

# Computing & IT

The world of computing and information technology changes rapidly. The modules and courses in this section will enable you to master current technology and understand how it is used and managed within organisations.

You can choose to take modules on a 'stand-alone' basis to help you keep your computing skills and knowledge up-to-date in a rapidly changing world, or undertake a combination of modules to build towards University award or professional qualification. Professional qualifications include the Microsoft Certified course, Cisco Networking Academy Programme (CCNA) and Certified Internet Webmaster course.

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## Business IT

### European Computer Driving Licence (COMP1036)

|                           |  |
|---------------------------|--|
| <b>Level</b>              | SCQF Level 7 (Level 1) 15 Credits  |
| <b>Entry Requirements</b> | None   |
| <b>Assessment</b>         | Examination  |
| <b>Delivery</b>           | Distance Learning – commencing January, April, July, October                                 |
| <b>Fees</b>               | £50  |
| <b>Contact</b>            | <b>Centre for Lifelong Learning</b><br>tel 01698 894455<br>e-mail hamilton-cll@paisley.ac.uk |

This module will bring you up to the standards of the European Computer Driving Licence and allow you to prepare for and sit the ECDL examinations. On successful completion of this module, students will also have completed the ECDL examinations. Students will receive tuition in:

- > Basic concepts of IT
- > Using the computer and managing files
- > Word Processing – Microsoft Word
- > Spreadsheets – Microsoft Excel
- > Database – Microsoft Access
- > Presentation – Microsoft PowerPoint
- > Information and communication

This module is offered as distance/online learning with drop-in sessions available on a monthly basis; however, students are expected to work independently, with limited support. We will offer you the option of using online learning resources or Activ Training material in CD format. The assessments must be completed within 9 months.

### ECDL Advanced Spreadsheets (COMP1058)

|                           |  |
|---------------------------|--|
| <b>Level</b>              | SCQF Level 7 (Level 1) 15 Credits  |
| <b>Entry Requirements</b> | Applicants should have completed the requirements for ECDL                                   |
| <b>Assessment</b>         | Examination  |
| <b>Delivery</b>           | Distance Learning – commencing January, April, July, October                                 |
| <b>Fees</b>               | £50 (includes ECDL exam fee)*  |
| <b>Contact</b>            | <b>Centre for Lifelong Learning</b><br>tel 01698 894455<br>e-mail hamilton-cll@paisley.ac.uk |

This module makes use of the advanced features of Microsoft Excel, including handling charts and tables, embedding functions and creating macros. The aim of the module is to prepare students for the Advanced ECDL (Spreadsheets) examination. \*The exam fee is included in the module fee.

**ECDL Advanced Word Processing (COMP1059)**

|                           |  |
|---------------------------|--|
| <b>Level</b>              | SCQF Level 7 (Level 1) 15 Credits  |
| <b>Entry Requirements</b> | Applicants should have completed the requirements for ECDL                                   |
| <b>Assessment</b>         | Examination  |
| <b>Delivery</b>           | Distance Learning – commencing January, April, July, October                                 |
| <b>Fee</b>                | £50 (includes ECDL exam fee)*  |
| <b>Contact</b>            | <b>Centre for Lifelong Learning</b><br>tel 01698 894455<br>e-mail hamilton-cll@paisley.ac.uk |

The aim of the module is to prepare students for the Advanced ECDL (Word Processing) examination. Students will learn to use the advanced features provided in Microsoft Word, including text and paragraph editing; tables and graphics; referencing; collaborative working; field codes and forms; and spreadsheets and macros. \*The exam fee is included in the module fee.

**ECDL Advanced Databases (COMP1056)**

|                           |  |
|---------------------------|--|
| <b>Level</b>              | SCQF Level 7 (Level 1) 15 Credits  |
| <b>Entry Requirements</b> | Applicants should have completed the requirements for ECDL                                   |
| <b>Assessment</b>         | Examination  |
| <b>Delivery</b>           | Distance Learning – commencing January, April, July, October                                 |
| <b>Fee</b>                | £50 (includes ECDL exam fee)*  |
| <b>Contact</b>            | <b>Centre for Lifelong Learning</b><br>tel 01698 894455<br>e-mail hamilton-cll@paisley.ac.uk |

This module extends students skills in using the advanced features of Microsoft Access, including reports and forms, macros and dealing with different data relationships. The aim of the module is to prepare students for the Advanced ECDL (Databases) examination. \*The exam fee is included in the module fee.

**ECDL Advanced Presentations (COMP1057)**

|                           |  |
|---------------------------|--|
| <b>Level</b>              | SCQF Level 7 (Level 1) 15 Credits  |
| <b>Entry Requirements</b> | Applicants should have completed the requirements for ECDL                                   |
| <b>Assessment</b>         | Examination  |
| <b>Delivery</b>           | Distance Learning – commencing January, April, July, October                                 |
| <b>Fee</b>                | £50 (includes ECDL exam fee)*  |
| <b>Contact</b>            | <b>Centre for Lifelong Learning</b><br>tel 01698 894455<br>e-mail hamilton-cll@paisley.ac.uk |

Students will learn to use the advanced features provided in Microsoft PowerPoint including design considerations; images and drawn objects; charts; multimedia; slide shows; linking and macros. The aim of the module is to prepare students for the Advanced ECDL (Presentations) examination. \*The exam fee is included in the module fee.

**Human Computer Interaction (BE320048)**

|                           |  |
|---------------------------|--|
| <b>Level</b>              | SCQF Level 8 (Level 2) 10 Credits  |
| <b>Entry Requirements</b> | Knowledge of Web Design or equivalent experience   |
| <b>Assessment</b>         | Coursework & Examination   |
| <b>Delivery</b>           | Tuesday, 6-9pm   |
| <b>Duration</b>           | 13 weeks   |
| <b>Fee</b>                | £105   |
| <b>Contact</b>            | <b>Centre for Lifelong Learning</b><br>tel 01698 894455<br>e-mail hamilton-cll@paisley.ac.uk |

This module will enable students to understand the nature and importance of Human Computer Interaction and to appreciate the human characteristics which should be considered when developing systems following HCI principles. You will evaluate the appropriateness of input and output devices, interaction styles and user support materials and will be able to demonstrate an understanding of HCI design approaches. There will be an exploration of the respective merits of a range of HCI evaluation methods and you will have the opportunity to develop a web site using HCI principles and evaluate its usability.

**IT Essentials (COMP1037)**

|                           |  |
|---------------------------|--|
| <b>Level</b>              | SCQF Level 7 (Level 1) 15 Credits  |
| <b>Entry Requirements</b> | None   |
| <b>Assessment</b>         | Coursework & Examination   |
| <b>Delivery</b>           | Thursday, 6-9pm  |
| <b>Duration</b>           | 12 weeks   |
| <b>Fee</b>                | £155   |
| <b>Contact</b>            | <b>Centre for Lifelong Learning</b><br>tel 01698 894455<br>e-mail hamilton-cll@paisley.ac.uk |

This module explores how to build, configure and maintain personal standard components and looks at installation and configuration of networks and printers. It incorporates a hands-on approach to gaining practical skills in installing, configuring and upgrading; diagnosing and troubleshooting; preventative maintenance; networking and configuring motherboards; processors and memory. This module matches the Cisco A+ course.

**Internet & Multimedia Technologies****Introduction to the Internet (COMP1021)**

|                           |  |
|---------------------------|--|
| <b>Level</b>              | SCQF Level 7 (Level 1) 15 Credits  |
| <b>Entry Requirements</b> | None   |
| <b>Assessment</b>         | Coursework & Practical   |
| <b>Delivery</b>           | Distance Learning or Wednesday 6-9pm   |
| <b>Duration</b>           | 12 weeks   |
| <b>Fee</b>                | £155   |
| <b>Contact</b>            | <b>Centre for Lifelong Learning</b><br>tel 01698 894455<br>e-mail hamilton-cll@paisley.ac.uk |

This course is ideal for people wishing to get more out of the internet, including how to browse and find information more effectively and web page creation. Course topics include accessing information, web page development, manipulating graphics for the web, putting content online and the use of the web in e-commerce. The course is also ideal as a steppingstone to more advanced classes in web development.

**Web Development 1 (BE310027)**

|                           |  |
|---------------------------|--|
| <b>Level</b>              | SCQF Level 7 (Level 1) 10 Credits  |
| <b>Entry Requirements</b> | None   |
| <b>Assessment</b>         | Coursework   |
| <b>Delivery</b>           | Tuesday, 6-9pm   |
| <b>Duration</b>           | 13 weeks   |
| <b>Fee</b>                | £105   |
| <b>Contact</b>            | <b>Centre for Lifelong Learning</b><br>tel 01698 894455<br>e-mail hamilton-cll@paisley.ac.uk |

This module will be of interest to students wishing an introduction to the basic concepts and techniques of web design and development.

Students will learn:

- how to create web pages using code and using web authoring tool: protocols, markup language, defining page elements, formatting page elements, deployment
- applying web design guidelines: page layout, existing web sites, good practice
- applying formatting styles: reasons for using styles, creating styles, applying styles
- using client-side technologies to create interactive web pages: forms, scripting, plug-ins

**e-Commerce (BE320049)**

|                           |  |
|---------------------------|--|
| <b>Level</b>              | SCQF Level 8 (Level 2) 10 Credits  |
| <b>Entry Requirements</b> | None   |
| <b>Assessment</b>         | Examination  |
| <b>Delivery</b>           | Wednesday, 6-9pm   |
| <b>Duration</b>           | 13 weeks   |
| <b>Fee</b>                | £105   |
| <b>Contact</b>            | <b>Centre for Lifelong Learning</b><br>tel 01698 894455<br>e-mail hamilton-cll@paisley.ac.uk |

This module will enable you to describe the key features of e-commerce and business-to-consumer and business-to-business models of e-commerce. You will be able to demonstrate a knowledge of the security requirements of e-commerce and will gain an understanding of the legal and ethical issues relating to on-line trading.

**Networking & Computer Support****Object Oriented Analysis (COMP2005)**

|                           |  |
|---------------------------|--|
| <b>Level</b>              | SCQF Level 8 (Level 2) 15 Credits  |
| <b>Entry Requirements</b> | Introduction to Programming or Introduction to Visual Programming or equivalent              |
| <b>Assessment</b>         | Coursework & Examination   |
| <b>Delivery</b>           | Distance Learning  |
| <b>Fee</b>                | £155   |
| <b>Contact</b>            | <b>Centre for Lifelong Learning</b><br>tel 01698 894455<br>e-mail hamilton-cll@paisley.ac.uk |

This module examines basic principles of modern IT systems analysis from an object-oriented perspective using UML (Unified Modelling Language) with appropriate CASE (Computer-Aided Software Engineering) tool support. The module focuses on the process of analysis by considering the interaction between various UML techniques (use case diagram, class diagram and sequence diagrams).

**Postgraduate modules**

|                |  |
|----------------|--|
| <b>Contact</b> | <b>Centre for Lifelong Learning</b><br>tel 01698 894455<br>e-mail hamilton-cll@paisley.ac.uk |
|----------------|--|

**IT Project Management (COMP012)**

|                           |                          |
|---------------------------|--------------------------|
| <b>Level</b>              | SCQF Level 11 (Level M)  |
| <b>Entry Requirements</b> | Degree or equivalent     |
| <b>Assessment</b>         | Coursework & Examination |
| <b>Delivery</b>           | Distance Learning        |
| <b>Fee</b>                | £395                     |

This class will enable students to plan a complex project using modern tools and techniques. Methods of planning such as PRINCE, RAD, XP, DSDM are critically examined and analysed to allow students to make informed choices about their implementation. The class goes on to teach students how to use project management software, focusing on Microsoft Project and its potential for integration with mainstream desktop tools such as spreadsheet packages.

**Web Site Programming and Planning (COMP059)**

|                           |                          |
|---------------------------|--------------------------|
| <b>Level</b>              | SCQF Level 11 (Level M)  |
| <b>Entry Requirements</b> | Degree or equivalent     |
| <b>Assessment</b>         | Coursework & Examination |
| <b>Delivery</b>           | Distance Learning        |
| <b>Fee</b>                | £395                     |

This is a very practically focused class where students will design and produce a usable, accessible, styled and informative web site utilising appropriate software tools such as DreamWeaver and scripting techniques such as Javascript and CSS. In this class the techniques focus on the client side elements of web design. Design issues such as accessibility, colour schemes, structure and performance are addressed.

**Strategic Management of Information Technology (COMP068)**

|                           |                          |
|---------------------------|--------------------------|
| <b>Level</b>              | SCQF Level 11 (Level M)  |
| <b>Entry Requirements</b> | Degree or equivalent     |
| <b>Assessment</b>         | Coursework & Examination |
| <b>Delivery</b>           | Distance Learning        |
| <b>Fee</b>                | £395                     |

This module introduces the concepts and processes of using IT to transform a company and gain competitive success. It also provides an awareness and understanding of the strategic analysis and implementation issues associated with the introduction of new technology.

NB:  
Examinations for these postgraduate modules take place at the University's Paisley campus.

## Postgraduate modules

**Contact** Centre for Lifelong Learning  
tel 01698 894455  
e-mail hamilton-cll@paisley.ac.uk

### eBusiness Strategies and Technologies (COMPM099)

|                           |                          |
|---------------------------|--------------------------|
| <b>Level</b>              | SCQF Level 11 (Level M)  |
| <b>Entry Requirements</b> | Degree or equivalent     |
| <b>Assessment</b>         | Coursework & Examination |
| <b>Delivery</b>           | Distance Learning        |
| <b>Fee</b>                | £395                     |

Principles of business information technology systems requirements analysis, procurement and consultancy. Students will undertake the role of an IS/IT consultant and develop a commercial organisational and functional view of business IT systems. Students will also learn to advise on the strategic planning analysis, evaluation, selection, integration and implementation of IS/IT and eBusiness.

### Professional, Legal & Ethical Issues in IT (COMPM074)

|                           |                                     |
|---------------------------|-------------------------------------|
| <b>Level</b>              | SCQF Level 11 (Level M)             |
| <b>Entry Requirements</b> | Degree in an appropriate discipline |
| <b>Assessment</b>         | Coursework & Examination            |
| <b>Delivery</b>           | Distance Learning                   |
| <b>Fee</b>                | £395                                |

This course is offered at postgraduate level for IT professionals and managers. The course gives an understanding of computing and IT professional and legal and ethical issues in relation to today's society. The course covers ethics and their relation to information technology; an introduction to professionalism and discussion on whether computer professionals are really 'professional'. The course goes on to discuss IT and its influence on society; information and privacy; responsibility and re-creation; protecting the IT professional; the future of IT and legal issues. There is a strong practical element in relation to Data Protection and Freedom of Information.

### Oracle Database Development (COMPM082)

|                           |                          |
|---------------------------|--------------------------|
| <b>Level</b>              | SCQF Level 11 (Level M)  |
| <b>Entry Requirements</b> | Degree or equivalent     |
| <b>Assessment</b>         | Coursework & Examination |
| <b>Delivery</b>           | Distance Learning        |
| <b>Fee</b>                | £395                     |

Students will develop an understanding of the relative importance of the object model and the theory that supports its definition and manipulation. Manipulation of data stored in an Oracle object-relational DBMS using Oracle PL/SQL. Design and develop database applications in the Oracle environment.

*NB: Examinations for these postgraduate modules take place at the University's Paisley campus.*

### Advanced Oracle Development (COMPM083)

|                           |                          |
|---------------------------|--------------------------|
| <b>Level</b>              | SCQF Level 11 (Level M)  |
| <b>Entry Requirements</b> | Degree or equivalent     |
| <b>Assessment</b>         | Coursework & Examination |
| <b>Delivery</b>           | Distance Learning        |
| <b>Fee</b>                | £395                     |

This module moves on from the material covered in the Oracle Database Development class to look in more detail at the major subsystems involved in the Object Relational Model. The class goes on to examine web integration and from a practical stance allows students to develop advanced web-based database applications in Oracle.

### m-Business (COMPM089)

|                           |                          |
|---------------------------|--------------------------|
| <b>Level</b>              | SCQF Level 11 (Level M)  |
| <b>Entry Requirements</b> | Degree or equivalent     |
| <b>Assessment</b>         | Coursework & Examination |
| <b>Delivery</b>           | Distance Learning        |
| <b>Fee</b>                | £395                     |

This course is for those wishing to fully understand mobile technology and its business applications. It may be taken as part of the University's MSc in Management of eBusiness or IT, or it can be taken for professional development purposes. The course focuses on key issues relating to Mobile Internet Services such as Wireless Application Protocols (WAP); Short Message Service (SMS); and Multimedia Message Services (MMS). These are key emerging technologies that have a significant part to play in the future of the ICT industry and it is important that IT professionals have an understanding of potential developments in this area. Students will gain a sound practical understanding of the main m-business applications from m-ticketing, m-banking, m-wallet, intragames, m-games, m-music and m-information services.

### Dynamic Web Technologies (COMPM093)

|                           |                          |
|---------------------------|--------------------------|
| <b>Level</b>              | SCQF Level 11 (Level M)  |
| <b>Entry Requirements</b> | Degree or equivalent     |
| <b>Assessment</b>         | Coursework & Examination |
| <b>Delivery</b>           | Distance Learning        |
| <b>Fee</b>                | £395                     |

This is another class that is practical/skills driven. Students will build a database driven website using active server pages and Microsoft Access Database/MySQL.

The class is broken down into three sections: an introduction to Active Server Pages; communicating with the client and database solutions.

### CertHE Office Information Software

**Campus** Flexible delivery through distance learning mixed with taught classes.

#### Entry

One Higher or relevant work experience and demonstrate an aptitude for working with computers

**Fee** Offered at special fee of £300 for complete Certificate

**Contact** Centre for Lifelong Learning  
tel 01698 894455  
e-mail hamilton-cll@paisley.ac.uk

The programme provides a structured framework for a career in office information management. The course has been designed to give you a thorough grounding in the use of Microsoft Office applications. This will provide you with skills not only in the use of wordprocessing and spreadsheet analysis, but also in the development and management of Access databases. The course embeds the ECDL units into the University qualification. In this way, you will cover both basic and advanced ECDL training and gain a set of distinct industry-recognised certificates.

*NB: The has intakes in February, June and September, subject to demand. Part-time students can take between one and three modules per semester to suit their own schedule.*

#### Course Content

**First Steps at University\* or First Steps in Business\* Web Development 1\* European Computer Driving Licence\* Introduction to Career Planning\* ECDL Advanced Word Processing\* ECDL Advanced Presentations\* ECDL Advanced Spreadsheets\* ECDL Advanced Databases\***

For an employer, the programme confirms that potential employees have a recognised, relevant and measurable level of IT skills and knowledge. The programme also has benefits in that:

- It provides a basic qualification which will allow all employees, regardless of their background, to be part of the information society
- The ECDL modules in the programme are internationally recognised standards that certify that the holder has knowledge of the basic concepts of Information Technology and is able to use a personal computer
- The Advanced ECDL certification in the programme also provides the benchmark for identifying qualified candidates with key skills in using office administration software

The Office Information Software qualification enables students to demonstrate their competence in essential computer skills.

It has many benefits for the individual and will:

- Raise your level of competency in essential IT and computer skills
- Improve your IT productivity at work and home
- Improve your job prospects as it tells employers about your technical skills in using Microsoft Office applications and lets you stand out from non-certified candidates
- Provide a passport to higher level IT education
- Incorporate a set of internationally recognised qualifications

The Office Information Software certification shows that you have the baseline IT skills needed to operate as an administrator in a modern office environment where defined IT skills are essential. The programme should also improve your job satisfaction and technical ability as you increase your knowledge and skills base.

*\* More details about the modules marked with an asterisk can be found under the 'Introductory Modules' section.*

*NB – Students will be given guidance on their module selections to suit their own particular schedules. Alternative module options may be possible from across the University's portfolio.*

*^ available from September 2008 on an on-line basis*

### Access to Higher Education

Once you have completed the Office Information Software Certificate, you will be eligible for entry into the first year of one of the School's information/computing technology programmes. Alternatively, you will be able to register for a flexible programme of part-time study through the University's Centre for Lifelong Learning.

### Professional Exemption

**BCS** On completion of ECDL and the 4 Advanced ECDL modules, you can apply to become a Certified ECDL expert and apply for Associated Membership of the British Computing Society.

Through an appropriate combination of modules you can build towards the University's Certificate of HE, the framework for a successful career in office information management.

### Certified Internet Webmaster

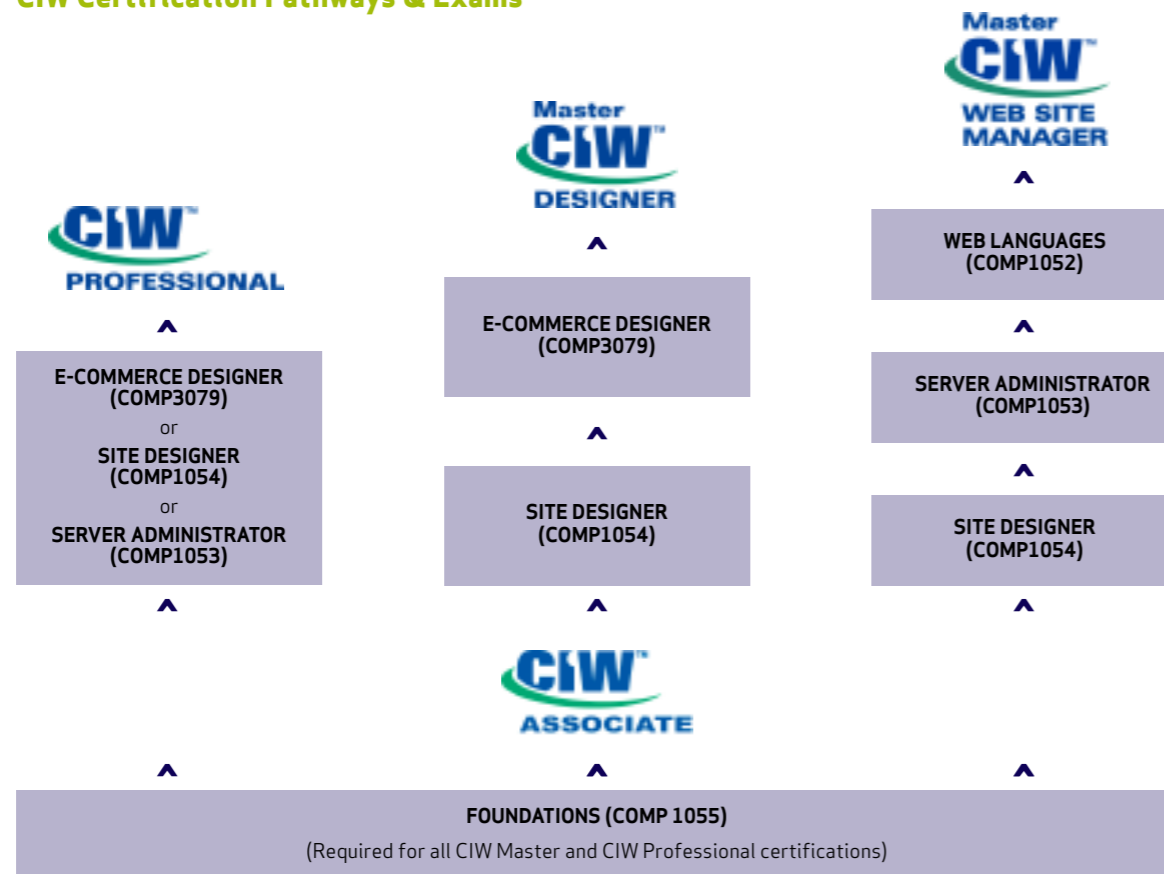


CIW is a curriculum and certification programme that has become the industry-standard certification for Internet skills – from hardware and software applications to business concepts and practices. It incorporates a vendor-neutral curriculum for a more rounded foundation. CIW is ideal if you are seeking to enter the Internet workforce, or if you are an Internet professional who wants to advance in your field. It is also the largest Internet job-readiness certification, with over 70,000 CIW certifications already gained worldwide. Study is via online to suit your needs, with access to CIW's notes and materials and full support from the University's School of Computing. The course materials are accessed through the University's online learning engine – 'Blackboard' – which has facilities for courseware download, coursework upload and enables you to interact with fellow students and with tutors. Online sessions are supported by CIW-certified University staff. At the time of printing examinations will take place at Paisley Campus.

*\* If you choose to sit the CIW examinations outwith the University, this will incur a charge.*

The University offers CIW certification from the foundational level CIW Associate to advanced-level Master CIW certification. The routes to CIW awards are shown here with the related module descriptors given opposite. Apply for the modules of your choice using the University titles and codes.

### CIW Certification Pathways & Exams



### Webmaster Foundations (COMP1055)

|                           |   |
|---------------------------|---|
| <b>Level</b>              | SCQF Level 7 (Level 1) 15 Credits   |
| <b>Entry Requirements</b> | None  |
| <b>Assessment</b>         | Examination   |
| <b>Delivery</b>           | Distance Learning   |
| <b>Fee</b>                | £199 (includes tuition, support, material and exam fee*)  |
| <b>Contact</b>            | <b>Centre for Lifelong Learning</b><br>tel 0141 848 3193<br>e-mail lifelonglearning@paisley.ac.uk |

The CIW Associate certification is ideal for all professionals who use the Internet. This prerequisite certification is also required for all levels of specialisation in the CIW programme. The CIW Foundations exam validates the basic hands-on skills and knowledge that a professional is expected to understand and use. Foundational skills include basic knowledge of Internet technologies, network infrastructure, web authoring using XHTML, and job skills such as project management. For detailed information go to [www.paisley.ac.uk/ciw](http://www.paisley.ac.uk/ciw)

### Web Languages (COMP1052)

|                           |   |
|---------------------------|---|
| <b>Level</b>              | SCQF Level 7 (Level 1) 15 Credits   |
| <b>Entry Requirements</b> | Webmaster Foundations   |
| <b>Assessment</b>         | Examination   |
| <b>Delivery</b>           | Distance Learning   |
| <b>Fee</b>                | £199 (includes tuition, support, material and exam fee*)  |
| <b>Contact</b>            | <b>Centre for Lifelong Learning</b><br>tel 0141 848 3193<br>e-mail lifelonglearning@paisley.ac.uk |

JavaScript Fundamentals – the CIW JavaScript Fundamentals exam validates JavaScript proficiency for individuals seeking Master CIW Web Site Manager and Master CIW Enterprise; Developer certifications. Perl Fundamentals – the CIW Perl Fundamentals exam validates Perl proficiency for individuals seeking Master CIW Web Site Manager and Master CIW Enterprise Developer certifications. For detailed information go to [www.paisley.ac.uk/ciw](http://www.paisley.ac.uk/ciw)

### Web Site Designer (COMP1054)

|                           |   |
|---------------------------|---|
| <b>Level</b>              | SCQF Level 7 (Level 1) 15 Credits   |
| <b>Entry Requirements</b> | Webmaster Foundations   |
| <b>Assessment</b>         | Examination   |
| <b>Delivery</b>           | Distance Learning   |
| <b>Fee</b>                | £199 (includes tuition, support, material and exam fee*)  |
| <b>Contact</b>            | <b>Centre for Lifelong Learning</b><br>tel 0141 848 3193<br>e-mail lifelonglearning@paisley.ac.uk |

The CIW Site Designer certification is ideal for web authors, marketing and communications professionals, PR professionals, webmasters, graphic designers, desktop publishers, technical writers and library scientists.

The CIW Site Designer exam validates human-factor principles in designing, implementing and maintaining hypertext-based websites using authoring and scripting languages, content creation and management tools, and digital media tools. For detailed information go to [www.paisley.ac.uk/ciw](http://www.paisley.ac.uk/ciw)

### E-Commerce Designer (COMP3079)

|                           |   |
|---------------------------|---|
| <b>Level</b>              | SCQF Level 9 (Level 3)  |
| <b>Entry Requirements</b> | Webmaster Foundations and Web Site Designer or equivalent   |
| <b>Assessment</b>         | Examination   |
| <b>Delivery</b>           | Distance Learning   |
| <b>Fee</b>                | £199 (includes tuition, support, material and exam fee*)  |
| <b>Contact</b>            | <b>Centre for Lifelong Learning</b><br>tel 0141 848 3193<br>e-mail lifelonglearning@paisley.ac.uk |

The module covers the following topics: e-commerce principles and practices; legal issues in e-commerce; customer relationship management; B2B frameworks; site creation with Commerce Server 2002; payments, transactions, and security; and e-learning sites. For detailed information go to [www.paisley.ac.uk/ciw](http://www.paisley.ac.uk/ciw)

### Web Server Administration (COMP1053)

|                           |   |
|---------------------------|---|
| <b>Level</b>              | SCQF Level 7 (Level 1)  |
| <b>Entry Requirements</b> | Webmaster Foundations (COMP1055)  |
| <b>Assessment</b>         | Examination   |
| <b>Delivery</b>           | Wednesday, 6-9pm  |
| <b>Fee</b>                | £199 (includes tuition, support, material and exam fee*)  |
| <b>Contact</b>            | <b>Centre for Lifelong Learning</b><br>tel 0141 848 3193<br>e-mail lifelonglearning@paisley.ac.uk |

The CIW Server Administrator certification is ideal for LAN/WAN administrators, systems administrators, systems managers, intranet administrators, network engineers and Internetworking engineers.

The CIW Server Administrator exam focuses on server and network administration tasks and tools implemented by IT professionals. CIW Server Administrators manage and tune corporate e-business solutions and infrastructure including Web, FTP, news and mail servers, for midsize to large businesses. This certification validates knowledge and skills in configuring, managing and deploying e-business solutions servers. For detailed information go to [www.paisley.ac.uk/ciw](http://www.paisley.ac.uk/ciw)

**Microsoft**



Microsoft has teamed up with a select group of academic institutions to form the IT Academy Programme.

This programme was designed to bring Microsoft accredited training within the reach of students, the unemployed and staff from small businesses.

You get the assurance from Microsoft that the approved courses are what you need to get the most out of the relevant platform and products. In addition to this, you have the convenience and reassurance of dealing with a local educational establishment within which all Microsoft IT Academy trainers are Microsoft Certified and use guaranteed Microsoft courseware. All classrooms and resources are Microsoft approved through a rigorous QA evaluation.

We offer the following Microsoft Certifications as part of our part-time programme:

- ▶ Microsoft Certified Professional (MCP)
- ▶ Microsoft Certified Desktop Support Technician (MCDST)
- ▶ Microsoft Certified Systems Administrator (MCSA)



**Course 2262:**  
Supporting Users Running Applications on Microsoft Windows XP

online

**Course 2261:**  
Supporting Users Running Microsoft Windows XP

online

Successful completion of these two modules will provide you with Microsoft Certified Desktop Support Technician status.

**Microsoft Code: Course 2261  
Desktop User Support 1 (COMP1038)**

|                           |   |
|---------------------------|---|
| <b>Level</b>              | SCQF Level 7 (Level 1) 15 Credits   |
| <b>Entry Requirements</b> | Contact Lifelong Learning   |
| <b>Assessment</b>         | Examination   |
| <b>Delivery</b>           | Distance Learning   |
| <b>Fee</b>                | £155  |
| <b>Contact</b>            | <b>Centre for Lifelong Learning</b><br>tel 0141 848 3193<br>e-mail lifelonglearning@paisley.ac.uk |

**Vendor Certification**

Students taking this module will sit the Microsoft Exam Reference 70-271, successful completion of which will contribute to MCDST and MCSA qualifications and qualify you with the MCP qualification. Examinations are included in the fee. Examinations will take place at the University's Paisley Campus.

Students will install and troubleshoot installation of a Windows Desktop Operating System; manage and troubleshoot access to computing resources; configure and troubleshoot hardware devices and drivers; configure and troubleshoot desktop and user environments; and troubleshoot network protocols and services.

**Microsoft Code: Course 2262  
Desktop User Support 2 (COMP1039)**

|                           |   |
|---------------------------|---|
| <b>Level</b>              | SCQF Level 7 (Level 1) 15 Credits   |
| <b>Entry Requirements</b> | Contact Lifelong Learning   |
| <b>Assessment</b>         | Examination   |
| <b>Delivery</b>           | Distance Learning   |
| <b>Fee</b>                | £155  |
| <b>Contact</b>            | <b>Centre for Lifelong Learning</b><br>tel 0141 848 3193<br>e-mail lifelonglearning@paisley.ac.uk |

**Vendor Certification**

Students taking this module will sit the Microsoft Exam Reference 70-272, successful completion of which will contribute to MCDST and MCSA qualifications and qualify you with the MCP qualification. Examinations are included in the fee. Examinations will take place at the University's Paisley Campus.

This module covers configuring and troubleshooting applications; resolving issues related to usability; resolving issues related to application customisation; configuring and troubleshooting connectivity for applications; and configuring application security.

**Microsoft Certified Pathways & Exams**

This diagram gives the Microsoft codes and descriptors.

Check for the relevant Microsoft code in the University's module descriptors in the following section to select the appropriate module(s) for your chosen certification. Apply using the University module code, shown in brackets after the module title.



**Course 2400:** Implementing and Managing Microsoft Exchange Server 2003

class-based

**Course 2276:** Implementing a Microsoft Windows Server 2003 Network Infrastructure: Network Hosts  
**plus**  
**Course 2277:** Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure: Network Services

online & class-based

**Course 2274:** Managing a Microsoft Windows Server 2003 Environment  
**plus**  
**Course 2275:** Maintaining a Microsoft Windows Server 2003 environment

online

**Course 2273:**  
Managing and Maintaining a Microsoft Windows Server 2003 Environment

class-based

**Course 2285:**  
Installing, Configuring, and Administering Microsoft Windows XP Professional

online

**Course 2272:**  
Implementing and Supporting Microsoft Windows XP Professional

class-based

**Course 5115:**  
Installing and Configuring the Windows Vista Operating System  
**plus**  
**Course 5116:**  
Windows Vista Applications and Tools

class-based

These are the pathways, covering in-class and distance learning routes, to attaining Microsoft Certified Systems Administrator (MCSA) status.

To gain Microsoft Certified Professional (MCP) status you will need to pass one current Microsoft certification exam to provide a valid and reliable measure of your technical proficiency and expertise. You can select from any of the Microsoft modules on offer with the University.



\* Currently, examinations take place at the University's Paisley campus.

**Microsoft Code:  
Course 2274 & 2275 / Course 2273  
Server Operating System Configuration  
(COMP1051)**

|                           |   |
|---------------------------|---|
| <b>Level</b>              | SCQF Level 7 (Level 1)  |
| <b>Entry Requirements</b> | Contact Lifelong Learning   |
| <b>Assessment</b>         | Examination 70-290 (2273)*  |
| <b>Delivery</b>           | Online / Monday & Wednesday, 6-9pm  |
| <b>Fee</b>                | £300  |
| <b>Contact</b>            | <b>Centre for Lifelong Learning</b><br>tel 0141 848 3193<br>e-mail lifelonglearning@paisley.ac.uk |

This course provides students with the knowledge and skills that are required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server™ 2003 environment.

This is the first course in the Systems Administrator and Systems Engineer tracks for Windows Server 2003 and serves as the entry point for other courses in the Windows Server 2003 curriculum.

This course is intended for individuals who are employed as or seeking employment as a systems administrator or systems engineer.

After completing the course, students will be able to: Create and populate organisational units with user and computer accounts; Manage user and computer accounts; Create and manage groups; Manage access to resources; Manage printing; Manage access to objects in organisational units; Implement Group Policy; Manage the user and computer environment by using Group Policy; Audit accounts and resources; Prepare to administer server resources; Configure a server to monitor system performance; Monitor system performance; Manage device driver by configuring device driver signing and restoring a device driver; Manage hard disks; Manage data storage; Manage disaster recovery; Maintain software by using Microsoft Software Update Services.

**NEW FOR 2008 >>**

A Windows Vista operating system route is also being offered for January 2008 start, on the Operating Systems Configuration module (COMP1033).

This covers the Microsoft courses 5115 & 5116 and upon successful completion can be used to build towards MCSA certification.

\* Currently, examinations take place at the University's Paisley campus.

**Microsoft Code: Course 2285, or 2272,  
or 5115 and 5116  
Operating Systems Configuration -  
XP/Vista (COMP1033)**

|                           |   |
|---------------------------|---|
| <b>Level</b>              | SCQF Level 7 (Level 1)  |
| <b>Entry Requirements</b> | Contact Lifelong Learning   |
| <b>Assessment</b>         | Examination   |
| <b>Delivery</b>           | (2285) Online<br>(2272) Monday & Wednesday, 6-9pm<br>(5115 & 5116) Monday & Thursday, 6-9pm       |
| <b>Fee</b>                | £300  |
| <b>Contact</b>            | <b>Centre for Lifelong Learning</b><br>tel 0141 848 3193<br>e-mail lifelonglearning@paisley.ac.uk |

This module gives you the option of following either the Windows XP Professional or the Windows Vista operating system route.

The purpose of this course is to address the implementation and desktop support needs of customers that are planning to deploy and support Microsoft Windows® XP Professional / Vista in a variety of stand-alone and network operating system environments.

It provides in-depth, hands-on training for Information Technology (IT) professionals responsible for the planning, implementation, management, and support of Windows XP Professional / Vista

This course is based on the Windows XP Professional / Vista operating system.

The target audience consists of IT support professionals who:

- > are new to the Windows XP Professional / Vista product;
- > provide Helpdesk support for Windows XP Professional / Vista desktops;
- > provide support for the Microsoft Windows NT version 4.0 or Windows 2000 Server family of products, or support for a Microsoft Windows XP Professional / Vista solution environment.

At the end of the course, students will be able to:

- > install Windows XP Professional / Vista and upgrade to Windows XP Professional / Vista
- > automate an installation of Windows XP Professional / Vista by using answer files and Uniqueness Database Files (UDFs), or by using the Microsoft Windows 2000 System Preparation Tool;
- > configure and manage hardware on a computer running Windows XP Professional / Vista;
- > manage disks;
- > configure and manage file systems;
- > troubleshoot the boot process and other system issues;
- > configure the desktop environment, and use profiles to control desktop customisation;
- > configure and support Transmission Control Protocol/Internet Protocol (TCP/IP); //configure Windows XP Professional / Vista to operate on Windows networks;
- > support remote users;
- > configure Windows XP Professional / Vista for mobile computing;
- > monitor resources and performance.

**Microsoft Code: Course 2400  
Implementing Exchange Server  
(COMP2053)**

|                           |   |
|---------------------------|---|
| <b>Level</b>              | SCQF Level 8 (Level 2)  |
| <b>Entry Requirements</b> | Contact Lifelong Learning   |
| <b>Assessment</b>         | Examination 70-284 (2400)   |
| <b>Delivery</b>           | Monday & Wednesday, 6-9pm   |
| <b>Fee</b>                | £300  |
| <b>Contact</b>            | <b>Centre for Lifelong Learning</b><br>tel 0141 848 3193<br>e-mail lifelonglearning@paisley.ac.uk |

This instructor-led course provides students with the knowledge and skills that are needed to update and support a reliable, secure messaging infrastructure. This infrastructure is used for creating, storing and sharing information by using Microsoft Exchange Server 2003 in a medium-sized to large-sized (250 to 5,000 users) messaging environment. This course offers a significant number of hands-on practice, discussions and assessments that assist students in becoming proficient in the skills that are needed to update and support Exchange Server 2003.

After completing this course, students will be able to: Perform a installation of Exchange Server 2003 and verify that the installation was successful; Configure and manage Exchange Server 2003; Secure Exchange Server 2003; Manage recipients; Manage public folders; Manage address lists; Implement and manage access to Exchange Server mailboxes for Internet protocol clients; Manage client configuration and connectivity; :Manage routing; Manage mobile devices with Exchange Server 2003; Manage data storage and hardware resources; Plan for disaster and disaster recovery; Back up and restore Exchange Server; Perform preventive maintenance; Migrate users from Exchange Server 5.5 to a separate Exchange Server 2003 organisation.

**Microsoft Code: Course 2276 & 2277  
Computer Network Infrastructure  
(COMP3053)**

|                           |   |
|---------------------------|---|
| <b>Level</b>              | SCQF Level 9 (Level 3)  |
| <b>Entry Requirements</b> | Contact Lifelong Learning   |
| <b>Assessment</b>         | Examination 70-291 (2276/2277)  |
| <b>Delivery</b>           | Online and Monday & Wednesday, 6-9pm  |
| <b>Fee</b>                | £300  |
| <b>Contact</b>            | <b>Centre for Lifelong Learning</b><br>tel 0141 848 3193<br>e-mail lifelonglearning@paisley.ac.uk |

**2276:**

The goal of this course is to provide students with the skills and knowledge necessary to configure a Windows-based computer to operate in a Microsoft Windows Server™ 2003 networking infrastructure.

This is the third course in the Systems Administrator and Systems Engineer tracks for Windows Server 2003.

The target audience for this course includes individuals who are either employed by, or who are seeking employment as, a Systems Administrator in Medium and Large organisations (M/LORG).

After completing this course, students will be able to: Describe the Transmission Control Protocol/Internet Protocol (TCP/IP) protocol architecture; convert Internet Protocol (IP) addresses between decimal and binary; calculate a subnet mask

Create subnets using Variable-Length Subnet Mask (VLSM) and Classless Inter-Domain Routing (CIDR); configure a host to use a static IP address; assign IP addresses in a multiple subnet network; describe the IP routing process; configure a host to obtain an IP address automatically; configure a host so that automatic private IP address configuration is disabled; configure a host to use name services; isolate common connectivity issues

**2277:**

This instructor-led course provides students with the knowledge and skills to implement manage and maintain a Microsoft Windows Server 2003 network infrastructure.

The course is intended for systems administrator and systems engineer candidates who are responsible for implementing, managing and maintaining server networking technologies. These tasks include implementing routing; implementing, managing and maintaining Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS) and Windows Internet Name Service (WINS); securing Internet Protocol (IP) traffic with Internet Protocol security (IPSec) and certificates; implementing a network access infrastructure by configuring the connections for remote access clients; and managing and monitoring network access.

This is the fourth course in the Systems Administrator and Systems Engineer track for Windows Server 2003, and it is the final course in the Systems Administrator track.

This course is intended for individuals who are employed as or seeking employment as a systems administrator or systems engineer.

After completing this course, students will be able to: allocate IP addressing by using DHCP; manage and monitor DHCP; resolve names; resolve host names by using DNS; manage the integration of Active Directory and DNS; manage and monitor DNS; resolve network basic input/output system (NetBIOS) names by using WINS; secure network traffic by using IPSec and certificates; configure routing by using the Routing and Remote Access service; configure network access; manage and monitor network access.



## CISCO Programmes

The widely respected Cisco Career Certifications bring valuable, measurable rewards to network professionals, their managers and the organisations that employ them. For January 2008, the University is offering, on a part-time evening basis at Hamilton Campus, **Communication Technologies (COMP2031)** module, incorporating CISCO CCNA1 & 2, using curriculum version 3.1. This module can be used towards completion of the CISCO Certified Network Administrator [CCNA] qualification.

The CISCO qualification is modular and will, on completion with the University, provide you with a recognised IT certification, as well as 60 points of credit that may be used towards a degree, should you decide to take your qualification further.

That means that you can achieve a BSc Information Technology or Computing and have CISCO Accreditation at the same time.

## Achieving CCNA Certification

**From September 2008, it is proposed that the following CISCO modules will be offered at Hamilton Campus, enabling students who have completed CCNA1 and CCNA2 to progress to achieving full CCNA Certification.**

### CCNA3-Switching Basics and Intermediate Routing

The target audience are those who desire a practical and technical introduction to the field of networking and who are interested in careers as network technicians, network engineers, network administrators, and network help-desk staff.

The completion of this course requires the following:

#### Successful completion of CCNA 2

Switching Basics and Intermediate Routing is the third of four courses leading to the Cisco Certified Network Associate (CCNA) designation. The course focuses on the following advanced IP addressing techniques:

- › Variable Length Subnet Masking (VLSM)
- › Intermediate routing protocols such as RIP v2, single-area OSPF and EIGRP
- › Command-line interface configuration of switches
- › Ethernet switching & Virtual LANs (VLANs)
- › Spanning Tree Protocol (STP) & VLAN Trunking Protocol (VTP)

### CCNA4-WAN Technologies

The completion of this course requires the following:

#### Completion of CCNA 3

CCNA 4: WAN Technologies is the last of four courses leading to the Cisco Certified Network Associate (CCNA) designation.

The course focuses on the following topics:

- › Advanced IP addressing techniques
- › Network Address Translation (NAT)
- › Port Address Translation (PAT)
- › Dynamic Host Configuration Protocol (DHCP)
- › WAN technology and terminology
- › PPP
- › ISDN
- › DDR
- › Frame Relay
- › Network management

## Starting January 2008

### Communication Technologies (COMP2031) Part of CCNA (core module)

|                           |  |
|---------------------------|--|
| <b>Level</b>              | SCQF 8 (Level 2)   |
| <b>Entry Requirements</b> | None   |
| <b>Assessment</b>         | Examination - Cisco 640-821  |
| <b>Delivery</b>           | Monday & Wednesday, 6-9pm  |
| <b>Fee</b>                | £600   |
| <b>Contact</b>            | <b>Centre for Lifelong Learning</b><br>tel 0141 848 3193<br>e-mail lifeloglearning@paisley.ac.uk |

### CCNA1 - Networking Basics

The target audience is anyone who desires a practical, technical introduction to the field of networking and who is interested in a career as a network technician, network engineer, network administrator or network help-desk staff. Networking Basics is the first of four courses leading to the Cisco Certified Network Associate (CCNA) designation.

The course focuses on the following:

- › Network terminology & Network protocols
- › Local-area networks (LANs) & Wide-area networks (WANs)
- › Open System Interconnection (OSI) model
- › Cabling & Cabling tools
- › Routers & Router programming
- › Ethernet
- › Internet Protocol (IP) addressing
- › Network standards

The CCNA certification indicates knowledge of networking for the small office, home office (SOHO) market, and the ability to work in small businesses or organisations using networks that have fewer than 100 nodes.

### CCNA2 - Routers and Routing Basics

The successful completion of this course requires the following: Successful completion of CCNA 1. CCNA 2 is the second of four CCNA courses leading to the Cisco Certified Network Associate (CCNA) designation. CCNA 2 focuses on initial router configuration, Cisco IOS Software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Students will develop skills on how to configure a router, manage Cisco IOS Software, configure routing protocol on routers, and set the access lists to control the access to routers.

The course focuses on the following:

- › Routers and their roles in WANs
- › Cisco IOS
- › Router configuration
- › Router file management
- › RIP and IGRP routing protocols
- › TCP/IP error and control messages
- › Router troubleshooting
- › Intermediate TCP
- › Access control lists