

SELF-PACED APPLIED COMPUTER EDUCATION (SPACE) HAMILTON CITY CAMPUS COURSE INFORMATION 2023

<i>FOSP201B Keyboarding</i>	<i>FOSP202B Word</i>
<i>FOSP203B Excel</i>	<i>FOSP204B Publisher</i>
<i>FOSP205B PowerPoint</i>	<i>FOSP206B Internet and Email</i>

- SPACE modules are delivered in a computer class with students working from self-paced manuals provided by Wintec. Students work at their own pace, however, there is a facilitator on hand to assist when needed. Classes are on campus NOT delivered online
- All course manuals are to be returned to the facilitator at the end of each session.
- Students are required to book in for two class sessions each week and have 30 hours to complete each module.
- As there is a waitlist for the SPACE modules, attendance in the sessions will be closely monitored. Any student who has not attended for two weeks will be automatically withdrawn.
- Students are not permitted to work on, or print out, work that is not SPACE course content, ie personal emails, playing games online, YouTube clips, Facebook, etc. Students who do not abide by this will be asked to leave the class.
- Disruption or misconduct in class will not be tolerated and students may be asked to leave. Security will be informed if students refuse to leave the premises.
- Student ID cards are not issued to students enrolled in SPACE modules.
- Students are required to bring the following items to each session: pen and paper. Students may also use a memory stick during class sessions.

- Students are required to complete a module and sign the verification form before continuing onto a new module.
- Purchase of SPACE books can be made from the CEFPP office.
- Eftpos is only available. \$15 per workbook if you choose to buy them for use at home.

ABSENTEE LINE / MAIN CONTACT

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SESSION TIMES

Please note: Rooms, days and times listed may be subject to change.

Day	Time	Room
Tuesday	1pm–3pm	Dg.20
Friday	10am-12pm	Dg.20

PROGRAMME DATES

Start Date	Finish Date	No Classes
13 February 2023	7 April 2023	Good Friday: 7 April Easter Monday: 10 April Wintec Closed: 11 April
10 April 2023	21 April 2023	TERM BREAK
24 April 2023	16 June 2023	Anzac Day: 25 April Kings Birthday 5 June
19 June 2023	21 July 2023	TERM BREAK
24 July 2023	22 September 2023	
25 September 2023	6 October 2023	TERM BREAK
9 October 2023	17 November 2023	Labour Day: 24 October