



General Computing

Duration : One Year Course (40 Weeks Over 12 Months)	Course Fees and Start Dates
Maximum Class Size : 8 <u>Students</u>	For the latest <u>start dates</u> and <u>course fees</u> visit www.edenhousecomputing.co.uk

Our General Computing course provides a 3 hour lesson each day from Monday to Friday, with one 20 minute break. The student's current level will be evaluated by the course tutor at the beginning of the first session to create the student's personal study program. The full scope of subjects available to General Computing students is as follows:

General Topics

- Security for IT Users
- IT User Fundamentals
- Word Processing with "Microsoft-Word"
- Spreadsheets with "Microsoft-Excel"
- Database Software with "Microsoft-Access"
- Presentation Software with "Microsoft-"PowerPoint"
- Using Emails and the Internet

Advanced Topics

- Advanced Word Processing with "Microsoft-Word"
- Advanced Spreadsheets with "Microsoft-Excel"
- Advanced Databases with "Microsoft-Access"
- Advanced Presentations with "Microsoft-"PowerPoint"
- Students who complete all of the above, may choose to finish off their course with studies in one of the following applications : Dream weaver / Flash / Photoshop

General Computing students will have the opportunity to take examinations from the BCS (British Computer Society). Eden House College is an accredited tests centre for the BCS "ECDL" qualifications so students can take their exams right here at the college.

- Maximum Class Size: 8 Students
- Teaching Method: [Tutor Supported Interactive Sessions](#)
- Course Attendance: 15 Hours per week.
- Students will attend at the same time of day, each day from Monday to Friday.
- We have three daytime class time to choose from: Morning, Lunchtime or Afternoon. Each class is 3 hours in duration.

	Mon	Tue	Wed	Thu	Fri
09:00 - 12:00					
12:00 - 15:00					
15:00 - 18:00					

General Computing - **£1880**

For upcoming dates see www.edenhousecomputing.co.uk

To book your place, please contact us on ecd1@edenhouse.co.uk or call 0845 643 9 346



Course Contents

Security for IT Users

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| <ol style="list-style-type: none"> 1. System Performance Security 2. Information Security 3. Technology Security | <ol style="list-style-type: none"> 4. Guidelines and Procedures 5. Data Security |
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IT User Fundamentals

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| <ol style="list-style-type: none"> 1. Operating System 2. File Management 3. Maintain Systems 4. Print Management | <ol style="list-style-type: none"> 5. Health and Safety 6. Security 7. Law |
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Word Processing with “Microsoft Word”

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| <ol style="list-style-type: none"> 1. Using the Application 2. Document Creation 3. Formatting | <ol style="list-style-type: none"> 4. Objects 5. Mail Merge 6. Prepare Outputs |
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Spreadsheets with “Microsoft Excel”

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| <ol style="list-style-type: none"> 1. Using the Application 2. Cells 3. Managing Worksheets 4. Formulas and Functions | <ol style="list-style-type: none"> 5. Formatting 6. Charts 7. Prepare Outputs |
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Database Software with “Microsoft Access”

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| <ol style="list-style-type: none"> 1. Understanding Databases 2. Using the Application 3. Tables | <ol style="list-style-type: none"> 4. Retrieving Information 5. Objects 6. Outputs |
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Presentation Software with “Microsoft PowerPoint”

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| <ol style="list-style-type: none"> 1. Using the Application 2. Developing a Presentation 3. Text | <ol style="list-style-type: none"> 4. Charts 5. Graphical Objects 6. Prepare Outputs |
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Using Email and the Internet

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| <ol style="list-style-type: none"> 1. The Internet 2. Using the Browser 3. Using the Web 4. Web Outputs | <ol style="list-style-type: none"> 5. Electronic Communication 6. Using E-mail 7. E-mail Management |
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Advanced Word Processing with “Microsoft Word”

(These advanced topics build on the skills covered earlier in the course).

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| <ol style="list-style-type: none"> 1. Text, Paragraph, Styles, Columns and Tables 2. Captions, Footnotes and Endnotes, Reference Tables and Indexes, Bookmarks and Cross-References | <ol style="list-style-type: none"> 3. Using Fields, Forms, Templates, Mail Merge, Linking, Embedding and Automation 4. Tracking and reviewing, Master Documents, Security 5. Sections, Document Setup |
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Advanced Spreadsheets with “Microsoft Excel”

(These advanced topics build on the skills covered earlier in the course).

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| <ol style="list-style-type: none"> 1. Cells, Worksheets 2. Using Functions and Formulas 3. Creating Charts, Formatting Charts 4. Using Tables, Sorting and Filtering, Scenarios | <ol style="list-style-type: none"> 5. Validating, Auditing 6. Naming Cells, Paste Special, Templates, Linking, Embedding and Importing, Automation 7. Tracking and Reviewing, Security |
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Advanced Databases with “Microsoft Access”

(These advanced topics build on the skills covered earlier in the course).

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| <ol style="list-style-type: none">1. Database Development and Use2. Fields/Columns, Relationships and Joins3. Query Types, Refining a Query | <ol style="list-style-type: none">4. Form Controls5. Report Controls and Presentation6. Linking, Importing, Automation |
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Advanced Presentations with “Microsoft PowerPoint”

(These advanced topics build on the skills covered earlier in the course).

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| <ol style="list-style-type: none">1. Audience and Environment, Design, Content and Layout2. Slide Masters, Templates3. Formatting Drawn Objects, Formatting Pictures, Images, Handling Graphical Objects4. Using Charts, Using Diagrams | <ol style="list-style-type: none">5. Movies, Sound, Animation6. Linking, Embedding, Importing, Exporting7. Custom Shows, Slide Show Settings, Slide Show Control |
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Students who complete all of the above, may choose to finish off their course with studies in any one of the following applications:

- Dream weaver

Topics include basic concepts of Web design, in addition to procedures for setting up a site, managing a site, creating pages, inserting basic text, links, and images, and finding or creating Web-optimized images.

- Flash

A practical guide for using Macromedia Flash MX to create animations and interactive Web sites. Topics covered include: Drawing tools, design concepts, animation techniques, text and forms in animation, compound objects, scenes, timelines, layers, filters, and masks.

- Photoshop

Provides learners with an overview of the most frequently used features of Photoshop CS. It teaches learners about navigation, selection, layers, layer styles, adjustment layers, layer masks, filters, colour, as well as a variety of painting, drawing, and text tools. Learners will also become familiar with using Photoshop CS for image output and Web design.