Computer courses
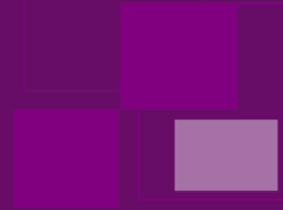
All students today need a strong foundation in Computer Skills.

The Professional Institute of Marketing and Business Studies Ltd. offers a wide range of computer courses. These courses would help you to apply yourself better in the work place.

Computer Literacy:

History of the Computer
Parts of computer and their functions
Using commands to perform functions
About viruses and anti-viruses, electrical hazards and safety measures.
Introduction to Microsoft Excel. Microsoft Word, Microsoft PowerPoint, Windows

Computer Touch Typing

Learning about the different parts of the computer
Learning about the different parts of the keyboard.
Achieving a speed of 25 words per minute (wpm) (introductory level); 50 wpm (intermediate level); 75 wpm (advanced level).

Computer Skills for the Office Suite

This course is an intensive programme, which includes:

Computer Literacy
Word Processing
Spreadsheet
Database
Presentation Production

Word Processing:

Performs the operation of a typewriter and more.
E.g. bold, italics, changing the size and appearance of words, erasing mistakes, moving and copying text etc.
Allows automatic page numbering, line spacing, margin setting, tab setting, placing footnotes, endnotes, headers and footnotes, endnotes, headers and footers.
Capability to spell-check, search and replace words, view documents, work with multiple documents, change programs.
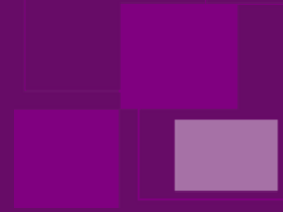Assists in creating reports, memos, resumes, certificates etc. with ready-made templates.
Allows the use of short cut menus.

Allows the opportunity of inserting pictures,10graphic images.
Capable of automation e.g. hyphenation, capital letters, spelling errors etc.

Spreadsheet:

Enables one to create payrolls, stock sheets, petty cash etc. using special columns and rows
One can also widen, decrease, insert, delete, freeze lock these columns and rows for ease of managing a large worksheet
Figures can be enhanced in size and appearance using special features
Values and formula can be copied or moved to another part of the work sheet
Graphs and pie charts can be created and modified
Data lists and database can be created and updated using Table wizards.
Data can be exchanged with other applications.

Presentation Production

Allows the creation or Overhead Transparency, On Screen Presentation, Photoprints and Slides
Enables the use of Templates and Masters
Objects can be added to PowerPoint Slides
Inserting Cliparts, Pictures and other Medias
Linking to insert Word Tables, Organisational Charts and Excel Worksheets
Manipulating inserted Objects
Using Grid and Snap Features
Printing and Presenting your Slide show.

Database:

Planning and Designing your Database
Backing Up, Concerting, Encrypting, Securing and Repairing your Database
Creating Tables and Form
Querying Databases
Creating Reports.

The Internet

This course is tailored to help students understand and learn about the Internet.
Course content
Introduction to the Internet
Connection to the Net
Surfing with Netscape Navigator and Microsoft Internet Explorer
Using the E-mail service
Creating a Web page.

Web Page Design

Course content:
Introduction to HTML
The HTML Language
Formatting Tags
Structure and Attributes of Web page Design.
Creating web pages with a web builder

Computer Courses

QuickBooks

Course content:
- Book-keeping
- Invoicing
- Using QuickBook Navigator
- Creating Progress Billing Invoices
- Tracking Accounts Receivable
- Making Cheque book Adjustments
- Balance Sheets
- Budgeting.

Graphic Arts

ADOBE ILLUSTRATOR

Course content:
- Introduction
- Using toolbox functions
- Using menu functions
- Using panel functions
- Design flyers
- Create label design
- Create CD cover
- Design logo and call cards

ADOBE PHOTOSHOP

Course content:
- Introduction
- Using toolbox functions
- Using menu functions
- Using panel functions
- Creating paths
- Design car advertisement
- Design Billboard/Dangler Ads
- Design food advertisement with intro Ad