The Computer Studies Department is going to conduct a series of IT courses for G10 and G11 students, instructed by Mr. CKTse, to strengthen their IT skills and to equip them for their studies. The details are as follows:

1. **Database: (1) Database Concepts and introducing SQL (1 hour × 3)**  
   **Date, Time and Venue:** 12/10, 19/10, 26/10* (Wed), 3:50-4:50pm, CR3  
   **Enrollment:** Send an email via your own eclass account to 
   
   ![Email Address](dbscs@dbs.edu.hk)  
   stating your class and name, and use “Apply to Database (1)” as title, on or before 8/10/2011 (Sat).  
   
   **Contents:**  
   ✓ Database overview  
   ✓ **SQL** overview  
   ✓ Basic **DDL** commands  
   ✓ Basic **DML** commands  

   *Owing to the Leadership Training Camp for G11 students on 27-30/9, the course is postponed for a week.

2. **Word Processing and Desktop Publishing (MS Word) (1 hour × 3)**  
   **Date, Time and Venue:** 2/11, 9/11, 16/11 (Wed), 3:50-4:50pm, CR3  
   **Enrollment:** Send an email via your own eclass account to 
   
   ![Email Address](dbscs@dbs.edu.hk)  
   stating your class and name, and use “Apply to WP n DP” as title, on or before 29/10/2011 (Sat).  
   
   **Contents:**  
   ✓ Overview  
   ✓ Mail Merge  
   ✓ Desktop Publishing

3. **Database: (2) SQL - The **SELECT** command (1 hour × 4)**  
   **Date, Time and Venue:** To be announced  
   **Enrollment:** To be announced  
   
   **Contents:**  
   ✓ The Basics  
   ✓ Aggregation  
   ✓ Join  
   ✓ Subquery
4. Exploring the Internet (1 hour × 3)
   Date, Time and Venue: To be announced
   Enrollment: To be announced
   Contents:
   ✓ The Internet as Information Centre
   ✓ Web 2.0
   ✓ Some Useful Free Web Tools

5. Database: (3) Database design and E-R model (1 hour × 3)
   Date, Time and Venue: To be announced
   Enrollment: To be announced
   Contents:
   ✓ Database design
   ✓ E-R model
   ✓ Normalization

6. Electronic Spreadsheet (MS Excel) (1 hour × 3)
   Date, Time and Venue: To be announced
   Enrollment: To be announced
   Contents:
   ✓ Overview
   ✓ Formula and Function
   ✓ Addressing
   ✓ Application Examples