



Newbury College  
**IT Centre**

## IT Commercial Courses 2009/2010

### Advanced (Level 3) IT Courses

Course Code	Subject	Course Fee	Duration	Course Overview
BD/BCS04	Word Processing	£245*	30 hours	<ul style="list-style-type: none"><li>• Editing – text, paragraphs, templates &amp; collaborative editing.</li><li>• Layout – Master documents, Table of Contents and Columns</li><li>• Document Organisation – referencing, footnotes &amp; security</li><li>• Advanced Document Elements</li><li>• Advanced features for Mail Merge &amp; Macros</li></ul>
BD/BCS05	Spreadsheets	£245*	30 hours	<ul style="list-style-type: none"><li>• Editing – advanced formatting, data tables &amp; security</li><li>• Data Handling – multiple sorting, queries, filters, linking, templates &amp; advanced charts</li><li>• Advanced Functions</li><li>• Data Analysis –pivot tables, scenarios &amp; auditing</li><li>• Macros</li></ul>
BD/BCS07	Databases	£245*	30 hours	<ul style="list-style-type: none"><li>• Advanced Table Design &amp; Relationships</li><li>• Advanced Query features and Action Queries</li><li>• Advanced Form Design</li><li>• Advanced Report Design, Import, Export &amp; Linking Data</li><li>• Macros</li></ul>
BD/BCS06	Presentations	£245*	30 hours	<ul style="list-style-type: none"><li>• Planning and Design Considerations</li><li>• Advanced Slide Setup &amp; Exporting</li><li>• Advanced Editing, Manipulation &amp; Effects for Images</li><li>• Advanced Charting &amp; Flowcharts</li><li>• Multimedia – sound, video &amp; animation</li><li>• Managing Presentations</li><li>• Linking &amp; Embedding objects</li><li>• Macros</li></ul>

\*Learners who wish to obtain the ECDL Advanced certificate pay additional £38.00 for exam registration.

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