Congratulations and welcome!

Thank you for your application for our SPACE (Self-Paced Applied Computer Education) modules.

Please read the information below about your options and go to www.wintec.ac.nz/welcome for further information.

The SPACE modules are delivered in 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 students when needed.

There are six modules available:

FOSP201B	Keyboarding	FOSP202B	Word
FOSP203B	Excel	FOSP204B	Publisher
FOSP205B	PowerPoint	FOSP206B	Internet and Email

Students are required to complete a module, including the assessment, before they will be enrolled in a new module.

Students will be required to attend an interview to complete their enrolment documentation. Students will be contacted by the course facilitator regarding the date and time of their interview. IT IS IMPERATIVE THAT STUDENTS ATTEND THEIR INTERVIEW.

At the Interview, students will be advised of the module requirements and course expectations. Students will also book the sessions they will attend each week. Please note: It is a requirement that students book in, and attend, TWO class sessions each week.

Attendance in the SPACE sessions will be closely monitored. Any student who has not attended for two weeks will be automatically withdrawn.

Enrolments for SPACE modules are ongoing throughout the year. However modules may be closed to new enrolments if enrolments exceed maximum numbers.

YOUR FIRST DAY 2017

FO8000 - SPACE - Self Paced Applied Computer Education
FORMAT: **A course facilitator will contact students with the date and time of their interview.**

WHAT YOU NEED

Please bring with you to your interview:

- Verification of ID if not already provided.

✂- -

TEMPORARY STUDENT PARKING PERMIT - Display this clearly on your dashboard

This permit allows you to park at Wintec for your FIRST WEEK FREE to give you time to organise your permanent parking permit. If this permit is not displayed, you MUST have a permanent parking permit and a 'pay and display' ticket on your vehicle dashboard.
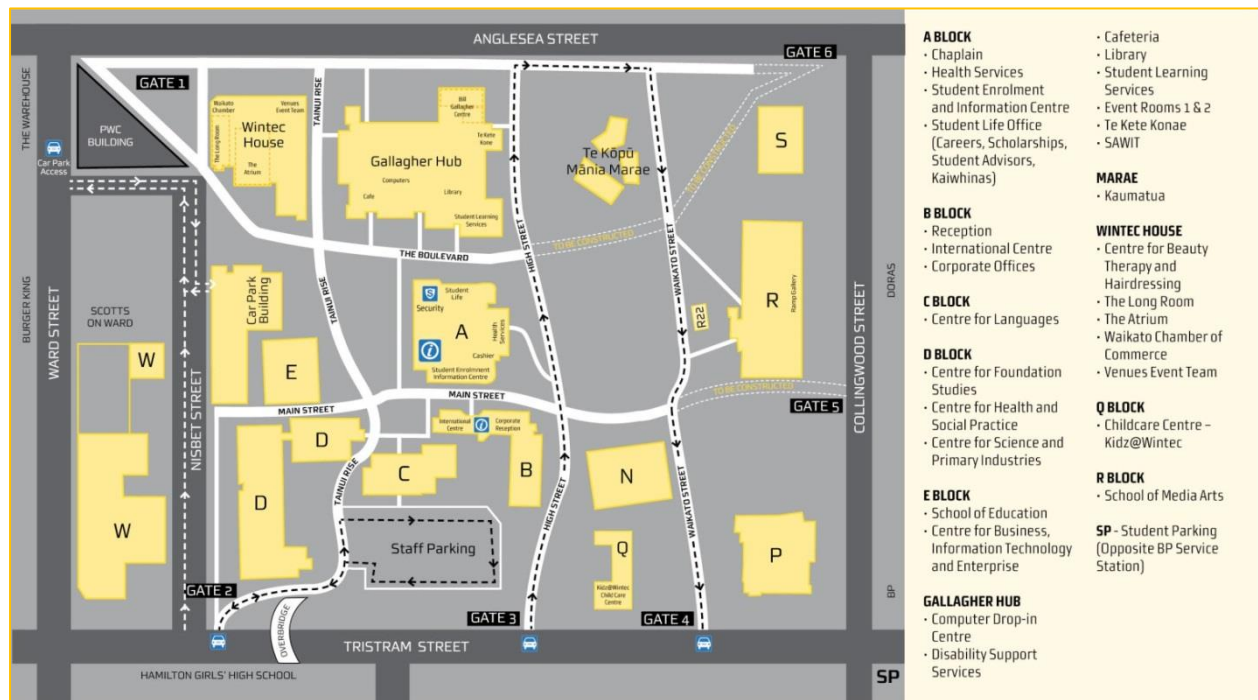
PERMANENT PARKING PERMIT
Your permanent parking permit must be displayed after your first week along with a 'pay and display' ticket on your vehicle dashboard to avoid parking infringements.

You can find out where to park and more about student parking, including how to get your permanent student parking permit, at
http://www.wintec.ac.nz/parking/pages/index.aspx

For all the information you need in the lead up to your first day at Wintec check out www.wintec.ac.nz/welcome

A BLOCK
· Chaplain
· Health Services
· Student Enrolment and Information Centre
· Student Life Office (Careers, Scholarships, Student Advisors, Kaiwhinas)

B BLOCK
· Reception
· International Centre
· Corporate Offices

C BLOCK
· Centre for Languages

D BLOCK
· Centre for Foundation Studies
· Centre for Health and Social Practice
· Centre for Science and Primary Industries

E BLOCK
· School of Education
· Centre for Business, Information Technology and Enterprise

GALLAGHER HUB
· Computer Drop-in Centre
· Disability Support Services

· Cafeteria
· Library
· Student Learning Services
· Event Rooms 1 & 2
· Te Kete Konae
· SAWIT

MARAE
· Kaumatua

WINTEC HOUSE
· Centre for Beauty Therapy and Hairdressing
· The Long Room
· The Atrium
· Waikato Chamber of Commerce
· Venues Event Team

Q BLOCK
· Childcare Centre – Kidz@Wintec

R BLOCK
· School of Media Arts

SP - Student Parking (Opposite BP Service Station)