

Computer Bits & Byte's @ Cromwell Campus

Otago Polytechnic has a range of introductory courses to get you started and refresher courses to brush up on your existing skills.

Explore Keyboarding, Word processing, Spreadsheets, Presentations, Desktop publishing, Graphics, Internet & email, Beginners guide to blogging, Facebook, Trademe, Skype, Maintaining your computer and more! The teaching materials are designed to allow you to learn at your own pace and check your progress along the way.

There are no set 'class times', so you can come along to which ever session suits you best. These self-paced courses cost from \$75 per 10hr course.

Course	Total Hours	Cost (inc GST)	Resources included
Introduction to computing	10	\$75.00	Workbook + tuition
Introduction to Microsoft Access	20	\$150.00	Workbook + tuition
Introduction to Microsoft Excel	20	\$150.00	Workbook + tuition
Introduction to Microsoft PowerPoint	10	\$75.00	Workbook + tuition
Introduction to Microsoft Publisher	10	\$75.00	Workbook + tuition
Introduction to Microsoft Word	10	\$75.00	Workbook + tuition
Introduction to keyboarding	10	\$75.00	Tuition
Introduction to Web design	10	\$75.00	Workbook + tuition
Email & internet	10	\$75.00	Workbook + tuition
Introduction to computer graphics – Paintshop Pro	10	\$75.00	Workbook + tuition
Introduction to photo management	10	\$75.00	Workbook + tuition
Introduction to adobe photoshop	10	\$75.00	Tuition
Movie Maker	10	\$75.00	Workbooks + tuition
Introduction to windows 7 or vista	10	\$75.00	Workbooks + tuition
Introduction to blogging	10	\$75.00	Workbooks + tuition
Downloading & using Skype	10	\$75.00	Workbooks + tuition
How to use Trademe	10	\$75.00	Workbooks + tuition
Introduction to Microsoft Office	40	\$300.00	Workbooks + tuition
Personal training	20	\$150.00	1-to-1 Tuition or personal use of computer

Computing Suite Hours

Monday	9.00am-10.30am	10.30am-12.30pm	1.00pm-3.00pm	7pm-9pm
Tuesday	9.00am-10.30am	10.30am-12.30pm	1.00pm-3.00pm	
Wednesday	9.00am-10.30am	10.30am-12.30pm	1.00pm-3.00pm	
Thursday	9.00am-10.30am	10.30am-12.30pm		
Friday	9.00am-10.30am	10.30am-12.30pm		

Contact Details

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