

| CLASSES | WHAT IS THIS COURSE ABOUT | WHO IS THIS COURSE FOR |
|-------------------|---|--|
| WEB DESIGN | <p>Introduction to Web Design. By the end of the course you will have created a simple website and be ready to upload it to the Internet.</p> <p>Week 1 : An explanation of making and publishing a Website Introduction to the different ways you can build a site.</p> <p>Week 2 : Using software to build webpages Deciding layout inserting Text and images</p> <p>Week 3 : Using Buttons, text and images as links Linking Webpages, Linking to other Website, Linking to email</p> <p>Week 4 : Understanding HTML</p> <p>Week 5 : Understanding CSS</p> <p>Week 6 : Getting your Website online</p> | <p>This course is for you if you want to build a Website for yourself or your business. You need a basic knowledge of computers. (How to switch on, and how to use the Internet, email and basic word processing)</p> <p>This course may be extended for a further 4 weeks if you want to learn some more complex web design skills such as adding advertisements, payment options and social networking features to your website.</p> |

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PROSPECTUS FOR CLASSES AT BILSTON COMMUNITY CENTRE ONLINE CENTRE

These are the courses that will be run in the new Online Centre: FLEXIBLE DROP IN WORKSHOP currently runs every Tuesday morning from 10:00 till 12:00. There are still a few places on this very popular class. There is a small charge for this class.

The New Courses will start on 29th September and will run on Thursday afternoons from 2:00-4:00 every week except during the holiday weeks when the Bilston Community Centre is closed. This is subject to change popular request. There is a small charge for each class.

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| FLEXIBLE DROP IN WORKSHOP Tuesday 10:00-12:00 | You can come into the drop in workshop and ask the tutor to teach you the particular topic you want to learn. | This course is for you if you want to learn something new on a computer. No previous Computer Experience needed. |
| INTRODUCTION TO MICROSOFT OFFICE 2010 Date and Time to be arranged | This is a course for students who can use the Internet and send emails, but who need to learn how to use MICROSOFT OFFICE 2010 . This course covers the basics in these Packages. This course lasts as long as the student needs it. | This course is for you if you want to learn the basics in a particular application Word, Excel, Publisher PowerPoint or Access |

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| MOVING ON IN MICROSOFT OFFICE 2010 Date and Time to be arranged | This is a course for more advanced students to learn more about the MICROSOFT OFFICE 2010 package. The pace and topics are determined by what the student needs to learn. This course lasts as long as the student needs it. | This course is for you if you can do the basics in a Microsoft application Word, Excel, Publisher, Access or Power Point , and you want to do more complex tasks to prepare for a test or to improve chances for employment. |
| INTERNET SECURITY 4 WEEK COURSE | Week 1 : What everyone should know about Viruses, Malware, Spam and Scam. Week 2 : If I get Viruses, Malware, Spam or Scams what do I do about it? Week 3 : Protecting your children online Week 4 : Shop Online securely | It is important that everyone knows about keeping their computer secure. No previous Computer Experience needed. |
| HOW TO USE SOCIAL NETWORKING/ BLOGGING | Week 1: Introduce you to Social networking, what is it, why do so many people do it, what is good and what is bad about?. Week 2 : How do you get started? Which social network should you join? Facebook, Twitter, LinkedIn? | This course is for you if you want to know more about Social Networking (Facebook Twitter) etc. and Blogging. No previous Computer Experience needed. |

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| HOW TO MAKE EXTRA MONEY ON THE INTERNET 4 WEEK COURSE | Everyone thinks that the internet is a way to get rich quick-it isn't, but it is a way that you can make some extra money, if you know how. Learn a number of easy ways to do this. Week 1 : Introduction to the number one way to make money online- E-bay what is it and how can you make money from it. Week 2 : How many different ways can you make money from market research, Surveys, and reviews. Week 3 : How can you write a blog and make money from it. Week 4 : How many different ways can you make money from the things you do every day like going to the shops, listening to music, taking photos etc. | This course is for you if you have a bit of spare time to use and you want to find out how to make extra money using the Internet. No previous Computer Experience needed. |

Coming soon, DIGITAL PHOTOGRAPHY CLASS