

COURSE SYLLABUS

Course Code **UCA01**
Course Title **Using Computer Applications**

Duration 10 hours contact time, 15-20 hours non-contact time ** – 30 hours total
(One session is 2 hours)

Qualification Nationally recognised Northern Ireland Open College Network (NIOCN)
Accredited Level 2, Credit Value 1 *

Training Level Intermediate

Prerequisites Previous experience of Microsoft Word, Excel, Windows and Outlook Express

Summary This course enables all users with basic computer skills to increase their knowledge and experience. Modules cover word processing to spreadsheets and file management. A nationally recognised Northern Ireland Open College Network (NIOCN) award will be given to successful candidates who complete the course. *

Price Price Category A
Our full price list is available on request

To enrol on this course or contact media mount for further information visit our website

www.mediamount.co.uk or telephone **(+44)(0)28 9147 2020**



Course Objectives

1. Progression from basic to medium use of a computer
2. Enable the learner to utilise more advanced functions of several computer applications
3. Produce a variety of documents in a more professional manner

Topics

Module Title	Outline
Word Processing (Microsoft Word)	<ul style="list-style-type: none"> • Use headers and footers • Change the colour of text • Edit margins on the page • Add and remove toolbars • Insert word and clip art • Insert and edit a simple table
Spreadsheets (Microsoft Excel)	<ul style="list-style-type: none"> • Enter data into appropriate cells • Create formulas and show them in appropriate cells • Create a simple profit/loss account
Desktop Publishing (Microsoft Publisher)	<ul style="list-style-type: none"> • Insert text boxes, word art, clipart and shapes • Adjust margins and layout views • Insert more pages into the document • Insert graphics into the background of the document
File Management (Microsoft Windows Explorer)	<ul style="list-style-type: none"> • Recognise and use basic Windows and data terminology • Find files within Windows • View the space left on a drive • Create, rename and delete folders • Move, copy, rename and delete files within folders • Personalise Windows • Maintain a PC, keeping its performance optimal
Email (Microsoft Outlook Express)	<ul style="list-style-type: none"> • Set-up an email account and receive incoming emails • Send an email to multiple addresses using BCC and CC • Create new folders in the Inbox • Filter email into separate folders

Features

Hand-outs will be made available via the Internet and paper hard copy. Extra out-of-contact time support can be given (see prices/rates section).

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Notes

* Cost for NIOCN certificate is £12 – this will be added to the training total upon registration with NIOCN

** Extra non-contact learning hours will be needed to successfully gain the NIOCN certificate. Non-contact time is defined as work done towards completing the course outside of the 'classroom' environment