

# Adult, Community and Family Learning Service

## Adult Learning Courses

### ICT FOR BASIC BUSINESS

**COURSE DURATION:** 6 weeks (2 hours per week).

#### WHO IS THIS COURSE FOR?

This course is available to adults aged 19+. This is a beginners level course with no formal entry requirements. Anyone interested in the topic can join.

#### WHAT WILL I LEARN?

By the end of this course you will be able to:

- Know how to plan and design a website from the initial idea.
- Understand key concepts in web design theory and graphic design.
- Know how to consider the needs of different users when designing your site.
- Use “Dreamweaver” website design software to design and manage a website
- Use “Photoshop” Image editing software to create and optimize images for the web
- Understand the structure of websites.
- Write and read some basic website code.

#### HOW WILL I LEARN?

You will learn through a combination of teacher input, practical classroom-based tasks, simulations, use of information technology and through short homework tasks. You will also have the opportunity to showcase your work and celebrate your achievements.

#### PROGRESSION OPPORTUNITIES

Learners who have completed this course may wish to continue to improve or advanced level courses within the subject. There are also many other topics available within our Adult and Community Learning brochure including Skill for Life opportunities in literacy and numeracy. Additionally other providers, clubs and organisations across the island offer a wide range of courses, including the potential progress to Further and Higher Education opportunities.

#### COURSE MATERIALS

You will not need to provide any materials. Essential materials will be provided by your tutor. You may wish to wear old clothes when undertaking practical tasks.

#### ADDITIONAL INFORMATION:

**Web:** [www.iwcommunitylearning.ac.uk](http://www.iwcommunitylearning.ac.uk)

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