Business IT Diploma with Web Design

Designed for: Individuals who wish to gain essential office and computer skills in preparation for a career in Web Design.

Pre-requisites: None

Objective: To provide you with the vital skills for a successful career as a web support technician leading on to the sought-after and well paid employment opportunities in web design

Course Content:

- **Computer Keyboard Skills** – Learn how to touch type accurately, using the correct keyboard technique.
  OR
- **Keyboard Speed Development** – Develop your typing speed to improve productivity using graded copying exercises and timed dictations. A number of stages are available, taking you up to a speed of 70 wpm.
- **Effective Business Communication** – Learn to communicate effectively in business – by letter, email, telephone and personal presentations.
- **Microsoft Word** – Learn word processing skills to a good business standard.
  OR
- **Microsoft Word Expert** – Learn advanced word processing skills including mail merge, creating and running macros, creating an index, table of contents and more.
- **Microsoft Excel** – Learn spreadsheet skills to a good business standard.
  OR
- **Microsoft Excel Expert** – Learn advanced spreadsheet skills, covering areas such as importing and exporting data, creating and using templates, linking workbooks, data management, using analysis tools and pivot tables.
- **Microsoft Outlook** – Learn how to share, manage and schedule information electronically. Covers the use of email, electronic calendar, scheduling meetings and appointments, creating and assigning tasks and creating address lists.
- **Microsoft Access** – Develop database skills from initial design stage to running reports and queries.
- **Microsoft PowerPoint** – Gain competency in creating slide presentations. Areas covered include formatting, inserting tables, pictures, sound and hyperlinks, and applying transition and timing effects.
  OR
- **Introduction to Photoshop** – Edit and create images for use in print and on the web using this popular application.
- **Dreamweaver** – Learn to create a website using the most popular industry-standard web design program, inserting text, images, adding backgrounds, creating links and anchors, creating tables and creating frame sets.
- **Introduction to HTML** – Learn to create a website using the programming language HTML (*hypertext mark-up language*).

Please discuss the options with your Course Advisor

Benefits:

- Equip you to start a new career
- The flexibility and value of a self-study course designed to enable you to work at your own pace
- Personalised workbooks to use as a reference guide on completion of your training
- The opportunity to gain a Pitman Training Diploma that is recognised nationally and internationally by employers

Guideline Learning Time: **6** weeks full-time* (180 hours flexi study)

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