

Beginner to Advanced
**Computer
Courses**

**TERM 1 FEBRUARY - MARCH 2012
DAY & EVENING SHORT COURSES**



Positive Connexions
West Auckland
Computer Training

Study @ your pace @ your place or @ ours

Welcome to Computer Training with Positive Connexions, West Auckland

We are your local Computer and Internet 'Learning Specialists', based in Waipareira Avenue Henderson. We have the solution to solve any of your computer training needs—whether you're a beginner, advanced user or somewhere in between.

This year we've added an Evening and Saturday class programme for beginners to our extensive range of course options.

*As the beginning of a new school year approaches, some of you will be planning a return to work—perhaps after a few years away raising children. I urge you to make sure your Windows, Word, Excel, Outlook and internet skills are up to date by completing the internationally recognised 'Internet and Computing Core Certification' (IC³). It's no longer only office based roles that require computing skills; almost **all** employers expect employees to be able to use computers and the internet competently at work. IC³ is becoming a key qualification that employers look for when considering the computing skills of employment candidates.*

If you're interested in office-based work, our excellent Office Computing Skills Level 1 programme will pave the way to your first administrative role, while the Level 2 programme will help you advance your career.

At Positive Connexions Computer Training West Auckland every student is an individual, and you can expect:

- ◆ *Qualified, experienced tutors*
- ◆ *Small class numbers – a maximum of 6 students*
- ◆ *Study options to suit your lifestyle*
- ◆ *A relaxed, friendly environment*
- ◆ *A well-equipped training suite*
- ◆ *A completion certificate to recognise your achievement*

We look forward to meeting you and working with you to achieve your goals.

Read on to discover the options available throughout February and March, then take the plunge and call us. . . .

Jacqueline Hinchliffe - Director

Introduction to Computers & the Internet

Level: Beginner
Duration: 6 hours

Course Fee: \$99.00

Are you brand new to computers? Not sure where to start? This is the course for you!

Come and learn what computers can do for you and how you can use the internet for communication, to find local information, shop online and more.

- ◆ Learn essential skills to navigate in Windows, access programs and gain confidence with a mouse and keyboard.
- ◆ Browse the internet so you can find local information, shop online and much more. Experience Facebook for yourself!
- ◆ Send and receive emails, and set up your own free email account.
- ◆ Get to grips with some of that terminology—RAM, megabytes, hard drives, modems, Wi-Fi . . . find out what these terms mean and why you need to understand them.

Maximum of 6 in each class, with plenty of time to learn what you need in a friendly, relaxed environment.

Choose your course from the following options:

Evening Classes 6.30 pm – 8.30 pm (3 x evenings)

Monday 13, Wednesday 15 and Monday 20 February
Wednesday 29 February, Monday 5 and Wednesday 7 March
Monday 19, Wednesday 21 and Monday 26 March

Saturday Classes 8.45 am – 12.45 pm (1 x Saturday)

18 February
3 March
17 March

Using MS Windows

(XP, Vista, Windows 7)

Level: Beginner

Course Fee: \$75.00

Duration: 4 hours

Have you never used a computer before? Are you apprehensive about getting started? Perhaps you already use a computer but don't really understand some of the basics? The foundation Windows skills you will learn in this course will make it easy for you to learn more and get your computer working for you!

- ◆ Windows Desktop and Start menu
- ◆ Opening applications/programs
- ◆ Working with Windows
- ◆ Creating, saving, closing and retrieving files
- ◆ File management
- ◆ Moving around and working with text
- ◆ Using Help
- ◆ Creating shortcuts

Maximum of 6 in each class, with plenty of time to learn what you need in a friendly, relaxed environment.

Choose your course from the following options:

Evening Classes 6.30 pm – 8.30 pm (2 x evenings)

Wednesday 22 and Monday 27 February

Monday 12 and Wednesday 14 March

Wednesday 28 March and Monday 1 April

Saturday Classes 9.00 am – 3.30 pm (1 x Saturday)

(bring your lunch)

25 February or 10 March or 24 March

Flexible Learning Computer Courses

On the following pages you will find a huge range of courses that can be completed anywhere, any time. We know that time is a precious resource, so our Flexible Learning courses are designed to let you fit your learning around your schedule. Here's what you can expect . . .

Flexibility

Learn at your own pace, at times to suit your schedule, at our place or yours. Positive Connexions Online Learning™ can be accessed 24 hours a day, 7 days a week, from any computer with an internet connection. You can work on your course at home or work, with email and phone support from your own tutor as needed, or come to our training suite—the choice is yours!

Keeping Track

It's important for you to see how you're progressing. Our reports will help you track your progress and measure your learning.

Practical Learning

Perhaps you've been in education recently (or still are), or maybe you haven't been in a classroom environment for a long time – and don't necessarily want to be in one now! Our Flexible Learning courses work specifically with your needs as an adult learner, helping you to pick up practical, relevant computer skills in a comfortable, enjoyable way, at a pace that suits you.

Customised to Your Needs

Whatever your needs, we can help you choose the right option to get the learning outcome you need. Courses are available at all learning levels and for most computer applications.

Training Suite Flexible Learning Sessions

Choose your session time:

Any Tuesday or Wednesday, 9 am to 11 am or 11 am to 1 pm

or

Access your course any time, from any computer with an internet connection.

Keyboard Skills

Level: Beginner
Duration: Varies

Course Fee: \$49.00

Touch-typing (keyboarding) is the skill of being able to use the keys on the keyboard without needing to look at them. Whatever you plan to use your computer skills for, the ability to touch-type will speed up your work and improve your productivity.

An essential skill for any job where computer skills are used frequently, good keyboard skills will give you the edge over other candidates.

This course also introduces you to MS Word and some basic word processing skills, so you'll immediately see how your keyboard skills can be used effectively.

You don't need any prior experience to complete this course—it's perfect for beginners or for those with more experience.

Training Suite Flexible Learning Sessions

Choose your session time:

Any Tuesday or Wednesday, 9 am to 11 am or 11 am to 1 pm

or

Access your course any time, from any computer with an internet connection.

I-CANDO

Level: Beginner
Duration: 10—40 hours

Course Fee: \$99—365.00

Get a Life...Online

I-CANDO is a lifestyle digital skills programme for everyone.

The I-CANDO programme provides learners new to the basics of digital technologies with a fun, practical, supportive and accessible way to learn all the skills needed to get the most from everyday technology—including basic computer skills, internet and email, music, photos, movies and living online—or any combination of these that meets your needs.

I-CANDO Getting Started

\$99.00

- ◆ Get started with computers and the internet.

I-CANDO Programme

365.00

- ◆ Get started with computers and the internet
- ◆ Manage and organise a digital music collection
- ◆ Create and edit video movies
- ◆ Learn about social networking, blogging, online shopping and internet safety
- ◆ Share files, photos and collaborate online

Training Suite Flexible Learning Sessions

Choose your session time:

Any Tuesday or Wednesday, 9 am to 11 am or 11 am to 1 pm

or

Access your course any time, from any computer with an internet connection.

Core Computing and Internet Skills

Level: Intermediate Course Fee: \$320.00
Duration: 40 hours (approximately)

Have you taught yourself to use a computer as part of your work or with a little help from friends and family, but feel nervous about trying something new? Would you like to be able to help your children with their homework, help your partner with his or her business, or get the computer skills to start your own business or improve your job prospects? **This programme is for you!**

The programme includes three courses:

Computing Fundamentals

This course covers the essential information about computers that everyone should know. You'll learn about trouble shooting, maintaining your computer, managing your files and using MS Windows **efficiently**.

Key Applications

Full of practical exercises and simulations; this course teaches you how to use word processing (MS Word), spreadsheet (MS Excel) and presentation (MS PowerPoint) programs with **confidence**.

Living Online

This course will show you how to use email and the Internet **effectively** for work and home.

Content includes Windows, MS Office 2007/2010 (Word, Excel, PowerPoint, Outlook), Internet, hardware and software, trouble-shooting and more.

Ask us for a detailed course outline.

Training Suite Flexible Learning Sessions

Choose your session time:

Any Tuesday or Wednesday, 9 am to 11 am or 11 am to 1 pm

or

Access your course any time, from any computer with an internet connection.

IC³ Internet and Core Computing Certificate

Level: Intermediate Course Fee: \$355.00
Duration: 40 hours (approximately) plus exams

Core Computing and Internet Skills programme

Plus

IC³—an internationally-recognised qualification.

Prove what you know by becoming IC³ certified.

A great addition to your CV to help you get that job or promotion and ensure you have the computer skills needed in today's business world.

Package includes:

- ◆ Core Computing and Internet Skills—3 x courses
- ◆ 3 x practice tests
- ◆ 3 x exams

Training Suite Flexible Learning Sessions

Choose your session time:

Any Tuesday or Wednesday, 9 am to 11 am or 11 am to 1 pm

or

Access your course any time, from any computer with an internet connection.

Program Courses

Level: Beginner, Intermediate and Advanced
Course Fee: \$90—\$249
Duration: Varies

Courses for all levels in the following programs.

MS Office (2003, 2007 or 2010)

Word
Excel
Outlook
PowerPoint
Publisher
Access

Graphics, Design and Web

Photoshop
Illustrator
Indesign
Flash
Fireworks
Dreamweaver

Other Microsoft programs

Sharepoint (for users or administrators)
Project
Expression Web

Can't find what you need? Contact us to see if we can help.

Training Suite Flexible Learning Sessions

Choose your session time:

Any Tuesday or Wednesday, 9 am to 11 am or 11 am to 1 pm

or

Access your course any time, from any computer with an internet connection.

Office Computing Skills (Level 1)

Level: Beginner

Course Fee: \$485.00 (payment options available)

Duration: Varies

Learn the practical computer skills you need for an office job. This course will help you get a head-start on your office career, preparing you for entry-level office work or helping you brush up on your skills.

Content: Keyboarding, Windows, Word, Professional Text Processing, Excel, Internet, Email (Outlook).

Office Computing Skills (Level 2)

Level: Intermediate

Course Fee: \$595.00 (payment options available)

Duration: Varies

Learn the computer skills needed for administrative, PA and office management roles. This course extends your basic computer skills to a level of proficiency highly sought after by employers. Level 1 Office Computing Skills or equivalent experience required to enrol on this course.

Content: Word, Professional Text Processing, Excel, PowerPoint.

Introduction to Desktop Publishing & Graphics

Level: Beginner

Course Fee: \$635.00 (payment options available)

Duration: Varies

An introductory level course providing basic skills in graphics and desktop publishing.

Content: Creating and manipulating graphics (Word and Paint), Publisher, Photoshop.

Training Suite Flexible Learning Sessions

Choose your session time:

Any Tuesday or Wednesday, 9 am to 11 am or 11 am to 1 pm

or

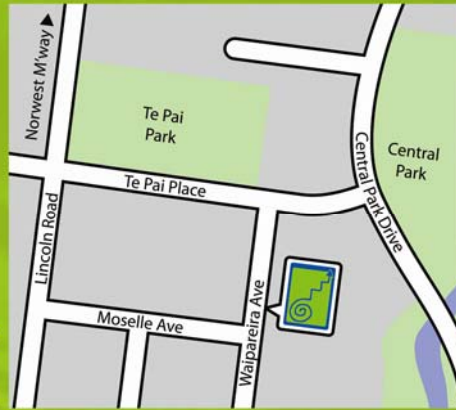
Access your course any time, from any computer with an internet connection.

**CALL US TODAY
TO ENROL**
OR FOR MORE INFORMATION
09 889 2423

YOU CAN FIND US

Above Western Computers
4/4 Waipareira Ave Henderson
westies@positiveconnexions.co.nz

Check us on the web at
localist.co.nz/l/positiveconnexions



Positive Connexions
West Auckland
Computer Training

Need a more versatile designer?

advertising design • identity creation • brand development • strategy and implementation • expo design • creative direction • packaging • illustration
project management • technical design • so much more...

whyte
COMMUNICATIONS



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