

COURSE LIST

	TITLE	Duration (hours)	TOPIC
WINDOWS	Introduction to Computers & Windows	20	Aimed at those new to using computers and Microsoft Windows
	Keeping your PC in good order	5	Basic system maintenance is essential to keeping your PC in good working order
	Guide to file management and backing-up	5	Covers the basics of organising your files. For anyone using a computer it is essential to organise your work, create folders, rename files and folders etc. The course also covers the essential topic of backing-up
LINUX	Introduction to Linux	5	Fed-up with the problem of computer viruses and all the other security problems Linux is the safe, secure alternative and is free
	Linux for the Windows User	10	For new Linux users (or those about to use Linux), this course will guide you through the transition from Windows.
	Linux Workshop	5	For existing Linux users. A chance to engage in a session where you can find answers to your questions and perhaps share a tip or two.
WORD PROCESSING	Basic Word Processing	20	An introduction to word processing – assuming no knowledge
	Intermediate Word Processing	20	Use of paragraph formatting techniques Insertion and formatting of images Use of tables and columns
	Advanced Word Processing	20	Mail merge Complex document creation Use of indices and table of contents Inserting spreadsheets and other objects
SPREADSHEETS	Basic Spreadsheets	20	An introduction to spreadsheets – assuming no knowledge
	Intermediate Spreadsheets	20	Use of more complex formulae Inserting graphs and charts
	Advanced Spreadsheets	20	The topics covered include the importing and exporting of data, using a spreadsheet as a database, advanced charts/graphs, goal seeking etc.
DATABASES	Basic databases	20	An introduction to databases – assuming no knowledge
	Intermediate databases	20	This course covers the topic of relational databases
OPEN SOURCE	Guide to Open Source Software	5	Find out about the vast range of open-source software that is freely available for your computer

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GRAPHICS	Introductory photo editing	20	An introduction to photo editing – assuming no knowledge
	Intermediate photo editing	20	Builds upon the skills and techniques learnt in the introductory course
	Advanced photo editing	20	Get the most from your digital camera by learning advanced editing techniques
	Using your scanner	5	Learn how to get the most from your scanner. Find out how to optimise the scanning process to get the best results
	Inkscape – from scratch	20	Learn to use scalable vector graphics. Whether you wish to create your own artwork, clip art or add extra interest to your documents this course will show you how
	Introduction to 3D graphics	20	The creation of 3D graphics is no longer the preserve of powerful computers. Learn the techniques and produce you own with this course.
DESKTOP PUBLISHING	Getting the most from Picasa	5	Picasa is excellent free software that makes organising, printing and emailing your pictures easy. It can also be used for basic image editing. Learn how to get the most from this software.
	Basic posters, leaflets and fliers	20	Manipulate text and images to produce fliers leaflets and posters
	Intermediate poster creation	20	Further techniques to enhance your poster skills
INTERNET	Introduction to Desktop Publishing	20	This course covers the process of creating newsletters, booklets etc.
	Introduction to email	5	Assumes no prior knowledge
	Intermediate email	5	Covers aspects such as filtering, junk mail control, mail organisation. This course also covers the topic of using Usenet
	Using the World Wide Web	5	Covers using the most popular web browsers and introduces concepts such as security, searching the Internet, online privacy etc.
	Internet safety	5	The course guides you through the process of securing your PC against the many attacks it faces every time you go online
PRESENTATIONS	Creating web pages and web sites	20	Learn how to construct your own web sites
	Introduction to creating presentations	20	Learn how to produce “Powerpoint” presentations.
PROGRAMMING	Introduction to computer programming	20	The course eases you into creating your own computer programs