



ICT Community Programme 2010 for Parents

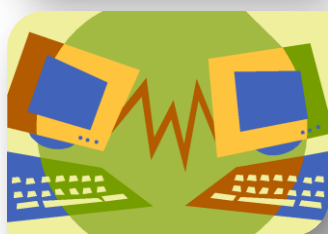


Beginning Thursday 14 January 2010
6pm to 8pm
Room C301

Programme 1 – Publications, Presentations, Introducing ECDL – first unit
14 Jan, 21 Jan, 28 Jan, 4 Feb and 11 Feb 2010

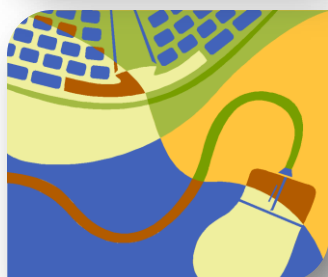


Publications publisher exercises, for small company, projects, plus PowerPoint making presentations, and word documents – letters etc
Publications will include newsletters, brochures, flyers, business cards, letterheads.
Presentations will include multimedia features, eg text, images, animation, photographs.
They'll also include use of hyperlinks, automatic slide transition, slide show effects.



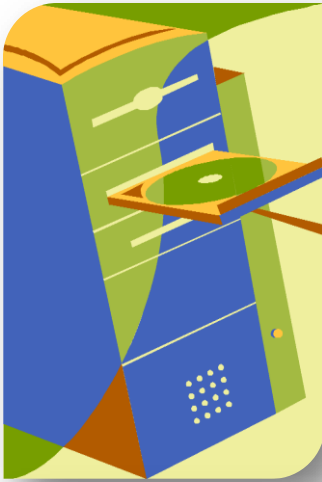
Also, an Introduction to the European Computer Driving Licence qualification, a European recognised proficiency qualification in ICT – recommended for parents keen to gain a recognised ICT qualification.

Programme 2 – Spreadsheets and Databases
25 Feb, 4 Mar, 11 Mar, 18 Mar and 25 Mar 2010



Spreadsheet tasks for small companies, accounts, formatting, formulae, graphs, invoices: plus some database work covering information storage, reports, queries, forms for data entry.

Continuation of some theory and practical work on the ECDL for those working towards it.



Programme 3 – Internet use and safety, Introduction to Website design

22 Apr, 29 Apr and 6 May 2010

Internet use and safety, ecommerce, search engines, price comparison sites, holiday bookings, car trade exercises, chatrooms – finish with making and using Hyperlinks in PowerPoint.

Then moving onto Web site design, make own web site with hyperlinks. Using FrontPage, using tables, frames, web folders etc. Dreamweaver option introduction to CSS.

Programme 4 – Graphics and Moviemaker

13 May, 20 May, 27 May 2010

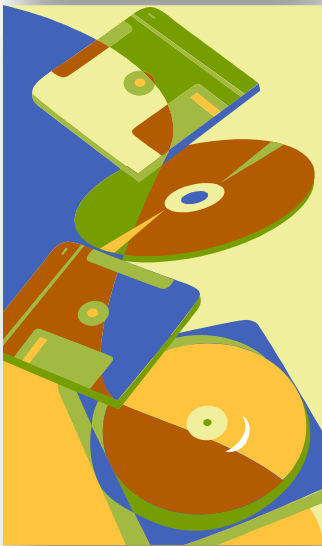
Graphics work Macromedia Fireworks, making logos, graphic products etc. Also use moviemaker for making movies using text, sound animation.

Continued work on ECDL units

Programme 5 – ECDL – completing the course – end of unit tests and assessment

10 Jun, 17 Jun, 24 Jun, 1 Jul, Jul 8 2010

Revision, completion and assessment of the ECDL qualification. Practical-based assessment exercises required for the ECDL qualification. Further skills-building tasks covering previous topics.



All sessions led by ICT specialist – teaching the skills outlined in programme titles.