



# SHORT COURSES PROGRAMME

## SDF Funding

Employers who wish to apply for SDF funding must submit the SDF Form 1 to SDF at least one working day before course start date.

Download the form at [www.sdf.gov.sg](http://www.sdf.gov.sg) or request for a copy by calling the SDF Hotline on 68835885.

## Registration & Payment

- Walk-in at the Customer Service Centres
- Apply online at [www.ite.edu.sg/cet/sc/online.htm](http://www.ite.edu.sg/cet/sc/online.htm)
- Post the application form to us

Payment is required for confirmation of place. Crossed cheques should be made payable to 'Institute of Technical Education. At the back of the cheque, please write your name, NRIC/FIN, course title and contact number.

Closing date: 1 month before course start date or when the class is full.

## Withdrawal & Deferment

Withdrawal or deferment notice must be made in **writing** :

- 2 weeks or more before course start date - Full refund
- Less than 2 weeks before course start date - 50% refund
- On or after course start date - No refund

In the event that the course is cancelled due to unforeseen circumstances, full refund will be given.

# HOW TO SET UP DATABASES AND E-COMMERCE WEB APPLICATIONS FOR BEGINNERS

## Objective

Participants will be trained to develop interactive web and electronic-commerce application. This course uses Macromedia Dreamweaver and Microsoft Access.

## Who Should Attend

Web designers, and interested public members

## Entry Requirement

Applicants should have completed the course on "HOW TO SET UP WEB SERVERS" or have basic knowledge of web page creation using Dreamweaver.

## Content

### Introduction to E-Commerce

Define E-Commerce.

- Benefits of E-commerce
- Key Features

### Introduction to Database

Define the roles and components of a Database.

Describe the process of creating a Database.

### Database linkage to web pages

Describe the process of connecting database to web site.

Retrieve and display database information onto web pages.

Update database information via web pages.

### E-Commerce Security

Describe the process of building a secured e-commerce website.

## Course Details

- Duration : 15 practical hours (5 sessions)
- Total fee : \$240 (inclusive of GST and registration fee)
- Schedule : See our website for details or call us for more information

**INSTITUTE OF TECHNICAL EDUCATION**

**Worker Education Programme Dept, 10 Dover Drive, Singapore 138683**

**Tel: 1800-2255 483 | Fax: 65902418 | Email: [cet@ite.edu.sg](mailto:cet@ite.edu.sg)**

**Website: [www.ite.edu.sg/cet/sc](http://www.ite.edu.sg/cet/sc)**