



Introduction to Computing



Fee*

Free

*Fees are approximate, subject to change and exchange rates

Apply Anytime

Location Mosgiel Community Learning Centre

Duration One year, part-time

Start Anytime

Apply Anytime

Want a free and easy way to gain computing skills?

This course is ideal!

Suitable for those with few or no computing skills, it can also be used as a refresher course for slightly more experienced users. The flexibility of the course allows you to start at any time and to work at a pace that suits you with help from a facilitator when required. Topics covered include an introductory course to Word, Excel and Powerpoint basics. The skills you gain in this course are a good pathway into certificates in computing and business administration.

Location

Mosgiel Library

Address: 7 Hartstonge Avenue, Mosgiel

Phone: 0800 762 786 or 03 477 3014

Email: Jacquie.hayes@op.ac.nz

Entry requirements

Open entry.

Additional documentation

You must supply certified copies of proof of identify e.g. passport or birth certificate.

You will study

- > Windows Basics
- > Introductory Word
- > Excel
- > Powerpoint
- > Internet/email.

Your workload

This course is flexible so that you can work at a pace that suits you.

Further study options

Build upon your skills and boost your employment potential with our New Zealand Certificate in Computing (Intermediate User) (Level 3). This programme is offered at our Dunedin campus over one semester full-time.

For further information

Please email Jacquie.hayes@op.ac.nz or phone 0800 765 786.

Disclaimer

While every effort is made to ensure that this sheet is accurate, Otago Polytechnic reserves the right to amend, alter or withdraw any of the contained information. The fees shown in this document are indicative ONLY. Both domestic and international fees are subject to change and are dependent on the development and implementation of Government policies. Please note that additional fees may from time to time be required for external examination, NZQA fees and/or additional material fees.

International **+64 3 477 3014**
New Zealand **0800 762 786**
Email **info@op.ac.nz**

Dunedin Campus
Forth Street, Dunedin
Private Bag 1910
New Zealand 9054

Central Otago Campus
Corner Erris & Ray Streets
PO Box 16, Cromwell
New Zealand 9342

Auckland Campus
Level 2, 350 Queen Street
PO Box 5268, Auckland
New Zealand 1141