

Short Course Guide

Learn what
you love



Contact us
0800 24 24 76
info@cpit.ac.nz
www.cpit.ac.nz



Welcome

Pursue a passion, improve your work skills or discover a new interest through our short courses at either our City Campus, Madras Street, Trades Innovation Institute, Ensors Road or one of our community sites, Bishopdale, New Brighton, Rangiora and Hornby.



Contents

Welcome	1
Short Courses	
Adult Reading, Writing & Maths	2
Architecture	2
Art & Design	2
Business	2
DIY Restoration Panelbeating	2
Education	2
Electrical	3
English as a Second Language	3
Fashion	3
Food & Hospitality	3
Furniture Making	4
Languages	4
Lifeskills	4
Māori Studies, Language & Culture	5
Pasifika Language & Culture	6
Plumbing	7
Welding	7
Campus Maps	8
Campus Connect & Computing for Free	10
How to Enrol	12
Enrolment Form	13



We offer everything from adult reading and writing through to welding and languages at our city campuses while our community Campus Connect sites feature the popular Computing for FREE courses as well as many others.

We have designed all our courses to be convenient in terms of timing and commitment, engaging and useful when it comes to content.

Many of the certificate, diploma, graduate diploma and degree qualifications we offer can also be studied part time. For more details on any of these qualifications, please check out our website or contact us.

Our short courses are very popular so make sure you don't miss out. Check out full details and enrolment instructions on page 12.

See you in class.

For assistance with our short courses please contact us on 0800 24 24 76 or info@cpit.ac.nz

Adult Reading, Writing & Maths

Reading & Writing Skills for Adult Learners (FREE)

Do you want to improve your reading, writing and spelling? These day and evening courses are suitable for beginner readers or writers, through to those wanting to improve their literacy skills for further study or employment. Late enrolments may be accepted if places are still available. Please note that you must be a fluent speaker of English to attend this course.

COURSE CODE:	RWAL100
WHEN:	Terms 1, 2, 3 & 4
CONTACT HOURS:	100
LOCATION:	City Campus, Madras Street

Numeracy (Online)

This is a flexible non-assessed course delivered online that will help you improve your basic arithmetic.

COURSE CODE:	MATH219-X
WHEN:	Term 1
CONTACT HOURS:	34
LOCATION:	Online

Numeracy (Online)

Free for over 50's! This version of MATH219 is free for people who are aged 50 and over.

COURSE CODE:	MATH219-X5
WHEN:	Term 1
CONTACT HOURS:	34
LOCATION:	Online

Rusty Maths A: Getting Started

Get fresh confidence and real understanding of basic maths and gain the maths skills needed for everyday life. No previous knowledge of maths is required. Fun and varied sessions suitable for people of all ages. Make those maths skills shine! Whole numbers/Fractions/Decimals.

COURSE CODE:	CFMA181
WHEN:	Term 2
CONTACT HOURS:	20
LOCATION:	City Campus, Madras Street

Architecture

ArchiCAD Introduction

This is a basic introduction to a CAD system used in an Architectural context.

COURSE CODE:	ARCI111
WHEN:	Term 3
CONTACT HOURS:	24
LOCATION:	City Campus, Madras Street

Art & Design

Please contact us for an up-to-date list of courses. Email: info@cpit.ac.nz or call 0800 24 24 76.

Business

MYOB® Accounts Receivable & Payable

(Unit Standard 331 – Level 3 assessed)
This is a unit standard assessed course using MYOB® software to process accounts receivable and accounts payable. On successful completion of this course students will be able to process accounts receivable and payable using MYOB® software, produce ledger reports and complete processing cycles. The 5 credits earned in this course can be used towards the National Certificate in Computing Level 2, or Business Admin Level 3 or 4.

COURSE CODE:	AD331CC
WHEN:	Terms 3
CONTACT HOURS:	25
LOCATION:	Campus Connect

MYOB® General Ledger

(Unit Standard 332 – Level 3 assessed)
This is a unit standard assessed course using MYOB® software to operate general ledger accounting systems to produce financial information. (This course can be completed before or after AD331CC – MYOB® Accounts Receivable & Payable.) The five credits earned in this course can be used towards the National Certificate in Computing Level 2, or Business Admin Level 3 or 4.

COURSE CODE:	AD332CC
WHEN:	Terms 2
CONTACT HOURS:	25
LOCATION:	Campus Connect

DIY Restoration Panelbeating

Weekend Panelbeating (Beginners)

The DIY Restoration Panelbeating course is designed for the hobbyist car and motorcycle enthusiast, who wishes to attain the necessary skills required to perform their own bodywork repairs.

A combination of traditional and modern hand and machinery skills are taught in well-equipped panel shops.

This course has no prerequisites.

COURSE CODE:	WPAN100
WHEN:	Terms 1 & 3
CONTACT HOURS:	60
LOCATION:	Trades Innovation Institute, Sullivan Avenue

Restoration Panelbeating (Advanced – Panel Fabrication)

The Panel Fabrication course is the second level of the DIY Restorative Panelbeating programme. At this level you will specialise in learning how to form a range of body panel shapes using motor body panel forming machinery. Several different shaped body panels will be fabricated. We advise that you complete WPAN100 first.

COURSE CODE:	WPFB100
WHEN:	Terms 1 & 3
CONTACT HOURS:	60
LOCATION:	Trades Innovation Institute, Sullivan Avenue

Education

The Diploma in Tertiary Learning and Teaching (level 6) is an applied programme designed for those working within tertiary organisations with access to students and classrooms. The programme is suitable for tertiary tutors, support staff, library and learning services staff. With support adult educators working in informal education settings can complete the programme provided they meet the academic entry criteria. The programme has an exit point – at 60 credits – the Certificate in Tertiary Learning and Teaching.

DTL 501: Learning and Teaching 1 is the compulsory first course in this programme.

Learning and Teaching 1

You will develop foundation understandings of the principles and practices of effective learning and teaching for tertiary learners. This practical course will briefly introduce all other aspects of the DTLT programme, and provide participants with some basic practical skills for working successfully with learners.

COURSE CODE:	DTLT501
WHEN:	Terms 1, 2, 3 & 4
CONTACT HOURS:	50
LOCATION:	City Campus, Madras Street

Please note: This course requires you to complete an application and a full enrolment form which is not contained in this brochure. Please contact us on 0800 24 24 76 or info@cpit.ac.nz for the appropriate form.

Electrical

Electrical Appliance Servicing

This course covers the prescribed outcomes detailed in the Electricity Regulations 1997. It includes theory and practical skills that will ensure your understanding of the knowledge requirements of an Electrical Technical with an A limitation. Under the Electricity Act 1992, Electrical Service Technician (EST) registration is required for a person to carry out prescribed electrical work, involving the maintenance of electrical appliances, in their right. The course fees include the external exam fees payable to the Electrical Workers Registration Board, as students will sit the exam at the next available date after the end of the course.

COURSE CODE:	ESAN100
WHEN:	Terms 1 & 4
CONTACT HOURS:	80
LOCATION:	Trades Innovation Institute, Sullivan Avenue

Electrical Service Technician

This course covers the prescribed outcomes detailed in the Electricity Regulations 1997. It includes theory

and practical skills that will ensure your understanding of the knowledge requirements of an Electrical Service Technician. Under the Electricity Act 1992, Electrical Service Technician (EST) registration is required for a person to carry out prescribed electrical work, involving the maintenance of electrical appliances in the workplace. The course fees include the external exam fees payable to the Electrical Workers Registration Board, as students will sit the exam at the next available date after the end of the course. We strongly recommend that students complete ESAN100 prior to enrolling for this course, although it is not strictly necessary.

COURSE CODE:	ESBN100
WHEN:	Terms 2 & 4
CONTACT HOURS:	48
LOCATION:	Trades Innovation Institute, Sullivan Avenue

English as a Second Language

Individual Learning Programme

This is a guided, individualised learning programme. The tutor will plan a programme with you and help you choose your materials. You work by yourself, but the tutor is there to answer questions, correct work, help you find materials and check your progress.

COURSE CODE:	LSAC200
WHEN:	Terms 1, 2, 3 & 4
CONTACT HOURS:	18
LOCATION:	City Campus, Madras Street

Speak Better English

This course is for intermediate students. It aims to improve your english conversation skills as well as confidence and fluency. The emphasis is on speaking and listening.

COURSE CODE:	ESOL042
WHEN:	Terms 1, 2, 3 & 4
CONTACT HOURS:	18
LOCATION:	City Campus, Madras Street

English for Work

If you are a migrant and hold a tertiary qualification, but are without the necessary English skills to work to your full potential in New Zealand, this course is for you.

COURSE CODE:	WORK401
WHEN:	Terms 1 & 4
CONTACT HOURS:	72
LOCATION:	City Campus, Madras Street

Newcomer's Stories

This course recognises the value of personal life histories and the role they play in the cultural history of people. Here you will be supported to articulate and record those histories.

COURSE CODE:	HIST001
WHEN:	Terms 2, 3 & 4
CONTACT HOURS:	16
LOCATION:	City Campus, Madras Street

Fashion

Please contact us for an up-to-date list of courses. Email: info@cpit.ac.nz or call 0800 24 24 76.

Food & Hospitality

Bar Service Essentials

Seeking 'action' of bar skills plus essential product knowledge? Learn about a wide range of spirits, liqueurs and beers from the basic flavours to the distillation and brewing processes as well as the responsibilities of being a bartender. Special 'tips' will make sure you are 'ready to go' the first time you are behind the bar. This course includes an International Bartenders Association (IBA) Certificate approved by the NZ Bartenders Guild.

COURSE CODE:	SABS301
WHEN:	Terms 1, 2 & 3
CONTACT HOURS:	24
LOCATION:	City Campus, Madras Street

Barista Essentials

Students will be competent in the operation of a commercial espresso machine and to produce a range of espresso based beverages found on a café / restaurant menu.

COURSE CODE:	SABT318
WHEN:	Term 1,2,3 & 4
CONTACT HOURS:	18
LOCATION:	City Campus, Madras Street

Please note: This course requires you to complete a full enrolment form which is not contained in this brochure. Please contact us on 0800 24 24 76 or info@cpit.ac.nz for the appropriate form.

Latte Lab

You will be able to apply milk texturing and puping techniques to create latte art and design.

COURSE CODE:	SALL401
WHEN:	Term 4
CONTACT HOURS:	24
LOCATION:	City Campus, Madras Street



Cocktail Mixology

Shake, stir, build and blend! From the basics to creative and innovative styles of cocktail mixing. This course will not just impress your employers and friends but even yourself! Remember that you are limited only by your own imagination.

COURSE CODE:	SACM401
WHEN:	Terms 2 & 3
CONTACT HOURS:	24
LOCATION:	City Campus, Madras Street

Please note: This course requires you to complete a full enrolment form which is not contained in this brochure. Please contact us on 0800 24 24 76 or info@cpit.ac.nz for the appropriate form.

Licence Controller Qualification (LCQ)

All general manager's certificate applicants must hold the Licence Controller Qualification (LCQ). This course is designed for duty / club managers, check out operators and supermarket / liquor store supervisors, bar and wait staff and anyone involved in the sale and supply of liquor.

COURSE CODE:	RLCQ401
WHEN:	All year
CONTACT HOURS:	10
LOCATION:	City Campus, Madras Street

Please note: This course requires you to complete a full enrolment form which is not contained in this brochure. Please contact us on 0800 24 24 76 or info@cpit.ac.nz for the appropriate form.

Furniture Making

Hobby Furniture Making

This course is for students who want to be able to use CPIT's facilities and equipment, with guidance as needed by an experience staff member, to make their own basic furniture projects.

COURSE CODE:	FURH100
WHEN:	Terms 1, 2, 3 & 4
CONTACT HOURS:	22.5
LOCATION:	Trades Innovation Institute, Sullivan Avenue

Languages

International Sign Languages – Beginners

This course introduces you to basic sign language to enable some communication with deaf people. On completion you will be able to introduce yourself and exchange personal information, tell someone where you live, and talk about your family and day-to-day activities.

COURSE CODE:	SIGN100
WHEN:	Term 1
CONTACT HOURS:	20
LOCATION:	City Campus, Madras Street

Introduction to Language & Culture A

This course aims to give you a practical introduction to your chosen language and culture, and to provide a foundation for further language study.

At the end of the course you will be able to:

- greet and exchange basic information with target language speakers
 - act in a culturally appropriate manner within the target language speaking environment
 - use and understand basic survival vocabulary and set phrases in the target language, eg counting, ordering food etc
 - describe the fundamentals of the grammar of the language
 - apply basic strategies for independent and higher level language learning
- Course materials supplied.

COURSE CODES:	Chinese (Mandarin): CHIN003-16
	French: FREN003-16
	German: GERN003-16
	Italian: ITAL003-16
	Japanese: JAPN003-16
	Spanish: SPAN003-16
WHEN:	Terms 1, 2, 3 & 4
CONTACT HOURS:	16
LOCATION:	City Campus, Madras Street

Introduction to Language & Culture B

This course further develops your vocabulary and communication skills in everyday situations.

Textbook required.

Note: An accelerated course of two x2 hour classes per week may be available in some languages. The accelerated course covers Introduction to Language and Culture A and B in 8 weeks.

COURSE CODES:	French: FREN004-16
	German: GERN004-16
	Italian: ITAL004-16
	Spanish: SPAN004-16
WHEN:	Terms 1, 2, 3 & 4
CONTACT HOURS:	16
LOCATION:	City Campus, Madras Street

Lifeskills

Assertive Communication & Confidence (open to men & women)

Develop your ability to express yourself clearly and directly; to listen creatively, and to communicate effectively.

COURSE CODE:	CSSU101
WHEN:	Terms 2 & 4
CONTACT HOURS:	12
LOCATION:	City Campus, Madras Street

Coaching for Life Change

This course is for anyone under going rapid or unanticipated life change, or who wants to make changes in their life. The course will provide a facilitated self coaching process to inform and enable participants to effectively support themselves and others through change.

You will learn about:

- theories & transitional models of change
- a coaching approach for life improvement
- setting personal goals for change and ways to support yourself and others in change.

COURSE CODE:	LIFE001
WHEN:	TBC
CONTACT HOURS:	15
LOCATION:	City Campus, Madras Street

Plan a CV

This three hour session will provide you with information on what is required in a Curriculum Vitae, cover letter, and tips on interview techniques.

COURSE CODE:	CSCV101
WHEN:	Terms 2 & 4
CONTACT HOURS:	3
LOCATION:	Campus Connect

New Outlook for Women

This is a very special course for women. Are you thinking about "where next" in your life? Do you want to expand your possibilities? This course will provide you with new ideas, challenges and experiences in a supportive, interactive group setting. It will assist you to become aware of what is important to you in life, find direction for your future and develop the confidence to achieve this.

COURSE CODE:	CSNO101
WHEN:	Terms 1, 2, 3 & 4
CONTACT HOURS:	96
LOCATION:	City Campus, Madras Street

Self Development for Women

This course offers an opportunity to enhance your sense of self worth. You will learn more about yourself and about your physical, emotional, mental and spiritual health. Ideal for clarifying your ideas and learning to care for yourself more effectively.

COURSE CODE:	CSSD101
WHEN:	Term 1
CONTACT HOURS:	12
LOCATION:	City Campus, Madras Street

Choosing Your Career

Given that we spend most of our waking hours at work it is very important to find a career or job that we actually enjoy. The best jobs are the ones that match our interests and skills. This one day course will help you in two ways. One, it will help you identify which careers or jobs you are likely to enjoy and be successful in, and secondly, it shows you how to research those jobs to see what opportunities are available in that field of work.

COURSE CODE:	WORK101
WHEN:	Term 1
CONTACT HOURS:	5
LOCATION:	Campus Connect

Helping You Get That Job ☀

Given that a small number of all jobs are actually advertised, how can you find the jobs that are out there but not advertised? This one day workshop shows you the most successful ways of finding and getting a job. You will learn how to research and find out about the jobs that interest you; find out about the "hidden" jobs and discover a range of job search strategies that create opportunities for securing employment; gain knowledge to write a good CV and cover letter; and get practical tips on how to do well in an interview.

COURSE CODE:	WORK102
WHEN:	Term 1
CONTACT HOURS:	5
LOCATION:	Campus Connect

Women and Anger ☀

Life can be stressful, and stress can lead to anger. Identify your anger signals and learn healthy ways to process your anger so that you don't hurt yourself or others.

COURSE CODE:	CSWA101
WHEN:	Term 3
CONTACT HOURS:	12
LOCATION:	City Campus, Madras Street

Self Empowerment for Women ☀

In this group you will learn to rise to life's challenges and to express yourself in a more free and creative way. You will be empowered to deal with your everyday life problems.

COURSE CODE:	CSEM101
WHEN:	Term 4
CONTACT HOURS:	12
LOCATION:	City Campus, Madras Street

Updating Skills ☀

A course designed to build confidence in women returning to study or exploring employment options.

You may have been out of the paid workforce and have many skills but need to learn how to present these to an

employer. You may want to update the skills you have and develop new ones. Or you may want to learn how to be a successful student. On this course you will do all this while working in a supportive group with helpful tutors.

COURSE CODE:	CSUS101
WHEN:	Terms 1, 2, 3 & 4
CONTACT HOURS:	120
LOCATION:	City Campus, Madras Street

Māori Studies, Language & Culture

Get your tongue around it! An introduction to Maori pronunciation 🗨

This three hour course aims to provide the opportunity for students to develop confidence in pronouncing Māori names and basic words.

COURSE CODE:	MAOR009
WHEN:	Terms 1, 2 & 3
CONTACT HOURS:	3
LOCATION:	City Campus, Madras Street

He Hokika Mahara – Personal Reflections ☀

This course looks at the role of personal reflections and life histories in the cultural history of a people, and supports kaumātua and other participants to record their own personal reflections and histories for their own personal and whānau use.

COURSE CODE:	MAOR016
WHEN:	Terms 1 & 4
CONTACT HOURS:	15
LOCATION:	City Campus, Madras Street

Introduction to Contemporary Māori Issues 2 ☀

This course follows on from Introduction to Contemporary Māori issues 1, and further explores specific examples of current Māori socio-political issues and the impact that these have on current Māori and mainstream society. The tutor will facilitate discussion on comparative issues and strategies employed by other indigenous peoples around the world.

COURSE CODE:	MAOR012
WHEN:	Terms 2
CONTACT HOURS:	10
LOCATION:	City Campus, Madras Street

Kāi Tahu Waiata 🗨

This course introduces participants to a number of commonly known Kāi Tahu waiata. It aims to promote the understanding and use of key Kāi Tahu waiata in the home environment and the community while exploring the language and messages contained within the songs.

COURSE CODE:	MAOR007
WHEN:	Terms 1 & 4
CONTACT HOURS:	6
LOCATION:	City Campus, Madras Street



Kāi Tahu Haka

This course builds on the knowledge gained in Kai Tahu Waiata. The course aims to promote the understanding and use of key Kāi Tahu haka in formal and informal Māori contexts while exploring the language and messages contained within the songs.

COURSE CODE:	MAOR008
WHEN:	Terms 1 & 4
CONTACT HOURS:	3
LOCATION:	City Campus, Madras Street

Kiiwaha for Kids

This course supports parents and caregivers of young children to introduce Māori language into the home and other environments through the use of Kiiwaha and Whakataukii, and to raise awareness of the role of Kiiwaha within the Māori language and culture.

COURSE CODE:	MAOR014
WHEN:	Term 1
CONTACT HOURS:	10
LOCATION:	City Campus, Madras Street

Ngā Waiata O Taimaumahara – Songs of Yesteryear

The 1st and 2nd World War era saw a dramatic shift in Māori music and song. These were times of significant composition and experimentation in music in both te reo Māori and English and many of the songs have become iconic with Māori culture and practice today. This course is a reflection of those times and the composers and songs that adorned. Participants will be encouraged to appreciate, enjoy and perform the Māori and English language music of days gone by, to know more about some of the composers of these songs, and to understand the stories behind the songs.

COURSE CODE:	MAOR024
WHEN:	Term 4
CONTACT HOURS:	10
LOCATION:	City Campus, Madras Street

Rāranga Taonga – Level 1 Weaving

An introductory course in mahi rāranga (weaving). Acquire basic weaving skills in a friendly “hands on” environment at Te Puna Wānaka. Gain knowledge and understanding of the preservation and maintenance of harakeke and the protocol and rules associated with harakeke in Te Ao Māori. This course will provide the essential foundation work for further, more intensive weaving courses.

COURSE CODE:	MAOR115
WHEN:	Terms 1 & 3
CONTACT HOURS:	30
LOCATION:	City Campus, Madras Street

Rāranga Takitahi – Level 2 Weaving

Build and strengthen the knowledge and new skills learnt in the basic introductory course (Rāranga Taonga) pertaining to weaving techniques and protocols. Students will be able to produce a product concentration on quality of finish and technique.

COURSE CODE:	MAOR116
WHEN:	Terms 2 & 4
CONTACT HOURS:	30
LOCATION:	City Campus, Madras Street

Te Ao Hurihuri

An introduction to Māori customs and practices.

COURSE CODE:	MAOR315
WHEN:	Terms 1, 2 & 3
CONTACT HOURS:	48
LOCATION:	City Campus, Madras Street

Te Hoe 1 - Beginners Māori Language Part 1

A ten hour introductory Māori language course for students with no knowledge of Te Reo Māori and Tikanga Māori, where you will acquire very basic skills in pronunciation and introductory phrases.

COURSE CODE:	MAOR111
WHEN:	Terms 1, 2 & 3
CONTACT HOURS:	10
LOCATION:	City Campus, Madras Street

Te Hoe 2 - Beginners Māori Language Part 2

Te Hoe 2 is a progression from Te Hoe 1, expanding on introductory phrases and includes an extension of basic mihi.

COURSE CODE:	MAOR112
WHEN:	Terms 1, 2, 3 & 4
CONTACT HOURS:	10
LOCATION:	City Campus, Madras Street

Te Pihipihi – Intermediate

A continuation of the Te Purapura beginners class, to reinforce and extend your vocabulary, give body to your language and widen your knowledge of tikanga Māori.

The course covers:

- Karakia
- Mihimihi
- Colours
- Himene
- Basic tikanga
- Numbers
- Waiata
- Basic marae takanga
- Noho Marae
- Basic sentence structure
- Basic greeting and farewells

The teaching methods include total

immersion sessions using Cuisenaire rods (rākau), roleplays, pair and group work (kōrero) and culture sessions (tikanga). You will need to complete Te Purapura (MAOR303) to enrol into this course.

COURSE CODE:	MAOR304
WHEN:	Terms 2 & 3
CONTACT HOURS:	48
LOCATION:	City Campus, Madras Street

Te Purapura - Beginners

An introduction to basic skills in oral and written Te Reo Maori.

COURSE CODE:	MAOR303
WHEN:	Terms 1, 2 & 3
CONTACT HOURS:	48
LOCATION:	City Campus, Madras Street

Waitaha 1 – He Hononga Tangata

The aim of this 3-hour course is to promote and support the cultural identity of various iwi living in the Waitaha region through waiata and kōrero-ā-iwi. The course will introduce participants to key waiata from selected iwi and associated tribal stories.

COURSE CODE:	MAOR006
WHEN:	Terms 1 & 4
CONTACT HOURS:	3
LOCATION:	City Campus, Madras Street

Pasifika Language & Culture

Get your tongue around it. An introduction to Pasifika pronunciation

These courses provide opportunities for you to develop confidence in pronouncing names and basic words in a Pasifika language.

COURSE CODES:	Gagana Samoa: PASF001
WHEN:	Terms 1, 2 & 3
CONTACT HOURS:	3
LOCATION:	City Campus, Madras Street

Pasifika Languages

The aim of this course is to provide an environment in which you will acquire basic skills in a Pasifika language. On successful completion, you will be able to:

- pronounce components of the language with some confidence
- participate in prayer and song
- recite your oral presentation/introduction
- understand basic protocols
- understand and deliver basic greetings, farewells and numbers

These courses follow on from the three hour introduction courses, providing an environment in which learners will enhance basic skills learnt in the Pasifika language introduction. This 10 hour course runs over five weeks.

COURSE CODES:	Gagana Samoa: PASF111
WHEN:	Terms 1, 2 & 4
CONTACT HOURS:	10
LOCATION:	City Campus, Madras Street

Pasifika – Reo 1 (Gagana Samoa) ☼

The aim of this 48 hour course is to provide a learning environment in which students will acquire basic oral and written skills in the Samoan language. You will also learn some related protocol and tikanga. Classes will involve group and pair work using communicative language teaching methodologies.

COURSE CODE:	PASF303
WHEN:	Term 1 & 3
CONTACT HOURS:	48
LOCATION:	City Campus, Madras Street

Pasifika – Reo 2 (Gagana Samoa) ☼

To provide a learning environment in which you will build on basic skills acquired in Pasifika Reo 1.

COURSE CODE:	PASF304
WHEN:	Terms 2 & 4
CONTACT HOURS:	48
LOCATION:	City Campus, Madras Street

Plumbing

Solar Hot Water Installations ☼

Solar hot water systems are in high demand now and registered plumbers can complete an industry approved short course. In just three days we will instruct you in all of the practical and technical skills required to safely and effectively install solar hot water heating systems.

COURSE CODE:	SHWI101
WHEN:	Term 1
CONTACT HOURS:	Part-time, 24 hours
LOCATION:	Trades Innovation Institute, Sullivan Avenue

Welding

The welding courses below have no prerequisites. We do offer higher level welding courses that require previous experience. Please contact us on 0800 24 24 76 for further information.

Gas Metal Arc Welding (MIG) 1 ☼

Obtain basic skills using MIG/MAG (Metal Inert Gas) welding process.

COURSE CODE:	WEGM192
WHEN:	Terms 1 & 3
CONTACT HOURS:	48
LOCATION:	Trades Innovation Institute, Sullivan Avenue

Gas Tungsten Arc Welding (TIG) ☼

This will enable you to safely use the gas tungsten arc welder (GTAW), prepare the equipment, demonstrate an understanding of the metals welded, weld to a general purpose quality, and control the quality of the completed weld.

COURSE CODE:	WTIG192
WHEN:	Terms 1 & 3
CONTACT HOURS:	33
LOCATION:	Trades Innovation Institute, Sullivan Avenue

Manual Metal Arc Welding 1 ☼

This course trains you to recognise hazards and safely use the manual metal arc welding (MMAW) process to join steel to meet a general purpose industry standard.

COURSE CODE:	WEMM192
WHEN:	Terms 1 & 3
CONTACT HOURS:	55
LOCATION:	Trades Innovation Institute, Sullivan Avenue

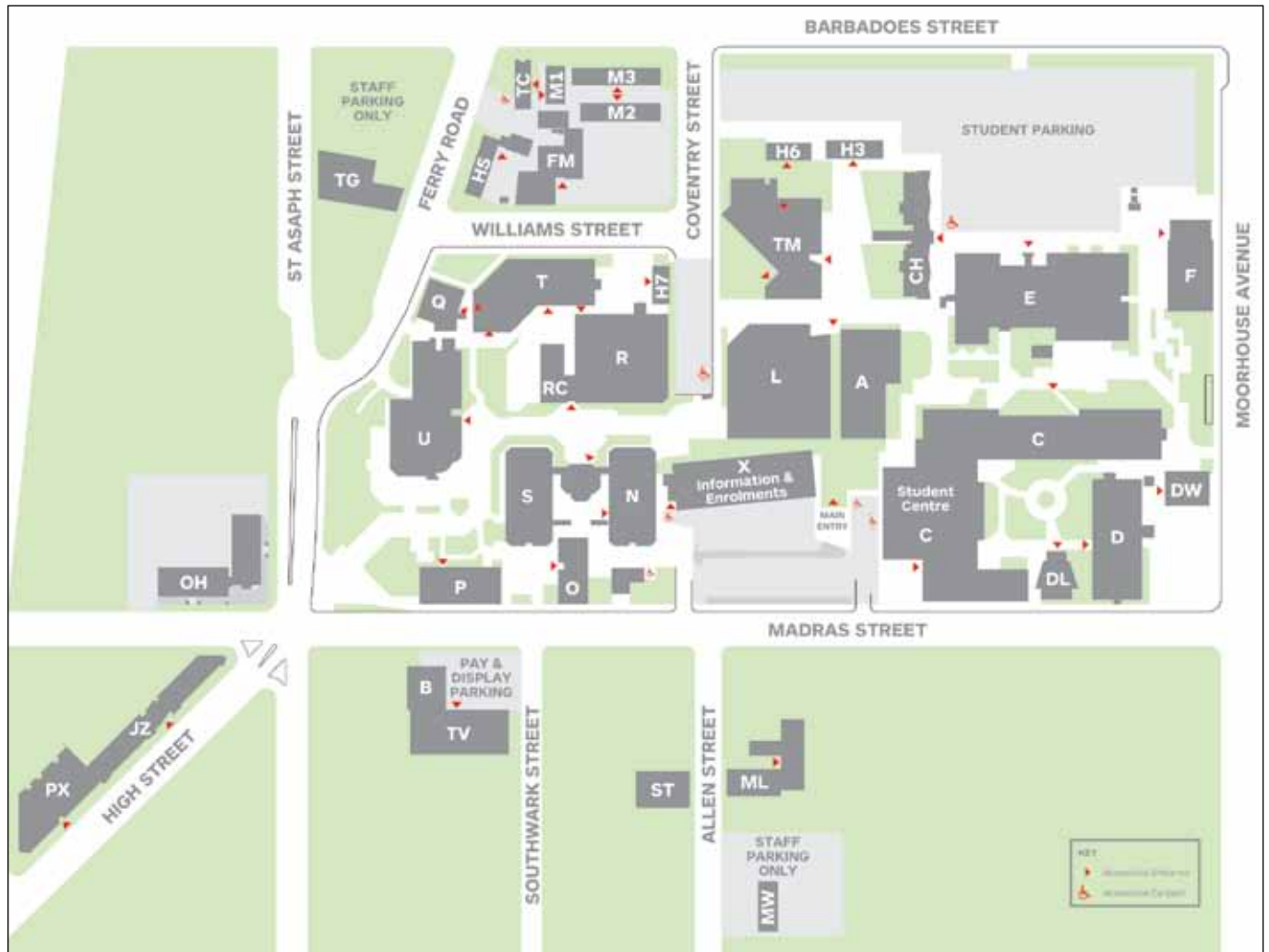
Oxy-Acetylene Welding (Gas) ☼

This will enable you to safely use the Oxy-Acetylene welding process (OAW) to join steel sheets.

COURSE CODE:	WGAS192
WHEN:	Terms 1 & 3
CONTACT HOURS:	33
LOCATION:	Trades Innovation Institute, Sullivan Avenue



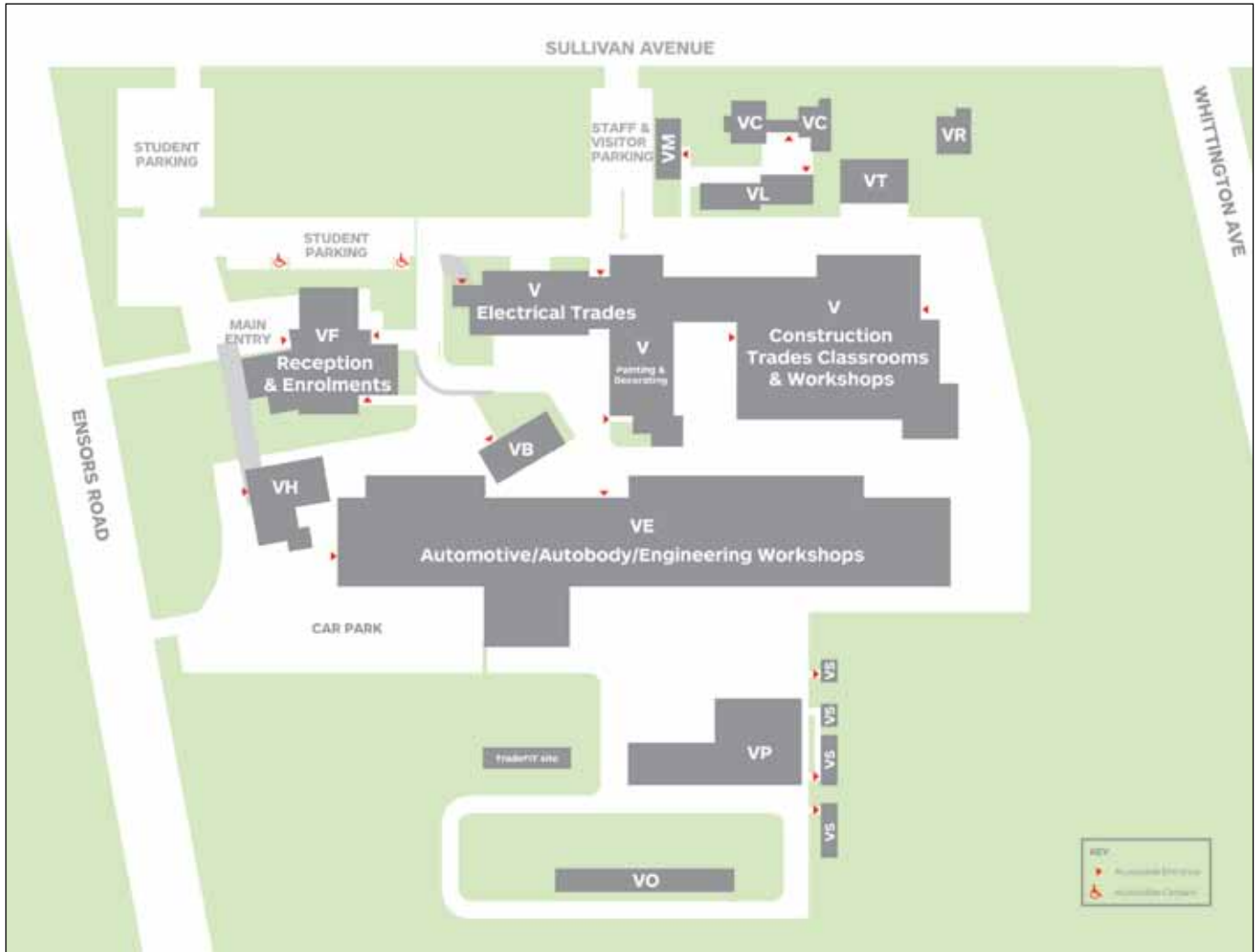
City Campus



KEY

A	Academic Division ESOL Centre Executive Finance Division School of Humanities Human Resources Division Imagitech Theatre International Student Advisors	B	NZ Broadcasting School	C	Bennetts Bookshop Electrical Trades School of Engineering Student Cafeteria Students' Association	CH	Early Learning Centre	D	School of Art & Design Faculty of Creative Industries Photography	DL	D Block Lecture Theatre	E	NASDA School of Performing Arts	F	CircoArts	FM	Custodians Facilities Management Division H & S Manager	HS	Health Centre	JZ	Jazz School	L	Learning Services Library	N	School of Applied Sciences & Allied Health Faculty of Health, Humanities & Science School of Nursing & Human Services	O	School of Business Business Administration Computing for Free	OH	Accommodation Block Otautahi House	P	NZ Broadcasting School Plains FM	PX	Fashion Hairdressing	R	Recreation Centre	RC	IT Division	S	Faculty of Commerce School of Computing	ST	NZ Broadcasting School	T	IT Helpdesk & Printery	TG	Garage	TM	Te Puna Wanaka	TV	NZ Broadcasting School	U	School of Food & Hospitality NZ Baking Training Centre Visions on Campus Restaurant	X	Academic Records Cafe X CAPL Career Centre CPIT ID Card/Security Enrolments Lost & Found Rakaia Centre Scholarships Security Student Marketing Services Welcome Desk
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Trades Innovation Institute



Campus Connect and Computing for FREE

Campus Connect takes the next step and provides useful courses at very affordable prices in your community. We have locations at:

- City Campus - Madras Street • Bishopdale - Bishopdale Mall • New Brighton - Cnr Hawke Street & Shaw Avenue
- Rangiora - 14 Ashley Street • Hornby - Clock Tower Unit A, 375 Main South Road, Hornby.

Campus Connect courses include:

- Computing for Free courses • Business courses • Community courses.

Computing for FREE Courses

Computing for FREE classes provide self-paced, flexible learning programmes for anyone who wants to gain a formal qualification for employment, learn the fundamentals of computing, or enhance their existing skills.

Computing for FREE Timetable

Computing for FREE is run in two hour sessions starting at the following times:

Mon-Thu: 8am, 10am, 1pm, 3pm, 6pm

Friday: 8am, 10am, 1pm

Saturday: 9am, 10am, 11am

Session times will vary depending on location and are subject to change.

Computing for Free Non Assessed Courses

You may request a CPIT Statement of Attendance if 80% or more of the hours have been completed.

Once you have gained confidence with a non assessed course, you can then transfer to the National Certificate in Computing Level 2. We will assess your skills for free and credit them towards the National Certificate.

Code	Course name	Hours
Fundamentals		
CFCB110	Computing Basics	40
CFWP110	Word for Beginners	40
CFSP110	Excel for Beginners	40
CFKY110	Keyboarding for Beginners	24
CFPP110	PowerPoint for beginners	20
CFDK110	Publisher for Beginners	40
CFDB110	Access for Beginners	30
CFIN110	Internet and Email	10

Code	Course name	Hours
Enhanced		
CFDB310	Access Enhanced	34
CFWP310	Word Enhanced	48
CFSP310	Excel Enhanced	32
CFWB110	Web Design for Beginners	4

National Certificate in Computing Level 2 (Assessed)

You can achieve a National Certificate in Computing Level 2 at Computing for FREE.

Enrolment into this programme requires a commitment from you to complete the 43 credit programme.

Level: 2

Total credits: 43

Study mode: Flexible, self-paced

Enrolments: Accepted throughout the year

Fee: Free*

Programme Content

The National Certificate in Computing Level 2 studied at Computing for Free lets you choose a learning schedule that fits around your work (or other) commitments.

Courses include computing skills, computing fundamentals, digital communications, word processing, spreadsheets, database, desktop publishing, powerpoint and integration.

What do I need to know?

You will need to have basic literacy and numeracy skills.

Where will it take me?

The programme will develop core computer skills that can be used as a basis for entry level employment or further study at a higher level.

Entry Requirements

Academic - this programme has open entry but English language requirements may apply.

Fees

National Certificate: \$15.30

*To formalise completion of your National Certificate with NZQA the above fee needs to be paid. This can be arranged with your facilitator or team leader.

Upon completion of the National Certificate in Computing Level 2 you will have entry into the Certificate in Information & Communication Technology Level 4 at CPIT's School of Computing.

16 credits from your completed National Certificate in Computing Level 2 can be used in Business Administration Level 3.

National Certificate in Computing Level 3 (Assessed)

You can achieve a National Certificate in Computing Level 3 at Computing for FREE.

Enrolment into this programme requires a commitment from you to complete the 48 credit programme.

Level: 3

Total credits: 48

Study mode: Flexible, self-paced

Enrolments: Accepted throughout the year

Fee: Fees apply to one course in the programme. All other courses are FREE.

Programme Content

The National Certificate in Computing Level 3 is a continuation of the National Certificate in Computing Level 2. Courses include computing skills, computing fundamentals, word processing advanced, intermediate spreadsheets, database, desktop publishing, MYOB, and web design.

Enrol in a course or for more information simply call us on 03-940 8888.



Business & Community Courses

Choosing Your Career ☀

Given that we spend most of our waking hours at work it is very important to find a career or job that we actually enjoy. The best jobs are the ones that match our interests and skills. This one day course will help you in two ways. One, it will help you identify which careers or jobs you are likely to enjoy and be successful in, and secondly, it shows you how to research those jobs to see what opportunities are available in that field of work.

COURSE CODE:	WORK101
WHEN:	Term 1
CONTACT HOURS:	5
LOCATION:	Campus Connect

Helping You Get That Job ☀

Given that a small number of all jobs are actually advertised, how can you find the jobs that are out there but not advertised? This one day workshop shows you the most successful ways of finding and getting a job. You will learn how to research and find out about the jobs that interest you; find out about the "hidden" jobs and discover a range of job search strategies that create opportunities for securing employment; gain knowledge to write a good CV and cover letter; and get practical tips on how to do well in an interview.

COURSE CODE:	WORK102
WHEN:	Term 1
CONTACT HOURS:	5
LOCATION:	Campus Connect

Plan a CV ☀

This three hour session will provide you with information on what is required in a Curriculum Vitae, cover letter, and tips on interview techniques.

COURSE CODE:	CSCV101
WHEN:	Terms 2 & 4
CONTACT HOURS:	3
LOCATION:	City Campus, Madras Street

MYOB® Accounts Receivable & Payable 📄

(Unit Standard 331 – Level 3 assessed)

This is a Unit Standard assessed course using MYOB® software to process accounts receivable and accounts payable. On successful completion of this course students will be able to: process accounts receivable and payable using MYOB® software, produce ledger reports and complete processing cycles. The 5 credits earned in this course can be used towards the National Certificate in Computing Level 2, or Business Admin Level 3 or 4.

COURSE CODE:	AD331CC
WHEN:	Terms 3
CONTACT HOURS:	25
LOCATION:	Campus Connect

MYOB® General Ledger 📄

(Unit Standard 332 – Level 3 assessed)

This is a Unit Standard assessed course using MYOB® software to operate general ledger accounting systems to produce financial information. (This course can be completed before or after AD331CC – MYOB® Accounts Receivable & Payable.) The five credits earned in this course can be used towards the National Certificate in Computing Level 2, or Business Admin Level 3 or 4.

COURSE CODE:	AD332CC
WHEN:	Terms 2
CONTACT HOURS:	25
LOCATION:	Campus Connect

How to enrol in our Short Courses

It couldn't be easier

> Come in and see us at:

City Campus

Enrolments
Rakaia Centre
X Block
Madras St

Mon-Thu, 8am-6pm
Fri, 9am-4.30pm
(Feb open at 8am)
Sat, 8.30am-4.30pm

Trades Innovation Institute

Ensors Road

Mon-Thu, 8am-6pm
(student holidays open until 5pm)
Fri, 9am-4.30pm

> Complete the form opposite and post, with your payment to:

Freepost 161
CPIT
PO Box 540
Christchurch 8140

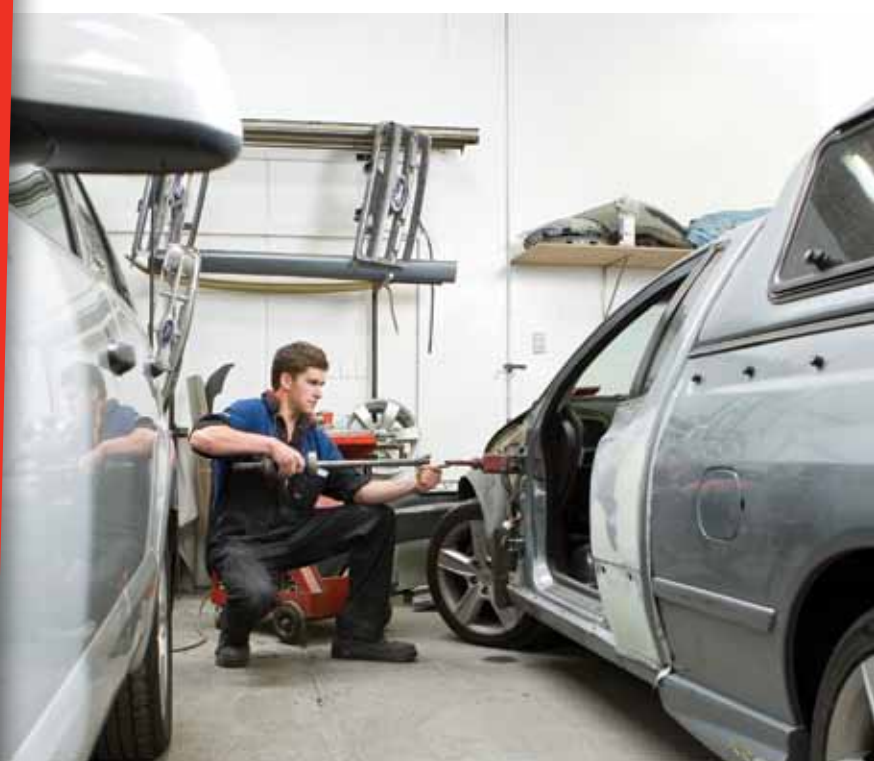
> Telephone us

on 0800 24 24 76.

Computing for Free and Campus Connect

Simply phone 03 940 8888.

Please note: Your enrolment is not confirmed until all enrolment requirements (including payment) have been met. Fees are listed for New Zealand domestic students (permanent residents) only. International students (non-permanent residents) will need to contact the Enrolment Centre. For some courses there may be additional costs. Should you find the course(s) in which you are interested to be full, we recommend wait-listing as positions often arise. Where there is obvious demand we will attempt to schedule additional courses. If there is a change or a cancellation to a course, we will try to contact you at the address or telephone number provided to us at the time of enrolment. Please ensure that the contact details we have for you are always current. The details in this guide are correct at the time of printing but may be subject to change.



Short Enrolment Form

Please answer all questions.

CPIT ID No.

National Student No.



Please ensure you complete this form fully.

Title: _____ Family name/Surname: _____
First/Given names (*in full*): _____
What school are you attending? _____
Have you previously enrolled at Christchurch Polytechnic Institute of Technology?
 No Yes – if so under what name? _____
Date of birth: _____ Male / Female
Permanent address: _____
Tel. _____ (home) _____ (wk) Email _____
 NZ citizen Permanent resident Country of citizenship (*if not NZ*) _____

To which ethnic group(s) do you belong? NZ European Pacific Islands Asian
 NZ Māori – if so what iwi? _____ Other _____

Course Description or Code	Course Start Date	Fee \$

Fee Payment (if applicable)

Amount Corporate Invoice Cash EFTPOS
 Cheque MasterCard Visa Amex
Credit card no.
Card expiry date _____ Cardholder's name _____
Cardholder's signature _____

Is English your main language? YES NO
Do you live with the long term effects of injury, illness or disability? YES NO
In an emergency could you get out of a building on your own? YES NO

Privacy Act

Christchurch Polytechnic Institute of Technology undertakes to collect and maintain personal information in a manner consistent with the Privacy Act 1993 (see Student Handbook for full details). Please note that your name, date of birth and residency as entered on this enrolment will be included in the National Student Index, and will be used in an Authorised Information Matching Programme with the New Zealand Birth Register. For further information please see <http://www.nsi.govt.nz/lima>

Student Declaration

I hereby declare that all information I have given on this form is true and correct. I agree to abide by the terms and conditions of CPIT. I undertake to protect my PIN and password from improper user; in particular, I declare that I will not disclose my PIN and password to any third party. CPIT collects and stores information from this form to keep you advised about programmes, courses and services available at CPIT.

Signature  Date

Madras Street, PO Box 540, Christchurch 8140 Tel. 03-9408000 Fax. 03-366 6544 Email: info@cpit.ac.nz





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