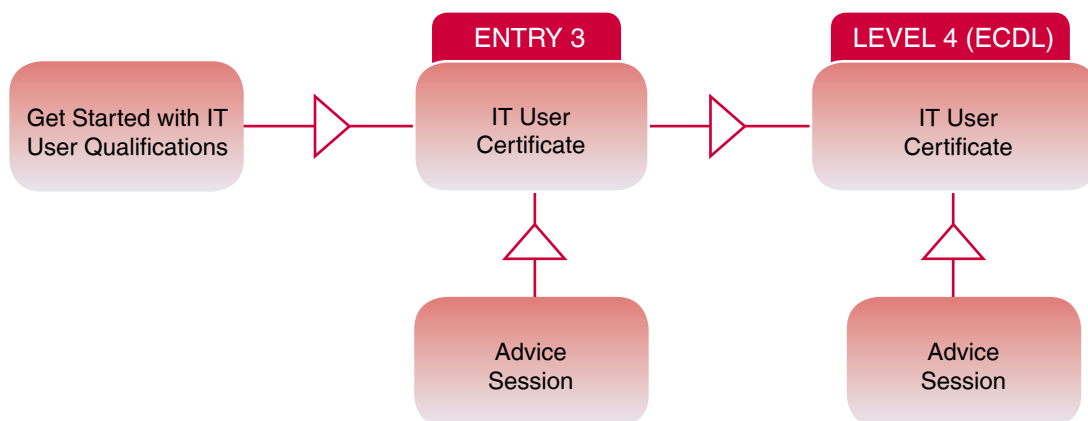


# IT AND COMPUTING

## Location Key:

BGC = Bethnal Green  
 ISB = Idea Store Bow  
 ISCS = Idea Store Crisp Street  
 ISW = Idea Store Whitechapel  
 SHC = Shadwell Centre

## WANT TO BECOME A QUALIFIED IT USER?



If you do not understand this information or find an error, please call **Andrei Baternay** on **020 7364 5061**

**ECDL** – European Computer Driving Licence. A widely recognised IT qualification for those who use PCs as part of their work. The IT User Certificate that we offer is the new version of ECDL, so we offer that instead.

## Get Prepared for the IT User Qualification

If you want to get qualified in IT and computing and need a start, take this qualification before the IT User certificate and you'll have the basics you need.

### Get Started with the IT User Qualification

Day	Time	Start Date	Weeks	Level	Advice (Y/N)	Course Code	Location	Fee/Concession
Mon & Wed	18:00 - 21:00	21-Apr-08	6	Beg	N	C0642	BGC	£36/15

### Don't Delay...

# Enrol today

### ▶ Don't Delay! Enrol today!

Enrol early for your course and don't be disappointed. If you know the course you want to enrol on ask at any Idea Store or Learning Centre, or call **020 7364 5665**

## IT User Certificate

### IT User Certificate - OCR Entry 3

The IT User Certificate is an improved version of the ECDL (European Computer Driving Licence). After successful completion of the course you can take Level 1 of the same award to progress with your learning.

Day	Time	Start Date	Weeks	Level	Advice (Y/N)	Course Code	Location	Fee/Concession
Sun	11:30 - 14:30	27-Apr-08	14	E3	Y	C0641	ISW	£114/25

### IT User Certificate - ECDL Level 1

The IT User Certificate is an improved version of the ECDL (European Computer Driving Licence). After successful completion of the course you can take Level 2 of the same award. This in turn can be claimed as part of the ITQ Level 2 course.

Day	Time	Start Date	Weeks	Level	Advice (Y/N)	Course Code	Location	Fee/Concession
Mon	10:00 - 13:00	21-Apr-08	12	1	Y	C0640	BGC	£130/75
Mon & Wed	18:00 - 21:00	09-Jun-08	6	1	Y	C0639	BGC	£130/75

## Learn IT For Yourself

### IT for the Terrified

If you're an absolute beginner, our Get Started in IT for the Terrified classes will familiarise you with mouse, keyboard, and using software and documents. You'll discover Internet basics such as using the Web and email.

Day	Time	Start Date	Weeks	Level	Advice (Y/N)	Course Code	Location	Fee/Concession
Mon	10:00 - 12:00	21-Apr-08	10	Beg	N	C0263	BGC	£36/15
Tues	10:00 - 12:00	06-May-08	10	Beg	N	C0234	ISW	£36/15

### Further Gentle IT for the Terrified

If you always wanted to learn about computers, but were too scared to take the first step, then this course is for you. Your tutor will help you step by step and guide you to confidence with using computers.

Day	Time	Start Date	Weeks	Level	Advice (Y/N)	Course Code	Location	Fee/Concession
Weds	10:00 - 12:00	23-Apr-08	10	Beg	N	C0253	ISCS	£36/15

### Gentle Introduction to Internet and Email

Learn how to keep in touch with friends and relatives using email and learn to navigate the Internet for fun or work.

Day	Time	Start Date	Weeks	Level	Advice (Y/N)	Course Code	Location	Fee/Concession
Thurs	10:00 - 12:00	24-Apr-08	10	Beg	N	C0276	ISB	£36/15

## Get Started in IT - Internet and Email

Join the online revolution and learn how to use Email and the Internet. Suitable for learners who have basic computer skills.

Day	Time	Start Date	Weeks	Level	Advice (Y/N)	Course Code	Location	Fee/Concession
Thurs	13:00 - 15:00	08-May-08	10	Beg	N	C0267	BGC	£36/15

## Get the Best From Microsoft Word and Excel: Advanced Workshop

This is a workshop to develop advanced skills in Microsoft Office Packages. Suitable for learners who have experience with Word and Excel.

Day	Time	Start Date	Weeks	Level	Advice (Y/N)	Course Code	Location	Fee/Concession
Thurs	10:00 - 15:00	08-May-08	10	Adv	Y	C0381	BGC	£36/15

## Get Started in Touch Typing

If you use a PC a lot, our Touch Typing course will train you to type using all 10 fingers without looking at the keys. It's probably the most effective way to speed up your office productivity.

Day	Time	Start Date	Weeks	Level	Advice (Y/N)	Course Code	Location	Fee/Concession
Tues	13:00 - 15:00	22-Apr-08	10	Beg	N	C0387	ISB	£36/15
Weds	18:00 - 21:00	07-May-08	10	Beg	N	C0342	ISW	£36/15

## Get Started Gently in Word Processing

Learn to use a word processor for all your letters, reports or to write your memories in the friendly and relaxed atmosphere of an informal class. Suitable for learners who have basic computer skills.

Day	Time	Start Date	Weeks	Level	Advice (Y/N)	Course Code	Location	Fee/Concession
Mon	15:30 - 17:30	21-Apr-08	10	Beg	N	C0334	SHC	£36/15

## Get Started Using Databases

We can guide you through the basics of databases, including setting up and defining fields, entering data, and searching, and formatting data for sharing and presentation.

Day	Time	Start Date	Weeks	Level	Advice (Y/N)	Course Code	Location	Fee/Concession
Tues	10:00 - 12:00	29-Apr-08	11	Beg	N	C0390	SHC	£36/15

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## Get Started with Word Processing and Spreadsheets

You will learn how to use Microsoft PowerPoint to create effective presentations to impress a business audience, and discover ways to introduce text and graphics for maximum impact.

Day	Time	Start Date	Weeks	Level	Advice (Y/N)	Course Code	Location	Fee/Concession
Sat	10:00 - 12:00	10-May-08	10	Beg	N	C0343	ISCS	£36/15

## IT Open Workshop

Our IT open workshop is an opportunity to work on your own work or leisure IT project with advice from your tutor as you need it.

Day	Time	Start Date	Weeks	Level	Advice (Y/N)	Course Code	Location	Fee/Concession
Mon	13:00 - 15:00	21-Apr-08	10	All	N	C0229	SHC	£36/15
Fri	14:00 - 16:00	02-May-08	10	All	N	C0228	BGC	£36/15

## Get Started in IT for Special Needs Learners

A general course reviewing all aspects of computing including word processing, presentations and elements of graphics. The teaching follows a supportive approach treating individual needs and building on progress attained.

Day	Time	Start Date	Weeks	Level	Advice (Y/N)	Course Code	Location	Fee/Concession
Mon	10:00 - 12:00	21-Apr-08	10	Beg	Y	C0256	SHC	Free
Weds	10:00 - 12:00	23-Apr-08	10	Beg	Y	C0274	ISB	Free

## Family Fun

### Family Fun - Create a Photo Album Using Powerpoint

Learn about your PC and have fun with your family. An informal course covering basic computer skills for children and their parents or guardians.

Day	Time	Start Date	Weeks	Level	Advice (Y/N)	Course Code	Location	Fee/Concession
Tues	16:00 - 17:30	22-Apr-08	5	Beg	N	C0231	BGC	Free

### Family Fun - Online Games

Using IT together is a great way to educate children and produce a result that you both can be really proud of.

Day	Time	Start Date	Weeks	Level	Advice (Y/N)	Course Code	Location	Fee/Concession
Sat	14:00 - 16:00	26-Apr-08	10	Beg	N	C0248	ISW	Free
Tues	16:00 - 17:30	03-Jun-08	6	Beg	N	C0322	BGC	Free

## Family Fun – Prepare and Print your own Greetings Cards

Learn about your PC and have fun with your family. An informal course covering basic computer skills for children and their parents or guardians. Learn how to write letters, scan photos, produce cards and much more.

Day	Time	Start Date	Weeks	Level	Advice (Y/N)	Course Code	Location	Fee/Concession
Mon	16:00 - 17:30	12-May-08	10	Beg	N	C0244	ISCS	Free

## Image Handling and Design

### Using Illustrator for Designing Flyers and Leaflets

Begin to use Adobe Illustrator to draw images and combine with texts and logos, fliers and posters. Suitable for learners who have good general computing skills.

Day	Time	Start Date	Weeks	Level	Advice (Y/N)	Course Code	Location	Fee/Concession
Thurs	18:00 - 21:00	05-Jun-08	7	Beg	N	C0302	SHC	£36/15

### Get Started in Photoshop using Apple Macintosh

If you want to get to grips with image handling basics on the most easy-to-use computer system that's widely available, then this course is for you.

Day	Time	Start Date	Weeks	Level	Advice (Y/N)	Course Code	Location	Fee/Concession
Sun	11:30 - 16:30	08-Jun-08	7	Beg	N	C0600	ISW	£36/15

### Get Started with Digital Image Handling in Photoshop

All you need to know to prepare images for different media such as the Web. You will cover the Photoshop basics such as altering colour, contrast and brightness, using different file formats and saving and handling image files.

Day	Time	Start Date	Weeks	Level	Advice (Y/N)	Course Code	Location	Fee/Concession
Thurs	18:00 - 21:00	24-Apr-08	5	Beg	N	C0315	SHC	£55/55

“

I feel that I've finally got to grips with computers and am now happy to re-enter the job market.

”

## Get Started using Photoshop

Find out all the basics of image manipulation using the industry-standard software. Discover how to use different file formats, and enhance your images using contrast, colour, and many other Photoshop functions.

Day	Time	Start Date	Weeks	Level	Advice (Y/N)	Course Code	Location	Fee/Concession
Mon	10:00 - 12:00	12-May-08	10	Beg	N	C0362	ISCS	£36/15

## Get Started Using IT for Drawing and Graphics

You may not put drawing and computing together, but let us show you how. Use your computer to create stunning illustrations and graphics to use by themselves or as part of a newsletter, greeting card, or other design.

Day	Time	Start Date	Weeks	Level	Advice (Y/N)	Course Code	Location	Fee/Concession
Sat	09:30 - 15:00	07-Jun-08	6	Beg	N	C0288	BGC	£36/15

## Web Design

### Get Started Creating and Managing Web Graphics

Prepare your images for use on the web - make sure they're the right size when they appear on the web site, and that they don't take too long to download.

Day	Time	Start Date	Weeks	Level	Advice (Y/N)	Course Code	Location	Fee/Concession
Sat	10:30 - 15:30	26-Apr-08	3	Beg	N	C0306	ISB	£25/10

### Get Started in Multimedia and Web Design with Flash

Learn about multimedia and how to design web pages using Macromedia Flash software.

Day	Time	Start Date	Weeks	Level	Advice (Y/N)	Course Code	Location	Fee/Concession
Sat	10:30 - 15:30	17-May-08	3	Beg	N	C0299	ISB	£40/40

### Get Started in Multimedia and Web Design with Dreamweaver

Learn about multimedia and how to design web pages using Dreamweaver, a widely used web design package.

Day	Time	Start Date	Weeks	Level	Advice (Y/N)	Course Code	Location	Fee/Concession
Thurs	18:00 - 21:00	01-May-08	10	Beg	N	C0305	BGC	£85/85
Sat	10:30 - 15:30	07-Jun-08	3	Beg	N	C0300	ISB	£40/40

### More Multimedia and Web Page Design Using Dreamweaver And Flash

Continue to learn about multimedia and improve your skills in the design of web pages using both Macromedia Dreamweaver and Flash software applications. Suitable for learners who have completed a Start Multimedia course or equivalent.

Day	Time	Start Date	Weeks	Level	Advice (Y/N)	Course Code	Location	Fee/Concession
Sat	10:30 - 15:30	28-Jun-08	4	Int	Y	C0301	ISB	£55/55