

Look what's on at your Town Hall • Look what's on at your Town

**WARSOP UK ONLINE CENTRE
LOCATED IN WARSOP TOWN HALL**



Run by WARSOP
INFOTECH GROUP



FREE GO ON CLASSES BOOK YOUR PLACE

Myguide is a simple way to get started with the internet. Get going with the Online basics of using a keyboard and mouse, email and internet safety and carry on to try online shopping, banking, job hunting and even digital photography and music.

**ALSO COMING SOON 'HOW TO USE A MAC COMPUTER'
TO BOOK YOUR PLACE CONTACT US ON 01623 846794**

Infotech Drop-in Sessions

Infotech Drop-ins are ongoing, all year. There is a £10/year membership (starts the day you join). Visitors are free to come and have a look first.

General Infotech Drop-in

Mon	6:30pm	8:30pm
Tues	1:30pm	4:30pm
Thurs	6:30pm	8:30pm
Fri	9:30am	12:30pm

Family History Infotech Drop-in

Wed	1:00pm	4:00pm
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My Guide Online Courses Infotech Drop-in

Drop-ins are free and available at all the above days and times.

For further details contact - Tel: 01623 846794

Email: warsopinfecth@yahoo.co.uk • Website: www.warsopinfecth.org.uk



Are you unemployed? Do you want help to get back into work?



FAMILY EMPLOYMENT INITIATIVE

Pauline is the Community Employment Advisor in your area.

She will do her best to help you by:

- Supporting you to find a job and overcome barriers into work
- Helping you to create a CV
- Helping you to complete application forms
- Offering advice on how to prepare for an interview
- Supporting you with training
- Helping with initial costs such as travel, childcare and other costs related to finding employment

Pauline also runs a Jobclub in Warsop Town Hall where you can come to job search with some help and advice on hand. Pop in and see what we offer.

Opening times: Mon 1pm - 4pm and Wed 9.30am - 12.30pm

Call Pauline for an informal chat or to make an appointment on:

07976 559040 or 01623 744400

COURSES AT WARSOP TOWN HALL - SEPTEMBER 2011

COURSES	Provider	Day	Start Time	End Time	Start Date	No. of Weeks	Fees
Word processing All Levels (secretarial work)	WNC	Mon	9:15 am	11:15 am	12/09/2011	11	£5 week + Exam Fee
First Steps into IT	WEA	Mon	9.30am	11.30am	19/09/2011	10	£67 * or see Course Information sheet
More Steps into IT	WEA	Mon	1.30pm	3.30pm	19/09/2011	10	£67 * or see Course Information sheet
Create A Card	Infotech	Mon	1pm	3pm	26/09/2011	10	£2 per week
Move on with IT	WEA	Tue	9:30am	11:30	20/09/2011	10	£67 * or see Course Information sheet
How to use an Apple MAC Computer	TBC	TBC	6pm	8pm	20/09/2011	10	ETBC
Computer Skills Beginners	WNC	Tues	6pm	8pm	13/09/2011	10	£5 week + Exam Fee
A beginners guide to : Music, Memories & Skype	WEA	Wed	10am	12pm	21/09/2011	12	£60 † Not applicable
IT Qualifications Workshop	WEA	Wed	1.30pm	3.30pm	21/09/2011	10	£67 * or see course information sheet
Spanish Improvers	Infotech	Wed	6pm	8pm	14/09/2011	10	£67 * or see course information sheet
Web design using Photoshop	WNC	Wed	6pm	8pm	15/09/2011	5	£25 per 5 weeks
Web design Next steps	WNC	TBC	TBC	TBC	TBC	5	£25 per 5 weeks
Photoshop skills Next steps	WEA	Thurs	9.30am	11.30am	20/10/2011	6	£40.20* or £36.20 Discounted
Photoshop Improvers	WEA	Thurs	12pm	2pm	20/10/2011	6	£30 † Not applicable
Family History Workshop	Infotech	Thurs	2.30pm	4.30pm	22/09/2011	10	£2/week
Shoot Store & Print	WEA	Fri	10am	12pm	23/09/2011	10	£50 † Not applicable
Computers Inside & Out	WEA	Fri	1:00pm	3:00pm	23/09/2011	10	£50 † Not applicable
Work Club - Job search, CV's etc	FEI	Mon	1pm	4pm	Anytime	Ongoing	FREE
Work Club - Job search, CV's etc	FEI	Wed	9.30am	12.30pm	Anytime	Ongoing	FREE
Infotech Drop-in	Infotech	Mon	6:30pm	8:30pm	All year	Ongoing	See below*
Infotech Drop-in	Infotech	Tues	1:30pm	4:30pm	All year	Ongoing	See below*
Infotech Drop-in Family History	Infotech	Wed	1:00pm	4:00pm	All year	Ongoing	See below*
Infotech Drop-in	Infotech	Thurs	6:30pm	8:30pm	All year	Ongoing	See below*
Infotech Drop-in	Infotech	Fri	9:30am	12:30pm	All year	Ongoing	See below*

Note * If taking more than 1 WEA Course 2nd Course Fee @ REDUCED RATE £60.30 NO Reduction on ACLS Courses † Infotech Membership £10 per year free help with buying computers software and problems

Word Processing all Levels

Word processing can be one of the most useful skills you will ever learn. From creating business documents and designing your CV, to writing letters, this course is for people who wish to work in an Office environment, Secretarial/Clerical administration or even your own business

First Steps into IT/Computer Skills

This course is for a beginner who wants to learn basic skills on a computer. You will cover different aspects of computing. No previous knowledge needed, learn at your own pace.

More Steps into IT

This course will improve your skills in word processing, spreadsheets, databases PowerPoint, presentations and desktop publishing as well as internet and using e-mail.

Move on with IT

This Course will show you how to put a professional looking document, Spreadsheet, database or power point presentation together and improve your general IT skills along the way.

IT Qualifications Workshop

In this Workshop, you can increase your skills in software applications to complete and manage documents to the standards necessary for CLAIT, This is a national qualification very relevant to the workplace.

Music Memories and Skype

This is a great chance to learn the basics of working with your digital photos, downloading and working with music files as well as to try out using Skype, a popular and free online communication tool. Only a very basic knowledge of using a computer is needed.

Shoot Store Print

This class is for both beginners and people with a varying range of experience in IT who might be thinking of getting a digital camera and would like to learn how to use it. As the title suggests, this class will show you how to take a good quality photo then how to edit & save and how to produce the perfect printed photograph. Learners can use their own cameras.

Computers Inside & Out

This friendly and informal course will help you to understand hardware components, the range of software required to run a computer and basic installation and upgrading techniques. No previous experience is required to take part, you can learn from step 1 what to do.

Spanish Class

Learn how to speak Spanish Miara our very own Spanish speaking tutor from Guatemala no need to be afraid. Work at your own speed in a relaxed safe environment

Adobe Photoshop Skills

This Course uses CS4 and is a good beginners' guide to making basic photo adjustments enhance, restore and be creative with your digital photographs, moving on to own projects. Only basic computer experience is required.

Adobe Photoshop Next Steps

Learn further steps techniques to restore and enhance your photographs and further your Photoshop skills, working with advanced photo adjustments and progressing to creative and design based projects. A great opportunity to get creative with your photos.

Introduction into Web Design & Video Editing

Learn how to plan and design your own web site using Dreamweaver 8 and Adobe Photoshop CS4. Also how to keep it up to date.

How to make and Edit Video

Learn how to capture and edit your own video using Pinnacle studio 12 put transitions and text as well as music to your video if you have old slides and want to make them in to a Film to show friends & family.

Web Design & Video Editing Next Steps

This is a more advanced course which shows you how to add graphics and other aspect to your Web Site / Design using Photoshop CS4.

How to make a Video

More advanced class on video editing which will show you how to make a more Professional video using Pinnacle studio Software.

An Introduction to Apple Macintosh

Learn what is what on your Mac this course will show you the basic file & Folder system difference between Windows/Mac Computers and what the different programmes do.

Create A Card

Learn how to Design and make Hand made cards using Invertag, piromage, quilling, toppers and other design options.

Family History Workshop

Learn how to trace your family History using the internet and CD's, learn how to produce certificates using Publisher and build your family tree.