

Computing

Introduction to Computing - Module: Computing from the Beginning

Dates: 13 Oct – 1 Dec, Greymouth
20 Oct – 8 Dec, Westport

Day/Time: Wed, 6.00pm - 9.00pm, Greymouth
Wed, 7.00pm - 9.00pm, Westport

Cost: \$40

This course is for those who want to learn the basics of computing. The topics covered in this class include: hardware & software, word processing, internet, email, file management and spreadsheets (excel).

Casual Computing Classes - Modules: Word, Excel, Publisher & PowerPoint

Dates: 13 Oct – 24 Nov, Greymouth & Reefton
12 Oct – 20 Nov, Hokitika

Day/Time: Wed, 3.00pm – 8.00pm, Greymouth
Wed, 4.00pm – 8.00pm, Reefton
Tue, 7.00pm – 9.30pm, Hokitika

Cost: \$50

This class will allow you to work on one of the following modules: Word, Excel, Publisher, and PowerPoint. This is a great way to brush up on your computer skills.

NOTE: When you enrol please tell us which module you would like to complete. Computing from the Beginning module is also available at Reefton and Hokitika. Web Design is also an option at Greymouth Campus.

Certificate in Real World Computing (Incorporating ICDL and the National Certificate in Computing (Level 2))

Date: Anytime, Greymouth, Westport & Reefton

Days/Time: Please enquire, Greymouth & Reefton
Mon, 6.00pm – 8.00pm, Westport

Cost: \$20 per credit

Are you working in a position that requires knowledge of Microsoft Office packages? Have you bought a new computer but have no idea where to start? These qualifications cover a wide range of computer skills, including: managing files, word processing, spreadsheets, database, slideshow presentations, internet, email and webpage design.

Please note that flexible hours are available to cater to people with busy lives who want to up skill in the use of computers.

For More Information

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