

OMTI COMPUTER CENTRE

JANUARY TO MARCH 2010

ADULT COMPUTER COURSES

MOST COURSES ARE FREE!



We are a local IT centre providing:

- *Computer access*
- *Internet access*
- *E-mail*
- *Adult learning*
- *IT qualifications*

Our centre has:

- *Modern computers*
- *Large screen monitors*
- *Refreshments*
- *Friendly tutors*

We aim to:

- *Give access to IT to ALL*
- *Give beginners a start*
- *Give a 1st class service*

Adult Courses

- *Word Processing*
- *Digital Photography*
- *Video Editing*
- *Internet & E-mail*
- *Managing Files*
- *PC Maintenance*
- *ECDL (ONLY £50)*
- *Word Processing Level 1*

NEW

Excel VBA

and many more

OMTI
105 Farm Road
Kendray
BARNSELY
S70 3DL
☎01226 215829
www.omti.co.uk

OMTI COURSE TIMETABLE

COURSE	START DATES	WEEKS	DAY	TIME
<u>INTRODUCTION TO WEB DESIGN</u> *	Jan 18	10	Mon	10.00am To 12.00
<u>WORD INTERMEDIATE</u>	Jan 18	6	Mon	1.00pm to 3.00pm
<u>MANAGING FILES</u>	Jan 18	4	Mon	3.30pm to 5.00pm
<u>PREP FOR ECDL</u>	Jan 19	10	Tues	1.00pm to 3.00pm
<u>MAKING A POSTER</u>	Jan 19	4	Tues	3.30pm to 5.00pm
<u>INTRODUCTION TO DIGITAL PHOTOGRAPHY</u> *	Jan 19	6	Tues	6.00pm to 8.00pm
<u>INTERNET & EMAIL</u>	Jan 20	6	Weds	1.00pm to 3.00pm
<u>ECDL**</u> (£50 WHOLE COURSE)	Jan 20	30	Weds	2.00pm to 5.00pm
<u>INTRODUCTION TO COMPUTERS</u>	Jan 20	3	Weds	6.00pm to 8.00pm
<u>PC MAINTENANCE</u>	Jan 21	6	Thurs	1.00pm to 3.00pm
<u>INTRODUCTION TO DATABASES</u>	Jan 21	8	Thurs	3.30pm to 5.00pm
<u>EXCEL VBA TASTER</u>	Jan 22	3	Fri	3.30pm to 5.00pm
<u>WORD PROCESSING LEVEL 1**</u>	Feb 5	8	Fri	10.00am To 12.00
<u>PHOTOSHOP ELEMENTS</u>	Feb 5	10	Fri	10.00am to 12.00
<u>INTRODUCTION TO COMPUTERS</u>	Feb 5	3	Fri	1.00pm to 3.00pm

Courses marked * require a £20 deposit, refundable only after the student attains

OMTI COURSE TIMETABLE

COURSE	START DATES	WEEKS	DAY	TIME
<u>SOCIAL NETWORKING</u>	Feb 10	3	Weds	1.00pm to 3.00pm
<u>INTERNET & EMAIL</u>	Feb 11	6	Thurs	10.00am to 12.00
<u>MANAGING FILES</u>	Feb 12	4	Fri	3.30pm to 5.00pm
<u>INTRODUCTION TO EXCEL</u>	Feb 15	8	Mon	3.30pm to 5.00pm
<u>MAKING A NEWSLETTER</u>	Feb 23	4	Tues	3.30pm to 5.00pm
<u>PC MAINTENANCE</u>	Feb 26	6	Fri	1.00pm to 3.00pm
<u>INTERNET & EMAIL</u>	March 1	6	Mon	1.00pm to 3.00pm
<u>VIDEO EDITING INTERMEDIATE*</u>	March 2	6	Tues	6.00pm to 8.00pm
<u>INTRODUCTION TO DIGITAL PHOTOGRAPHY *</u>	March 3	6	Weds	10.00am to 12.00
<u>INTRODUCTION TO WORD PROCESSING</u>	March 3	6	Weds	6.00pm to 8.00pm
<u>INTRODUCTION TO POWERPOINT</u>	March 4	6	Thurs	1.00pm to 3.00pm
<u>SOCIAL NETWORKING</u>	March 12	4	Fri	3.30pm to 5.00pm
<u>INTRODUCTION TO COMPUTERS</u>	March 18	4	Thurs	3.30pm to 5.00pm
<u>ETYPE **</u>	Everyday		All	All
<u>ECDL ADVANCED **</u> (£50 per module)	Everyday		All	All
<u>OPEN WORKSHOP</u>	Every Wednesday	ALL	Weds	5.30pm to 8.00pm

an attendance of 80% or more. Courses marked ** attract accreditation fees

ADULT COURSES

All our computer courses are **FREE** except the ECDL (£50 fee* plus £10 deposit for materials), Word Processing Level 1 (£25), E-Type (£50), and the ECDL Advanced (£50 for each test plus £10 deposit for materials, £25 for each re-sit test). Check the timetable inside to find what type of course you want, then give us a call on **01226 215829** to make your booking. We have two training rooms that are kitted out with the latest in computer technology. Our tutors present each course in a friendly and informal manner, providing you with an ideal learning environment. If you have any queries or would like some advice please feel free to contact us or call in at the centre.

* The £50 fee for the ECDL is not applicable to Kendray residents (proof of address will be required). Kendray residents will be asked for a £50 deposit (plus £10 deposit for materials) which will be refunded only on completion of the course.

OPENING TIMES

	<u>DAYTIME DROP-IN</u>	<u>EVENINGS</u>
MONDAY	09.30 am TO 5.00 pm	
TUESDAY	09.30 am TO 5.00 pm	5.00 pm TO 8.00 pm (ALL)
WEDNESDAY	09.30 am TO 5.00 pm	5.30 pm TO 8.00 pm (Adults Only)
THURSDAY/FRIDAY	09.30 am TO 5.00 pm	



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CONTACT US NOW