
	Day of Week	Start Date	Start Time	No Weeks	Hrs Per Week		Standard	Concessionary
<b>Learn IT and Computing for You</b>								
<b>IT for Beginners</b>								
B0272	Wednesday	11 Jan 2012	10:00	10	2.50	ISCS	£55	£24
B0893	Wednesday	11 Jan 2012	13:30	10	2.50	ISB	£55	£24
B0264	Sunday	15 Jan 2012	10:30	10	2.50	ISCS	£55	£24
C0234	Tuesday	17 Apr 2012	10:00	10	2.50	ISCS	£55	£24
C0253	Wednesday	18 Apr 2012	10:00	10	2.50	ISCS	£55	£24
<b>IT for Improvers</b>								
B0842	Tuesday	10 Jan 2012	12:30	10	2.50	SHC	£55	£24
B0871	Tuesday	17 Jan 2012	18:30	10	2.00	ISCS	£55	£24
<b>Introduction to Internet, Email and Powerpoint - Beginners</b>								
B0892	Wednesday	11 Jan 2012	10:00	10	2.00	ISB	£44	£19
C0729	Tuesday	01 May 2012	10:30	8	2.50	SHC	£44	£19
<b>Word Processing and Spreadsheets - Beginners</b>								
B0611	Sunday	15 Jan 2012	11:30	8	2.50	ISW	£44	£19
C0334	Thursday	19 Apr 2012	10:00	10	2.00	SHC	£44	£19
C0343	Sunday	22 Apr 2012	10:30	8	2.50	ISCS	£44	£19
<b>Word Processing &amp; Spreadsheets - Intermediate</b>								
B0702	Tuesday	17 Jan 2012	10:00	10	2.00	ISCS	£44	£19
<b>Microsoft Excel - Beginners</b>								
B0638	Wednesday	11 Jan 2012	13:00	10	2.00	SHC	£44	£19
<b>Microsoft Word &amp; Excel - Advanced</b>								
C0381	Tuesday	22 May 2012	18:00	5	3.00	SHC	£33	£14
<b>Build and Set Up Your Own PC - Beginners</b>								
B0870	Saturday	03 Mar 2012	10:00	5	3.00	SHC	£33	£14
<b>Solving your Laptop Problems - Beginners</b>								
C0875	Saturday	05 May 2012	09:30	5	4.00	SHC	£44	£19
<b>Touch Typing - Beginners</b>								
B0361	Monday	09 Jan 2012	18:30	10	2.00	SHC	£44	£19
C0342	Wednesday	18 Apr 2012	18:30	10	2.00	ISCS	£44	£19
<b>IT Open Workshop - Advanced</b>								
B0376	Thursday	26 Jan 2012	10:00	8	4.50	SHC	£79	£34
<b>IT Open Workshop - All Levels</b>								
C0229	Tuesday	17 Apr 2012	13:00	10	2.00	SHC	£44	£19

**Desktop Publishing**

**Adobe Illustrator® - Beginners**

C0890	Tuesday	17 Apr 2012	18:30	10	2.50	ISW	£55	£24
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**Adobe Illustrator® - Intermediate**

B0877	Wednesday	11 Jan 2012	18:30	10	2.50	ISCS	£55	£24
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**Adobe Indesign® - Beginners**

C0891	Wednesday	18 Apr 2012	18:30	10	2.50	ISW	£55	£24
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**Adobe Indesign® - Intermediate**

B0889	Thursday	12 Jan 2012	18:30	10	2.50	ISW	£55	£24
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Course Code	Timetable					Venue	Fees (includes basic materials & exam)	
	Day of Week	Start Date	Start Time	No Weeks	Hrs Per Week		Standard	Concessionary
<b>Adobe Photoshop® - Beginners</b>								
C0362	Thursday	19 Apr 2012	18:30	10	2.50	ISCS	£55	£24
<b>Adobe Photoshop® - Intermediate</b>								
B0843	Monday	09 Jan 2012	18:30	10	2.50	ISW	£55	£24

<b>Web Design</b>								
<b>Web Design - Intermediate</b>								
B0876	Tuesday	17 Jan 2012	18:30	10	2.50	ISW	£55	£24

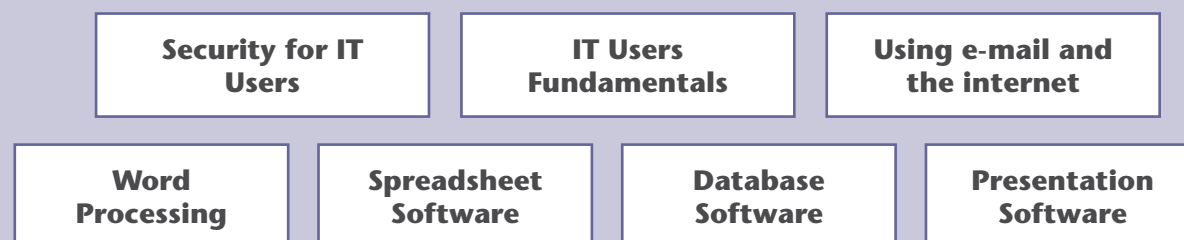
<b>Qualify in IT and Computing</b>								
<b>OCR Certificate in Using IT - Entry Level 3</b>								
C0641	Sunday	11 Mar 2012	11:00	13	3.00	ISW	£141	£33
<b>IT User Certificate ECDL Extra - Level 2</b>								
C0778	Tues/Thurs	21 Feb 2012	18:00	11	6.00	SHC	£212	£80

## The European Computer Driving Licence (ECDL) is the internationally recognised qualification for computer users.

ECDL improves learners' understanding of computers and promotes efficient use of software. The course opens up a variety of opportunities through the broad range of skills it provides.

The qualification is widely recognised by employers as proof of ability and competence when working with IT.

The seven ECDL Units are:



ECDL maps to the international ECDL syllabus with the exception of "Security for IT Users" which has been designed to meet UK standards.

For further information, text 'leap' and your name to 88020, email [ideastorelearning@towerhamlets.gov.uk](mailto:ideastorelearning@towerhamlets.gov.uk) or call to leave your details on 020 7364 5665 and a member of the team will call you back.