

# SPRING COURSES 2009



## INTRODUCTION TO COMPUTERS

**Duration:** 5 Weeks / 10 Hours

**Recommended For:**

Those who have no prior knowledge of computing and wish to understand how a computer can help in everyday life.

**Aim of Course:**

To give participants basic knowledge of computers and how to carry out basic tasks.

**Course Content:**

- \* Working with your Desktop & Windows XP.
- \* Introduction to File Management.
- \* Introducing Microsoft Word (cut, paste, copy, align, format, edit, drawing toolbar).
- \* Internet & Email—How the Internet works, the use of URL's, Search Engines etc., and how to Send & Receive Emails.

**Course Fee:** €95



## **EQUALSKILLS**

**Duration:** 8 Weeks / 24 Hours

### **Recommended for:**

Equalskills is fun and informal Introduction to Computers and the internet. It introduces the use and role of technology in the everyday lives of all people, regardless of status, education, age or ability.

### **Aim of Course:**

To familiarise the student with the basic operation of a Windows based PC. Upon completion the student will be comfortable in the basics of turning on a PC, using the keyboard, mouse, desktop icons, creating a document and be able to identify certain file types

### **Course Content:**

- \* Computer Basics, Getting Started, The Keyboard, Using the Mouse
- \* Introduction to the Desktop, Creating a Document, Different File Types
- \* The World Wide Web, Search Engines

**Course Fee:** €360

## **INTERNET & EMAIL**

**Duration:** 5 Weeks / 10 Hours

### **Recommended for:**

This course is for those who have little or no knowledge of Internet and email and wish to learn how to compose and send emails and search for websites on the World Wide Web.

### **Aim of Course:**

The aim of the course is to introduce participants to the basics of the Internet and the Microsoft Outlook Email program.

### **Course Content:**

- \* Finding Information on the Internet via Search Engines & Web Addresses.
- \* Print & Save from the Internet.
- \* Setup personal email accounts.
- \* Compose an email message.
- \* Send & Receive email messages.
- \* Reply to messages.
- \* Forward a message.
- \* Send & Open Attachments.

**Course Fee:** €95



## **ECDL Core**

**Duration:** 60 Hours



### **Recommended For:**

Those who have completed the Introduction to Computers or Intermediate course and have knowledge of computers.

### **Aim of Course:**

The ECDL syllabus is designed to cover the key concepts of computing, its practical applications and their use in the workplace and society in general.

### **Course Content:**

The seven modules that make up the ECDL programme are:

- \* Basic Concepts of IT (Theory)
- \* Files & Folders
- \* Word processing ( MS Word)
- \* Spreadsheets ( MS Excel )
- \* Databases & Filing System (MS Access)
- \* Presentations ( PowerPoint )
- \* Internet (Outlook Express & Internet Explorer)

**Course Fee:** €90

## **ECDL Advanced**

**Duration:** 80 Hours



**Recommended For:** Students who have completed ECDL and wish to develop advanced skills in word processing, spreadsheets, presentations and database applications.

**Aim of Course:** That the student would acquire a greater knowledge of common applications and be able to carry out more complex tasks and create more advanced documents.

### **Course Content:**

#### **I. Advanced Word Processing**

This module requires the candidate to produce advanced word processing outputs, illustrating sophisticated typographical, formatting and layout presentations, including tables, forms and graphics. The candidate will be required to use tools like macros and advanced mail merge options within the word processing application.

## **2. Advanced Spreadsheets**

This module requires the candidate to edit and enhance numeric, text and graphical data, and to sort, query and link data. The candidate will be expected to use logical, statistical and mathematical functions. Ability to use analysis and audit tools is required, as is the ability to record and run macros.

## **3. Advanced Database**

This module requires the candidate to use the database to organise, extract, view and report on data using advanced data management skills. The candidate will understand the variety of ways that data can be related and organised, and to import, export and link data.

## **4. Advanced Presentation**

This module requires the candidate to understand and apply the principal consideration in planning a presentation. Outputs utilising advanced formatting and layout techniques are required, along with the use of multimedia effects. The candidate will create advanced charts and graphs, and enhance the presentation using drawing and image tools.

**Course Fee:** €1200

€300 per Module

## **CTP Development Programme**

### **Duration:**

- 1 Day a week tuition for 12 weeks
- 40 Hours observation in an approved IT Training Centre
- 6 Weeks Portfolio work

**Entry Requirements:** ECDL Core Certification

**Aim of Course:** The CTP Development Programme aims to develop the training skills of new and potential IT Trainers to an internationally recognised standard, which will qualify them for entry to the CTP Certification Programme.

### **Course Content:**

1. Introduction to Training
2. How Adults Learn
3. Training Needs Analysis
4. Course Planning
5. Module Planning
6. Module Planning 2
7. Session Planning and Training Resources

8. Practical Activities
9. Evaluation
10. Practical Evaluation
11. Managing an Effective Training Centre
12. Planning and Delivering Effective IT Training

**Assessment:**

Each candidate will produce an CTP Development Programme Portfolio, prepared over the twelve weekly units. The portfolio will be assessed by the CTP Tutor and comprises the following:

- Written Assignments
- Reflective Journal
- Evaluation Forms
- Learning File
- Course Handouts

**Course Fee:** €2500

**MAYBE FUNDED UP TO 75% UNDER THE  
FAS COMPETENCY DEVELOPMENT  
PROGRAMME**



**SAGE QUICKPAY**

**Duration:** 5 Weeks / 10 Hours or (1 Day Intense)

**Recommended For:**

Those who have no prior knowledge of a computerized payroll system.

**Aim of Course:**

To give participants basic knowledge of payroll.

**Course Content:**

- \* Introduction to Quickpay
- \* Company Set-up
- \* Set-up Payments – Basic, Time ½, Double, Salary
- \* Deductions – Pension, Advancements etc.
- \* Enter employee details – Personal Details, PPS Number, Tax credits, Standard Cut-off Point, Start Date, PRSI Class – A1,A0 etc.
- \* Timesheet Entry
- \* Print – off payslips
- \* Process P30 Returns, P45, P60's
- \* Enter new employee
- \* Process Year End – P35 printout

**Course Fee:** €160

## **Computerized Accounts**

**Duration:** 8 Weeks / 24 Hours

### **Recommended For:**

The aim of the course is to introduce the Sage Line 50 accounting programme to participants who have no previous knowledge of Sage Computerised Accounts.

### **Aim of Course:**

Following the strategy design of this course the student will acquire an initial introduction to Manual Bookkeeping, then progress to use the Sage L50 accounts programme. On completion of the programme students will be proficient at entering accounting data.

### **Course Content:**

- \* Set up a company on Sage Line 50 Accounting Programme
- \* Add Suppliers and Customers details
- \* Customise nominal and vat codes
- \* Process Suppliers and Customers invoices/Credits, payments, receipts
- \* Prepare a bank reconciliation report & vat report and complete a vat3 form.
- \* View and edit transactions
- \* Print the relevant reports at month-end/period end

**Course Fee:** €360

## **MOS WORD CORE**

**Duration:** 11 Weeks / 22 Hours



### **Recommended For:**

Those who have completed ECDL , or Introduction to Word or have a good working knowledge of Microsoft Word.

### **Aim of Course:**

Measures a candidates abilities to, create, modify and print common business documents and collaboratively revise documents.

### **Course Content:**

- \* Inserting & Modifying Text
- \* Creating & Modifying Paragraphs
- \* Formatting Documents
- \* Managing Documents
- \* Working with Graphics
- \* Workgroup Collaboration

**Certification:** Microsoft Word Core Certification

**Course Fee:** €272

## **MOS POWERPOINT CORE**

**Duration:** 11 Weeks / 22 Hours



### **Recommended For:**

Those who have completed ECDL or an Introduction to PowerPoint or have a good working knowledge of Microsoft PowerPoint.

### **Aim of Course:**

Measures a candidate's abilities to create presentations using automated tools and modify slides, masters and presentations, and print and deliver presentations in various formats.

### **Course Content:**

- \* Creating presentations
- \* Inserting & Modifying Text
- \* Inserting & Modifying Visual Elements
- \* Modifying Presentation Formats
- \* Printing Presentations
- \* Working with Delivering Presentations
- \* Working with Data from Other Sources
- \* Workgroup Collaboration

**Certification:** Microsoft PowerPoint Certification

**Course Fee:** €272

## **MOS EXCEL CORE**

**Duration:** 11 Weeks / 22 Hours



### **Recommended For:**

Those who have completed ECDL, or Introduction to Excel or have a good working knowledge of Microsoft Excel.

### **Aim of Course:**

Measures a candidate's abilities to create, modify and print common business workbooks and worksheets, and Analyse and create graphical depictions of data.

### **Course Content:**

- \* Working with Cells & Cell Data
- \* Managing Workbooks
- \* Formatting & Printing Worksheets
- \* Modifying Workbooks
- \* Creating & Revising Formulas
- \* Creating & Modifying Graphics
- \* Workgroup Collaboration

**Certification:** Microsoft Excel Core Certification

**Course Fee:** €272

## **MOS ACCESS CORE**

**Duration:** 11 Weeks / 22 Hours



### **Recommended for:**

Those who have completed ECDL or an Introduction to Access or have a good working knowledge of Microsoft Access.

### **Aim of Course:**

The Microsoft Access 2002 Curriculum will give learners the skills and knowledge necessary to be able to create, edit, and query databases and tables.

### **Course Content:**

- \* Getting to Know Microsoft Access 2002
- \* Creating a New Database
- \* Getting information into and out of a Database
- \* Simplifying Data Entry with Forms
- \* Locating Specific Information
- \* Keeping Your Information Accurate
- \* Working With Reports
- \* Making it Easy for Others to Use Your Database
- \* Keeping Your Information Secure
- \* Working With Pages and Modules

**Certification:** Microsoft Access Certification

**Course Fee:** €72

## **INTRODUCTION TO PUBLISHER**

**Duration:** 5 Weeks / 10 Hours

### **Recommended for:**

People who are interested in designing and creating their own publications.

### **Aim of Course:**

The goal of this course is to provide you with the skill to produce attractive publications for yourself and for the company for which you work.

### **Course Content:**

- \* Getting Started With Publisher 2002
- \* Starting with a Blank Publication
- \* Working With Text in a Publication
- \* Working With Graphics in a Publication

**Course Fee:** €130

## **BASIC DIGITAL PHOTOGRAPHY**

**Duration:** 4 Weeks / 8 Hours

### **Recommended For:**

This course is aimed at people who have bought or are thinking of buying a digital camera. At the end of the course they will be able to use a digital camera with confidence and take quality photographs.

### **Aim of Course:**

The aim of the course is to enable the participant to capture and edit their own images with ease whilst providing a good grounding for more advanced digital photography training.



### **Course Content:**

- \* **Photography Concepts**
- \* The Art of Photography & ‘Capturing the Moment’
- \* Actions Shots/Close-ups/Landscapes/  
Portraits/Still Life

**Course Fee:** €75 (Based on 15 participants)

**(Course Fee is subject to change)**

## **INTRODUCTION TO ADOBE PHOTOSHOP**

**Duration:** 10 Weeks / 20 Hours

### **Recommended for:**

No prior Adobe experience required but a basic understanding of computers is a must.

### **Aim of Course:**

Is to provide participants with a good basic knowledge of digital image editing.

### **Course Content:**

- \* Discovering the interface of Adobe
- \* Toolbar discovered
- \* Selections made easy
- \* Choosing the pallets that you need
- \* Working with options
- \* The wonder of Layers
- \* Putting it all together

**Course Fee:** €225

## Genealogy

**Duration:** 6 Weeks / 12 Hours

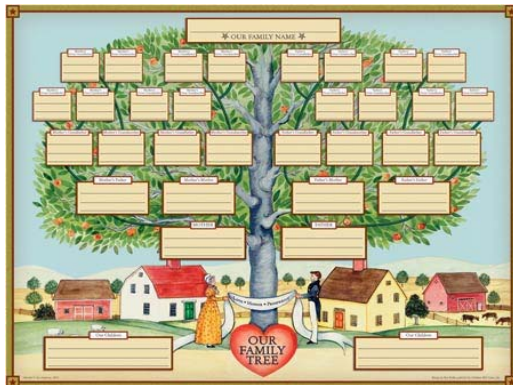
### **Aim of Course:**

Show how to search for and record your family History in a Genealogy program

### **Course Content:**

- \* Getting Started
- \* Planning and Recording
- \* Primary Sources
- \* Important Sources
- \* Other Sources
- \* Keeping Track of Research

**Course Fee:** €25



## **BASIC TYPING/KEYBOARD SKILLS**

**Duration:** 8 Weeks / 16 Hours

### **Aim of Course:**

Is to introduce participants to basic keyboard skills.

### **Course Content:**

Introduction to Keyboard layout & finding keys by touch on keyboard. Course training will cover finger work in order that participants will be able to type ( by touch ) alphabet & speed sentences.

**Course Fee:** €30



## **COURSES AVAILABLE AT HITEC:**

- \* EQUALSKILLS
- \* INTRODUCTION TO COMPUTERS
- \* MOS WORD CORE
- \* MOS EXCEL CORE
- \* MOS POWERPOINT CORE
- \* MOS ACCESS CORE
- \* INTRODUCTION TO PUBLISHER
- \* ECDL (European Computer Driving Licence)
- \* ECDL ADVANCED
- \* CTP (Certified Training Professional)
- \* SAGE LINE 50
- \* SAGE QUICKPAY
- \* MANUAL BOOKKEEPING
- \* COMPUTERISED ACCOUNTS
- \* BASIC DIGITAL PHOTOGRAPHY
- \* ADOBE PHOTOSHOP
- \* TYPING SKILLS
- \* GENEALOGY

**ALL COURSES ARE SUBJECT TO DEMAND**

**CERTAIN COURSES MAYBE FUNDED**

**UP TO 75%**

**UNDER THE**

**FAS COMPETENCY DEVELOPMENT**

**PROGRAMME**

**FOR FURTHER INFORMATION CONTACT US AT:**

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