

WHANGAREI DATES 2022

MONDAY 10.00AM - 2.30PM

PLEASE NOTE: THERE WILL BE NO FREE 2 YOU COMPUTING CLASSES DURING ANY PUBLIC HOLIDAYS

Please tick which module you want to enrol in



NOTE: you may tick as many as you require

SEMESTER 1

Intro to Computing/Internet/email

Week 1 - 5

Starts 25 February and ends 25 March

Word Processing

Week 6 - 10

Starts 1 April and ends 29 April

Spreadsheets

Week 11 - 15

Starts 6 May and ends 3 June

Presentation Software

Week 16 - 20

Starts 10 June and ends 8 July

SEMESTER 2

Intro to Computing/Internet/email

Week 1 - 5

Starts 29 July and ends 26 August

Word Processing

Week 6 - 10

Starts 2 September and ends 30 September

Spreadsheets

Week 11 - 15

Starts 14 October and ends 11 November

Presentation Software

Week 16 - 20

Starts 18 November and ends 16 December



North Tec

TAI TOKERAU WĀNANGA

Whangārei Campus

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For more detailed information visit:

www.northtec.ac.nz

FREE COMPUTING CLASSES

WHANGAREI CAMPUS FOR ALL LEVELS



FEBRUARY - DECEMBER



North Tec
TAI TOKERAU WĀNANGA

2022

FREE COMPUTING CLASSES

KAITAIA CAMPUS FOR ALL LEVELS

FREQUENTLY ASKED QUESTIONS (FAQS)

WHAT IS COMMUNITY COMPUTING?

It is a 20 week programme in which you will be taken through 4 modules in:

- Introduction to computing, the internet and email
- MS Word Processing
- MS Excel Spreadsheets
- and Powerpoint Presentations

You will learn through the latest Internationally standardised online tutorials, activities and tests, with the support of our friendly knowledgeable coaches on hand to offer assistance to gain computer confidence and learn new skills.

You will learn at your own pace and speed, working through each module at a pace that best suits your learning. Each module is allocated 5 weeks, but you can move through at your own pace.

HOW DO I ENROL?

Go online to www.northtec.ac.nz/enrol
Or complete the attached Enrolment Form and deliver/send it to:

NORTHTEC, PRIVATE BAG 9019, WHANGĀREI, 0148

Unless we advise you otherwise, your place is secured once we have received your completed Enrolment Form. In class enrolments will be accepted subject to availability of places.

WHAT TO BRING?

Pen and paper to take your own notes and a willingness to learn.

INTRODUCTION TO COMPUTING, INTERNET AND EMAIL

Learn the basic of how a computer works, how to create files in a Microsoft Windows environment, learn how to access and search on the internet, how to create emails and attach a document. Correct online etiquette and how to keep yourself safe online.

MICROSOFT WORD - BEGINNERS

Word processing involves creating a document (letter, memo, report, assignment, etc.) on the computer. To create a document you start with a blank screen on the computer, and as you type information, it is displayed on the screen as a Word Document. Once a document is created you can change its appearance and/or text, rearrange or make corrections to it; you can print it, or save it, add to it, reprint or edit at a later time.

Word is recommended as the pre-requisite to the Excel and Powerpoint programmes. You will learn functions, features and techniques in Word that are used in other Microsoft applications (eg. Excel).



MICROSOFT EXCEL - BEGINNERS

Excel is used to create spreadsheets. Spreadsheets are documents that are laid out in a graph style, with columns and rows, rather than a blank "page" as in Word. Spreadsheets are used for mathematical calculations, for example, add a list of numbers, find the average in a set of numbers or to calculate GST. Data, (text and numbers) is entered into the spreadsheet using the keyboard, and calculations are made by using the functions and features available in Excel.

MICROSOFT POWERPOINT - BEGINNERS

Powerpoint is used to create presentations, documents with images and slide shows, and much more. Many of the basic functionalities are the same as within Word.

Courses and programmes may be cancelled, postponed or have their content or configuration changed from time to time (including during the academic year) at the discretion of NorthTec.

Refer to our website for terms and conditions www.northtec.ac.nz.

Please note: Computing classes do not run during public holidays

FREE COMPUTING CLASSES ENROLMENT FORM

Full Name: _____

Preferred Name: _____

Address: _____

Email: _____

Date of Birth: _____ Telephone No: _____

Ethnic Group: _____ Male Female

Tick here if you've enrolled at NorthTec before.

This information is confidential to the Disabilities Co-ordinator but it could be used by the Disability Service to obtain further resources and support that will assist you in your studies.

Do you live with the effects of significant injury, long term illness or disability?

Yes No

If you answered "Yes" above, do you wish to indicate which of the following is affected?:

Communication/Speech/Written

Hearing

Vision

Mobility/Movement

Other (please state)

Concentration/Learning

Please specify if "Other" _____

Because of your disability would you need assistance to get out of a building in the event of an emergency? Yes No

Would you like to discuss your support needs or any specific requirements with Learner Support?

Yes No

Should you answer this question, the information you provide will be forwarded to Learner Support. All information requested above must be supplied; the information is required by the Ministry of Education.

Declaration:

In signing this form I undertake to comply with the rules and regulations of the institute with regard to health, safety and behaviour as outlined in the NorthTec Student Rules and Regulations (www.northtec.ac.nz). I am a NZ citizen or NZ permanent resident and I am over 16 years old.

Signature _____

Date _____

Tear this portion off, complete both sides and deliver or post to:

NorthTec

Raumanga Valley Road, Private Bag 9019, Whangārei, 0148

Telephone 09-470 3555 Freephone 0800 162 100