

## Computer Courses

### Microsoft

Courses	Unit Standard
IT Theory	117928, 117925
Touch Typing	9357
Introduction to Computers	116932, 117943
Introduction to Windows	117867, 117902
Microsoft Word Introduction	116938
Microsoft Excel Introduction	116937
Microsoft PowerPoint Introduction	116933,117923
Introduction to Outlook Mail	116931,115391, 116945, 116935
MS Excel Intermediate	117924,119078
MS Excel Intermediate	116940,116943
MS Word Advanced	258898,116942
MS Excel Advanced	117927,258879
MS PowerPoint Advanced	116930,258880
Microsoft Access Introduction	116936
Microsoft Access Intermediate	117927

### Additional Courses

MS Excel Super User	
Microsoft Project Introduction and Intermediate	
Visual Basics for Applications	
Telephone Etiquette	

### Graphic and Design

Visio Professional Level 1 Visio Professional Level 2	
Adobe Creative Suite	
Illustrator- Level 1 and 2	
Adobe InDesign - Level 1 and 2 Ad	
Acrobat - Level 1 and 2 Acrobat -	
CorelDraw Introduction and Intermediate	

### Accounting

Sage Pastel Certified Courses	
Introduction to Bookkeeping	
Pastel V9 Creating a Company	
Sage Pastel Processing	
Sage Pastel Report Manager Course	

### Soft Skills

Communications	
Time Management	