

WHO CAN APPLY

There are no formal academic requirements for entry. These programmes are particularly relevant for those who are in the work force or would like to re-enter the workforce and want to update and/or expand their existing skills.

OUTCOMES

You will receive a certificate of completion on successful completion of your programme.

Completion of these programmes will help prepare you for further advanced studies in computing or business and administration, or to move straight into employment.

FACILITIES & STAFFING

Hardware and software are constantly being updated to provide the most relevant resources.

Information Technology Staff bring to their teaching a wide range of practical skills together with the appropriate qualifications and expertise to support you in a caring environment.

TEXTBOOKS

All necessary texts and training manuals are supplied on a loan basis for use at the Centre and at home. Workbooks are yours to keep. Training manuals are available for purchase.

Other Programmes Available

Computer Applications

Microsoft Word 2016
Microsoft Excel 2016
Microsoft Access 2016
Microsoft PowerPoint 2016
Microsoft Publisher 2016
Microsoft Windows 10
MYOB Accounting
Ace Payroll

New Zealand Certificates

New Zealand Certificate in Computing
(Intermediate User) Level 3
New Zealand Certificate in Business
(Administration & Technology) Level 3

Funding Options

Training Incentive Allowance-WINZ



APPROVED EDUCATION PARTNER

Success Maker Education Centre, trading as Success Education & Training, is registered and accredited by the NZ Qualifications Authority



SUCCESS
EDUCATION
& TRAINING
HASTINGS

2018

Computing Skills

Short Courses

*200 Warren Street North
Hastings*

Phone (06) 876 7888

or 0800 336 333

info@successit.co.nz

www.successit.co.nz



www.facebook.com/SuccessEducationandTraining

TRAINING for SUCCESS

Courses Available

MICROSOFT OFFICE 2016

Beginners, intermediate or advanced programmes providing 20 - 40 hours self paced tuition per level in the following application areas:

- Word Processing - Levels 2, 3 and 4
- Excel - Spreadsheets, Level 2, 3 and 4
- Access - Database, Level 2, 3 and 4
- PowerPoint - Presentation, Level 2 and 3

The skills learnt in these programmes are essential employment skills for office administration positions.

Assessment is available in nationally recognised NZQA unit standards for the following:

- Word Processing - 107, 108, 111, 112 113
- Spreadsheets - 2784,2785, 27642, 27643
- Database - 2786, 2787, 18742, 18756
- Presentation - 5940, 25661

MICROSOFT PUBLISHER 2016

A beginners or intermediate level desk-top publishing programme providing 30 - 40 hours self paced tuition per level.

This programme will teach you how to create professional publications, flyers, brochures, newsletters and forms.

Assessment in Unit standards 2788 and 2789 is available.

WEBSITE DESIGN

Beginners and intermediate level programmes providing 30 - 60 hours self paced tuition are available.

Creating Websites (Level 3)

This module works through the process of creating a website from planning and design through to testing and evaluation.

Learn how to build web pages and websites using Web Expression 4, and other web creation tools such as HTML.

Assessment in Units 25657 and 25658 is available.

Creating Interactive Websites (Level 4)

This module builds on the skills learnt in level 3 to enhance your website with interactive pages and forms such as feedback forms, visitor contact information, order forms etc. Learn how to build effective interactive websites by writing scripting languages HTML, Javascript and PHP.

The processes involve planning, designing, writing the code, testing and modifying, operating, publishing, evaluating and documenting the interactive website.

Assessment in Unit 26229 - 'Create an interactive website for a stakeholder using client-side scripting', 10 credits at level 4, is available.

PROGRAMME FEES

20 hour programme \$400.00

30 hour programme \$540.00

40 hour programme \$640.00

50 hour programme \$800.00

60 hour programme \$960.00

Assessments with programme (per unit) \$35.00

Assessments only (per unit) \$100.00

WINZ CLIENT FUNDING

Funding is available for these programmes under Training Incentive Allowance (TIA) through Work and Income New Zealand (WINZ) for DPB, WIDOWS and INVALID beneficiaries.

TIA information is available on request from our training centre or a WINZ office.

These programmes are not eligible for Student Loans and Allowances

TIMETABLING

Classes are held 9.00am - 12.00pm and 12.30pm - 3.30pm Monday to Thursday.

Timetabling of these classes will be carried out in consultation with you to suit your other commitments.

Start your training at a time **that suits you**. These programmes are available throughout the year so you can begin **at any time**.