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## THE EDUCATION PROVIDERS

# Computing Levels 2 & 3

### Course Details:

**Fees:**

NO FEES

**Duration:**

36 weeks (to be confirmed)

**Information and Enrolment Seminar:****Te Puke:**

To be confirmed

**Course Delivery:**

Te Puke

**Course Start and End Dates:****TE PUKE**

To be confirmed

**To Register your Interest:****ONLY 20 SPACES AVAILABLE PER COURSE!!**

Phone: (07) 573 4540

Email: [info@starltd.co.nz](mailto:info@starltd.co.nz)

TWOA: 0800 355 553 – Ask for Kuini Clarke in Te Puke

### Eligibility:

Open to all NZ citizens and permanent residents over 16 years of age (not attending secondary school).

### Entry Requirements:

Basic literacy and numeracy skills.

### Course Outline:

STAR Ltd are currently taking expressions of interest for our "NO FEES" Computing Levels 2 & 3 Courses. If you have basic computing skills and would like to gain more skills then this programme is for you!

Develop your business skills, meet new people and learn from their experiences, DRIVE YOUR FUTURE FORWARD.

### Outcome:

On successful completion of this course you will receive a certificate of completion for your achievements. From this course you can progress into further study.

### Course Content:

- email and local area networks
- word processing and schematic diagrams (using Microsoft Word 2007)
- spreadsheets (using Microsoft Excel 2007)
- databases (using Microsoft Access 2007)
- graphic design (using Corel Paint Shop Pro X2)
- desktop publishing (using Microsoft Publisher 2007)
- website design (using Microsoft Expression Web 2.0)
- desktop presentations (using Microsoft PowerPoint 2007)
- graphic design (Corel Paint Shop Pro X2)
- contemporary information technologies
- computer networks and system