

Learning Opportuntites at Ivybridge Library, The Watermark

Located next to the Library is a Learning suite with 12 workstations and broadband access available for the community and businesses.

We hope to offer a wide range of IT based courses for all ages and abilities and would like to hear from you the types of courses that you would be interested in.

Some of the Courses already planned are :

Beginners Computing

Wed 19:00 - 21:00

Code: IV6008

Aimed at the absolute beginner. Build up your confidence and use your computer to write simple letters. A gentle introduction from switching on to producing printed documents.

Improvers Computing

Thurs 13:00 - 15:00

Code : IV6010

Develops the basic computer skills in word processing and introduces using spreadsheets. This is an ideal follow-on course from Beginners or if you posses basic computer skills.

Advanced Computing

Thurs 10:00 - 12:00

Code : IV6009

Extend your computer skills by increasing your knowledge of word processing and spreadsheets. Includes an introduction to designing and using database software.

Desk Top Publishing 1

Thurs 19:00 - 21:00

Code : IV6007

Introduces the basics of using MS Publisher to create posters, invitations, cards and more using the inbuilt wizards and templates.

Desk Top Publishing 2

Thurs 19:00 - 21:00

Code : IV6011

Extends your desk top publishing skills. Learn to design and create documents such as bi-fold leaflets, multi-page catalogues, business stationery and more. Uses MS Publisher.

For further details or to book places on any of the above courses, please contact Totnes ACL, The Mansion, Fore Street, Totnes TQ9 5RP. Tel 01803 862020.

In addition we may be able to offer the following courses if sufficient interest is shown.

Introductory Taster Course

A one hour session for the absolute beginner with one to one support wherever possible. During this session we assess how the student can best proceed with their ICT learning. For most beginners progression to Explore IT is their best option.

Explore IT

A level 1 certificated course aimed at the absolute beginner. 6 / 7 tutor led sessions covering Word Processing, Internet, Email, Digital Photography, Desktop Publishing, CD-ROMs. There is no examination or terminal assignment. We now aim to deliver this course over 2½ hours per session.

Count IT

This is a further Explore IT module that introduces Spreadsheets.

Using the Internet to Save Money

This is not a hands on course. It demonstrates a range of areas where money may be saved or service obtained through the use of the internet. It also helps people identify when there is a "catch" and that all comparisons are not equal.

Digital Photography Workshop

The first part explains the basic principals of photography and some pointers on how to take a better picture. Students are encouraged to experiment taking photographs. Students may use their own camera or one of ours. The second part introduces the computer. Students download images from their camera and carry out basic manipulation. Worksheets let students try out some of the more advanced features of Photoshop. Students are made aware of some of the software available including some that is available entirely free of charge.

Simple business accounts using Spreadsheets

Aimed at the very small business, club or voluntary group that is just starting up or wishes to upgrade from paper based accounting.

Introduction to using Computer Accounts Software

A demonstration of leading accounting software packages from Intuit, Sage and Microsoft including free software. How do they differ and which might suit you best. Some hands on work.

If you are interested in any of the courses in this section, please contact Ivybridge Library on 01752 – 893140 and we will pass your details to the relevant tutor.