

**PREREQUISITES**

The course will run independently from other Digital Technologies courses. This course is suitable for students with no prior background in computing, and those wishing to improve their computing skills and knowledge.

**COURSE OUTLINE**

This course offers students the chance to demonstrate their competence in current Microsoft Office applications. Students will learn a range of skills, to assist them with using computers and gain skills for use in other subjects, and future careers.

The following skills will be developed:

- Word Processing
- Presentation skills
- Using spreadsheets
- Information management
- Using web technologies
- Basic layout and design of printed media
- Image creation and editing

**ASSESSMENT**

All assessment will be completed using internally assessed Unit Standards.

**WHERE DOES IT LEAD?**

Level two Computer skills course, work place positions and some tertiary study based courses.

**CONTRIBUTION**

TBC

**CONTACT**

Mr Stevenson