Professional Courses

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, graphic images.
- Capable of automation e.g. hyphenation, capital letters, spelling errors etc.
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**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**

A**DOBE 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