

IT Commercial Courses 2009/2010

Basic (Level 1) IT Courses

Course Code	Subject	Course Fee	Duration	Course Overview
BD/WIN/U1	Windows and File Management	£65	10 hours	<ul style="list-style-type: none"> • Creating Folders & Managing files • Change the appearance of the desktop • Save, copy, move and delete files
BD/ICT/U1	Internet and E-Mail	£65	10 hours	<ul style="list-style-type: none"> • How to find information on the Internet • Set up a list of your favourite web sites • Print information from the internet • How to buy good online • Internet security

Intermediate (Level 1 & 2) IT Courses

Course Code	Subject	Course Fee	Duration	Course Overview
BD/WP/U2	Word Processing	£65	10 hours	<ul style="list-style-type: none"> • Insert and edit text in a document • Change the appearance of text • Insert graphics • Create a mail merge • Print a document
BD/SS/U2	Spreadsheets	£65	10 hours	<ul style="list-style-type: none"> • Create worksheets/workbooks • Formatting • Create formulae to carry out calculations • Create and modify charts • Change page layout
BD/DB/U2	Databases	£65	10 hours	<ul style="list-style-type: none"> • Create a new database and open an existing database • Create and delete a table & data entry • Create and modify forms • Create a query to extract specific information • Create and modify reports
BD/PP/U2	Presentations	£65	10 hours	<ul style="list-style-type: none"> • Create and save a new presentation • Change the appearance of a slide • Insert and modify a picture, graph or chart • Run a slideshow & Print a presentation in different ways

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BD/DP/U1	Desktop Publishing Introduction	£97.50	15 hours	<ul style="list-style-type: none"> • Create, open & save publications • Text Formatting • Working with Text Boxes and Objects • Create Tables • Insert & Edit Pictures • Wizards & Templates
BD/WD/U1	Web Design Introduction	£97.50	15 hours	<ul style="list-style-type: none"> • Create, open & save a web site • Create & develop a 1 page web page • Adding Backgrounds & Themes • Creating Hyperlinks • Creating Tables, Bulleted & Numbered Lists • Inserting & Editing Pictures • Adding Web Components – e.g. Hit Counters, Marquees, Interactive Buttons & dynamic Effects • Publishing web page
BD/DP/U2	Desktop Publishing – Level 2	£130.00	20 hours	<ul style="list-style-type: none"> • Getting Started • Using Publications • Manipulating and Editing Text • Creating & Inserting Images • Templates • Creating Professional Publications • Laws and Guidelines
BD/WD/U2	Web Design – Level 2	£130.00	20 hours	<ul style="list-style-type: none"> • Create a New Web Site • Create a New Web Page • Web Structure • Navigation • Using Images and Themes • Creating hyperlinks and Frames • Using Tables & Forms • Checking & Publishing a Website

For further information, please contact the IT Centre on 01635 845405
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