



Course Title:	FREE TECHNOLOGY TRAINING Taranaki Computer Access Centre
Number of Weeks:	7 week blocks
Start Date:	14 Jan, 04 Mar, 22 Apr, 10 June, 29 July, 16 Sept, 04 Nov
Finish Date:	01 Mar, 19 Apr, 07 June, 26 July, 13 Sept, 01 Nov, 20 Dec
Hours:	Monday – Friday, 9.00am – 4.00pm
Venue:	Taranaki Computer Access Centre Devon Centre, Level 2, 44 Devon Street East, New Plymouth.
Fee:	FREE
Additional Course Costs:	There are no additional course costs.
Tutors:	Brett Hall or Rob Adlam
Course Contact:	T: (06) 759 2149 M: 022 165 3170 E: ccac@xtra.co.nz

Overwhelmed by new technology? Need to improve existing skills?

We offer:

- Introductory level training
- Self-directed and self-paced
- No exams

Course Objective:

To provide a learning environment for students to further their understanding of computers.

Learning Outcomes:

To up skill computer knowledge for the modern world of today.

Topics:

- Introduction to Computers; Word, Excel, Publisher, PowerPoint, Access, Internet and Email.
- Digital Photography
- Introduction to Social Media
- Introduction to Mobile Technology

What to Bring:

Bring your own device or use our computers.

**Related Programmes:**

International Computer Driver Licence (ICDL), New Zealand Certificate in Business (Administration and Technology) (Level 3), New Zealand Certificate in Business (Administration and Technology) (Level 4), New Zealand Certificate in Information Technology Essentials (Level 4) and the New Zealand Diploma in Information Technology Technical Support (Level 5).

Additional Information:

To be eligible for Free Community Computing and ICDL, you must be 16 years of age or older, and a NZ Citizen or NZ Resident or Australian Citizen. If you do not meet these criteria please contact WITT.

These courses allow students to study a range of computing software applications at levels 1 and 2. These are designed to enhance a student's knowledge and skills. Courses are at an introductory level, self-directed, self-paced, and with no examinations.

You have access to a workstation where you can work at your own pace using our self-paced course material / programmes. Help will be available from one of our tutors. You choose how often to come in the available time slots, so you can fast track your progress, or take it more slowly - it's up to you.

Withdrawal and Refund Policy

9.1 For programmes that commence outside of the main intake periods, stand-alone courses (from a programme), and short courses the last date for withdrawal with a refund is up until 10% from the commencement of the programme, stand-alone course or short course.

Cancellation

10.1 A full refund will be made if WITT considers it is necessary to cancel or postpone a programme. The documentation will be completed by WITT on behalf of the student and no administration fee will be charged.



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Hours:	Monday – Friday, 9.00am – 4.00pm
Venue:	Taranaki Computer Access Centre Devon Centre, Level 2, 44 Devon Street East, New Plymouth.
Fee:	FREE
Additional Course Costs:	Fee applicable for exams (if sitting)
Tutors:	Brett Hall or Rob Adlam
Course Contact:	T: (06) 759 2149 M: 022 165 3170 E: ccac@xtra.co.nz

What is the ICDL (International Computer Drivers Licence)?

An intermediate-level national certificate in computing that is recognised internationally.

Course Objective:

To provide a learning environment for students to further their understanding of computers.

Learning Outcomes:

To up skill computer knowledge for the modern world of today.

Topics:

Concepts of Information and Communication Technology (ICT), Using the Computer and Managing Files, Word Processing, Spreadsheets, PowerPoint, Access and Internet/Email.

What to Bring:

Paper and pen.

Related Courses:

New Zealand Certificate in Business (Administration and Technology) (Level 3), New Zealand Certificate in Business (Administration and Technology) (Level 4), New Zealand Certificate in Information Technology Essentials (Level 4) and New Zealand Diploma in Information Technology Technical Support (Level 5).



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Courses consist of modules:

- Word Processing – Microsoft Word
- Spreadsheet – Microsoft Excel
- Computer Essentials
- Online Essentials
- Presentation – Microsoft PowerPoint
- Database – Microsoft Access
- Online Collaboration (Cloud)
- IT Security

You have access to a workstation where you can work at your own pace using our onboard Computer Based Training. Help is available from one of our tutors. You choose how often to come in the available time slots, so you can fast track your progress, or take it more slowly - it's up to you.

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