

1	<p><b>The basics of computing</b></p> <p>If you are new to computing then this course is for you. Get an overview of what makes the computer works, and the basic bits and pieces and jargon which brings you up to speed and more confident. Get to know your “hardware” from your “software”.</p>	
2	<p><b>The net! (Internet)</b></p> <p>The Internet is here to stay and is a vital tool for you and your business with many new features coming on board every day. But what is the Internet? What is the best way to search for information? How do you publish information?</p>	
3	<p><b>Email</b></p> <p>You may have heard people talking about Emails? But how do you start using Email, send/ receive messages and documents all over the world. More advance feature are also available to help you with managing your Email, your address book and your calendar etc</p>	
4	<p><b>Word Processing</b></p> <p>In today’s world it is vital for you or your business to use Word Processing skills to develop quality documents. Whether it’s creating basic letters and CVs or more advanced features such as drawing, reviewing and mailing.</p>	
5	<p><b>Spreadsheets</b></p> <p>When you are working with numbers Spreadsheets are very useful and flexible in presenting information and performing calculations. Furthermore you can use the built in formulae for simple sums or more advanced formulae to develop charts and graphs. You can also use the database features to manage your contacts with the sort and filtering facilities.</p>	
6	<p><b>Presentations</b></p> <p>The day of the overhead projector is dead. It is vital for you to use modern technology presentation software to present yourself, your business, and your business products. This course will show you how to design presentations using Microsoft Power Point.</p>	
7	<p><b>Databases</b></p> <p>The database is an effective way of storing data and retrieving information based on sorted list or queries. You can use Microsoft Access for managing information about your business clients or just sorting out your collection of books or music, DVD etc.</p>	
8	<p><b>Desktop publishing</b></p> <p>Using Microsoft Publisher you can create professional documents for advertising your event or creating business documents such as marketing and advertising documents to introduce your business to clients. A wealth of features are available for producing leaflets, flyers, brochures, business cards and certificates.</p>	
9	<p><b>Publishing on the Internet</b></p> <p>The Internet is vital for any business to market it’s products. This course will give you an introduction on how you can publish your own web pages on the Internet. It will include the mechanics of how to publish a page and develop your content. Also considerations as to producing a web site yourself or using a consultant/web developer.</p>	