

Scheduled Classes 2010

Extra classes may be added if required, including evenings and Saturdays

| Course | Time | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
|--|------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Intro to computers (6 hours over 2 days) (basic Windows, email and Internet skills) | 9-12 | | | | 5 / 6 | | | 4 / 5 | | | 2 / 3 | |
| | 2-5 | 15 / 16 | 30 / 31 | | | 29 / 30 | | | 22 / 23 | | | |
| Word Beginners (6 hours over 2 days) (basic skills, add interest to documents) | 9-12 | 23 / 24 | | | | 1 / 2 | | | 2 / 3 | | | 2 / 3 |
| | 2-5 | | | 7 / 8 | | | 26 / 27 | | | 19 / 20 | | |
| Word Intermediate (6 hours over 2 days) (longer documents, time savers) | 9-12 | 16 / 17 | | | | 15 / 16 | | | | 7 / 8 | | |
| | 2-5 | | | 14 / 15 | | | | 11 / 12 | | | 23 / 24 | |
| Word Advanced (6 hours over 2 days) (explore Word in more depth) | 9-12 | | | | 11 / 12 | | | | 15 / 16 | | | |
| | 2-5 | | 8 / 9 | | | | 21 / 22 | | | | 15 / 16 | |
| Excel Beginners (6 hours over 2 days) (work with numbers, simple formulas) | 9-12 | | | | 27 / 28 | | 1 / 2 | 10 / 11 | | | | |
| | 2-5 | 10 / 11 | 24 / 25 | | | | | | | 27 / 28 | | 1 / 2 |
| Excel Intermediate (6 hours over 2 days) (more advanced formulas, linked sheets) | 9-12 | | 10 / 11 | | | | 14 / 15 | | 21 / 22 | | | 14 / 15 |
| | 2-5 | 17 / 18 | | 21 / 22 | | 2 / 3 | | | | 13 / 14 | | |
| Excel Advanced (4 hours) (explore Excel, troubleshoot problems) | 9-1 | 26 | | | | 30 | | | | 29 | | |
| | 1-5 | | | 28 | | | | 31 | | | | 16 |
| MYOB Beginners (4 hours) (introduction to an accounting programme) | 9-1 | | 2 | | | | | | 7 | | | |
| | 1-5 | | | | 25 | | 28 | | | | 9 | |
| MYOB Intermediate (6 hours over 2 days) (learn more than cash transactions) | 9-12 | | | 20 / 21 | | | | | | | 23 / 24 | |
| | 2-5 | | | | | 9 / 10 | | 2 / 3 | 13 / 14 | | | |
| PowerPoint (6 hours over 2 days) (create presentations, design visual aids) | 9-12 | | | 13 / 14 | | | | | 28 / 29 | | 11 / 12 | |
| | 2-5 | | 3 / 4 | | 10 / 11 | | | 4 / 5 | | | | 8 / 9 |
| Publisher (6 hours over 2 days) (create a publication from the beginning) | 9-12 | | 23 / 24 | | | | 20 / 21 | | | | 16 / 17 | |
| | 2-5 | 24 / 25 | | | 26 / 27 | | | | 6 / 7 | | | |
| Access Beginners (6 hours over 2 days) (introduction to database features) | 9-12 | | | | | | | 26 / 27 | | | | |
| | 2-5 | | | | 3 / 4 | | | | | | 10 / 11 | |

Computer training

Classes Offered

Introduction to computer basics
(Microsoft Windows, Email and Internet)

Microsoft Office 2003
(Word, Excel, PowerPoint, Publisher, Access)

Microsoft Office 2007
(Word, Excel, PowerPoint, Publisher, Access)

Mind Your Own Business (MYOB)

Scheduled classes

2 to 6 people per class

Dates for classes on inside page

\$180 for 4 hour courses

\$240 for 6 hour courses

1 to 1 training

Hourly rates apply

1-3 hours 80.00

4-6 hours 75.00

7-10 hours 70.00

> 10 hours 65.00

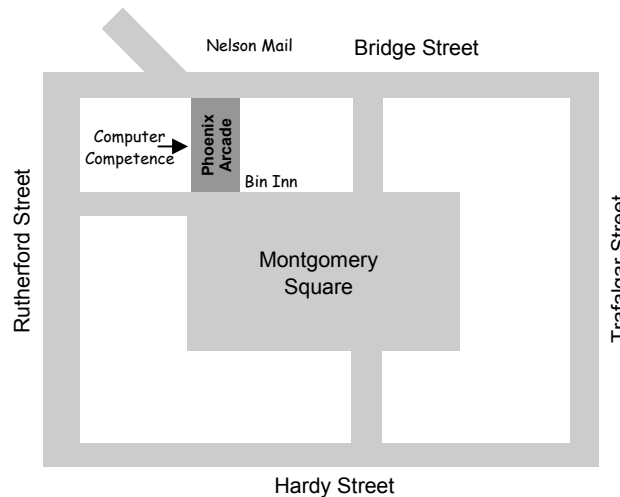
Tailored corporate training

Arranged on an individual basis

Please enquire

Vivianne Mail

Director and principal trainer
Bachelor of Information Technology
Diploma of Teaching



Computer 
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computing confidence through
computer competence

2010

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