

# drop-in opening times

Day	Morning	Afternoon	Evening
Monday	Tutor-led Courses	1pm to 5pm - Adult Drop-in 3pm to 5pm - Junior Drop-in	Closed
Tuesday	<b>Tutor-led Courses</b>	<b>1pm to 5pm - Adult Drop-in 3pm to 5pm - Junior Drop-in</b>	<b>Adult only drop-in</b>
Wednesday	Closed	1pm to 5pm - Adult Drop-in 3pm to 5pm - Junior Drop-in	Closed
Thursday	Tutor-led Courses	1pm to 5pm - Adult Drop-in 3pm to 5pm - Junior Drop-in	Closed
Friday	Tutor-led Courses	1pm to 5pm - Adult Drop-in 3pm to 5pm - Junior Drop-in	Closed
<b>Saturday &amp; Sunday</b>		<b>Closed</b>	

Quarterly Newsletter  
January to March  
2011

# OMTI

# Computer Centre



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### facebook

OMTI has a new facebook page where all the latest news is posted. Please join our group at [facebook.com/oaksmillennium](http://facebook.com/oaksmillennium)

### new course announced

OMTI now offers a new course, Photoshop Elements for Beginners. It is aimed at people who want to edit their photo's to get them to a printable state, and removing objects.

### drop-in workshop

Drop-in is Open every weekday from 1pm to 5pm, with late night is Tuesday until 8pm

### Exploring Computers Free of Charge

### New Course Programme

OMTI's new course programme for January to March 2012 is out now!

**All tutor-led courses are FREE**  
(some require a refundable £20 deposit)

Choose from Internet & Email, Word, Excel Photoshop Elements, Complete Beginners, Managing Files, PowerPoint, Word, PowerPoint Windows courses, and more (see inside)

Courses can now be booked yourself with our online booking website at [bookwhen.com/omti](http://bookwhen.com/omti)

### Focus on - PC Maintenance

This course is aimed at people who would like to get to know their PCs a little bit better and look after them.

You will learn about the internals of PCs, viruses, control panel, and generally keeping you PC running smoothly.

The course is 6 weeks in length and is free of charge

The course starts 17 January 2012. Give us a call to book or visit [bookwhen.com/omti](http://bookwhen.com/omti)

## Software Picks

### CopyTrans

Got an Apple portable device like an iPod? Well this is the Application for you. CopyTrans allows you to copy any files onto your iPod whether music, video, text files etc. And use them on your Apple device.. You can also copy them back to your PC if wished. No iTunes necessary!

<http://www.copytrans.net/>

### Google Chrome

A web Browser that is not only very fast but also very secure. Created by Google it uses Tabs and has Google's typical minimalist design. It gets updated frequently in the background so you always have the most secure browsing experience.

<http://www.google.com/chrome/>



OMTI is Supported by

**BARNSELY**  
Metropolitan Borough Council

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## Course Programme

Course	Start	Weeks	Day	Time
IT - Complete Beginners	16/01/12	3 weeks	Monday	10am to 12noon
Introduction to Photoshop Elements *	16/01/12	4 weeks	Monday	10am to 12noon
Introduction to Excel	16/01/12	4 weeks	Monday	2pm to 4pm
Managing Files	17/01/12	3 weeks	Tuesday	10am to 12noon
Using Windows 7	17/01/12	4 weeks	Tuesday	10am to 12noon
PC Maintenance	17/01/12	6 weeks	Tuesday	1pm to 3pm
IT - Complete Beginners	17/01/12	6 weeks	Tuesday	6pm to 7pm
Web Design Intermediate *	19/01/12	7 weeks	Thursday	10am to 12noon
Internet & Email **	20/01/12	7 weeks	Friday	10am to 12noon
Word Processing (BCS Level 1) **	06/02/12	8 weeks	Monday	10am to 12noon
Microsoft Office for Beginners	07/02/12	8 weeks	Tuesday	10am to 12noon
PowerPoint - Introduction	07/02/12	6 weeks	Tuesday	2pm to 4pm
Photoshop Elements - Intermediate *	13/02/12	7 weeks	Monday	10am to 12noon
Internet & Email **	13/02/12	7 weeks	Monday	2pm to 4pm
Introduction to Digital Photography *	21/02/12	6 weeks	Tuesday	10am to 12noon
Social Networking	28/02/12	3 weeks	Tuesday	1pm to 3pm
Video Editing - Intermediate *	28/02/12	6 weeks	Tuesday	6pm to 8pm
IT - Complete Beginners	15/03/12	3 weeks	Thursday	10am to 12noon
Desktop Publishing	16/03/12	3 weeks	Friday	10am to 12noon
Internet	20/03/12	3 weeks	Tuesday	2pm to 4pm

All courses can be booked online at [bookwhen.com/omti](http://bookwhen.com/omti) or call 215829

All Courses are Free unless marked with a \* or \*\*. Courses marked with a \* require a £20 deposit. This is returned when you complete 80% of the course. All courses marked with \*\* are FREE non-accredited courses but you can also take an exam at the end for an accreditation at Level 1 for £30

### Focus on - Introduction to Digital Photography

A very popular course which is aimed at those people who either do not have a digital camera or have only used it on automatic setting. We will teach you what all the buttons do, what all the modes are for and how to change settings. You will transfer images to a PC and do some basic editing. **This course last for 6 weeks and carries a £20 deposit. Starts 21 February 2012**

### ECDL



The ECDL is one of the most sought after qualifications that employers are seeking because it covers 7 ICT disciplines.

These are **IT Security, IT Fundamentals, Word Processing, Spreadsheets, Databases, Presentations and Communication.**

OMTI delivers the course Self-paced. This means you can study in your own time as quickly as possible or take as much time as you like. You can study at home or in our drop-in workshop. You can start whenever you want as well, just call into the centre to sign up.

**The whole course costs just £60** (plus £10 deposit for learning materials)

### ECDL Advanced

Starts where the ECDL ends and takes you to the next level. It covers the 4 office modules which are Word Processing, Spreadsheets, Databases, and Presentations all taken as separate units.

As with the ECDL we deliver ECDL Advanced as self-paced courses where you study in your own time.

**Each module costs £60 including the 1st sitting of an exam and £30 to resit a failed exam.**

### Computer Tips

#### Speed up your PC

Two easy steps to keep your PC running quickly. Over time PCs accumulate a lot of junk files. To get rid of them open "computer" and view its properties. On the general tab click "disk clean up" and follow the instructions. Also from the properties dialog box select the tools tab and select "defragment now". This will make your hard drive work more efficiently.