



IT Courses offered from Term 2 2018:

These courses are designed for both secondary school students and adults.

Why not join us to learn with your son or daughter?

'Build a Website'

Build a contemporary website for a business or the family, from start to finish using a GUI (graphical user interface).

Unlike a social media page your own website allows you to really show off your product or creation.

Ideal for small business, short term holiday property letting profile, family recipe book, family history/photos or school projects.

At the end of 4 sessions you will have a fully functioning website with a unique domain name that is completely editable and published on the internet.

Course content: Domain names, Design, Template usage, App and Image integration, Content application, SEO (search engine optimisation) content and privacy settings, set up for commerce.

Requirements: Basic computer knowledge, Memory Stick. You can use your own laptop or use our computers.

A maximum number of 4 students per class. This course is aimed at secondary school students and adults.

Duration: 4 sessions Mondays 6.30 to 7.50. Starts on 30th April.

Course cost \$212 per student.

'Excel - what you need to know'

Microsoft Excel is a software programme used to create spreadsheets. It is one of the most used software programmes.

The course is a series of 4 lessons. You will work at your own pace getting assistance as you go. You will get a solid introduction to Excel, through comprehensive computer exercises using basic formulae, lists, filtering, functions, exercises on VLOOKUP, HLOOKUP and Pivot tables. We will give you examples of real life application of what you have learned.

Requirements: Basic computer knowledge, Memory Stick. You can use your own laptop if you have Excel installed or use our computers.

A maximum number of 4 students per class. This course is aimed at secondary school students and adults.

Duration: 4 sessions Tuesdays 6.30 to 7.50. Starts on 1st May.

Course cost \$212 per student.

'Photobook workshop'

This course will provide you with an introduction to producing your own Photobook.

Designed for people new to photobooks, it will consist of 4 lessons giving you the confidence, to produce a photobook.

We'll cover Photobook options, login, image manipulation, setup and finally photobook production.

Requirements: Memory Stick. You can use your own laptop, but you will be required to download free photobook software.

A maximum number of 4 students per class. This course is aimed at secondary school students and adults.

Duration: 4 sessions Fridays 6.30 to 7.50. Starts on 4th May.

Course cost \$212 per student.

'Touch Typing (Keyboarding)'

This is a six-week course consisting of two 1-hour lessons per week.

Being able to touch type is a huge advantage for students
and is valued by many employers.

The course will give you a solid introduction to touch typing allowing you to increase your
WPM (words per minute).

After a brief introduction and set up you will work through a set of lessons with guidance
at your own pace. Each lesson has multiple drills, games and a progress test.

Requirements: You can use your own laptop or use one of our computers.

A maximum number of 8 students per class.

This course is aimed at secondary students and adults.

Duration: 12 sessions Wednesdays and Thursdays 6.30 to 7.30. Starts on 2nd May.

Course cost \$350 per student which includes a \$50 license cost.

**Please book your place by calling Tom 03 443 1547
or email us for an enrolment form at
wanaka@in2learning.co.nz**