



THE EXPERIENCE YOU NEED
& THE SUPPORT TO SUCCEED



SHORT COURSES 2016





Disclaimer:

Information contained in this publication is correct at the time of printing, but may be subject to change.

For the latest information, visit eit.ac.nz or phone 0800 22 55 348.

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Subject to numbers, some short courses can be delivered at your location.
Please contact us for more information

Agriculture

Potential farm workers, life-stylers and those keen to learn practical outdoor skills will find plenty of choice with EIT's agricultural industry training short courses.

- ATVs, Motorbikes, Tractors
- Chainsaws

Contact: Denise 06 974 8000 ext 6043
ddavis@eit.ac.nz

Business

PLEASE NOTE these courses are part of our mainstream programmes and will require you to attend two 2 hour lectures per week (Semester 1, February to June or Semester 2, July - November). Most courses have a final examination.

Business Planning

You will be able to produce a business plan in the context of a defined business scenario or case study. The business plan will link financial, operations and marketing issues into a cohesive whole. You will also be able to participate as a line manager in the construction of budgets and a number of other areas including Operational and Applied Management.

Economic Environment

This allows you to apply elements of economic theory to contemporary issues and encourages you to appreciate the economic way of thinking as a means to apply to business decisions. It includes topics such as the nature of economics, demand and supply principles, the theory of the firm, the concept of market failure, the macro-economic environment, government policy in the economy and international trade. It uses resources from newspapers and the internet for current economic issues and encourages you to reflect on your learning in relation to your own personal situation and the business world.

Employment Relations

Examine the Employment Relations processes – formal and informal – and apply them so that the parties involved can each achieve their mutual goals.

Entrepreneurship

You will develop your understanding of the theory and practice of entrepreneurship and innovation.



Fundamentals of Small Business

This course enables you to examine the characteristics of successful small businesses and the options for small businesses including business structures and financial sources. It considers the sources of advice and assistance available to get you started. It further allows you to work through aspects including marketing choices of setting up a small business in a practical way. It considers legal, financial and operational controls that are required in any small business to maintain its viability in a New Zealand context.

Human Resources Management

This allows you to explore Human Resource Management activities for the effective management of people in an organisation.

Introduction to Accounting

Learn the basic concepts of accounting and finance for use in the business environment.

Marketing Principles

Get an introduction to the field of marketing, including its functional, social and managerial dimensions.

Taxation

An intensive course covering all aspects of taxation including tax administration, income and deductions, financial arrangements, tax on investments, taxation of trusts, partnerships and companies, international tax issues, disputes procedures and GST. This course aims to provide you with knowledge of the current tax rules in New Zealand and research skills to continue to solve tax problems in the future. This course is particularly suited to those currently working within an accounting environment who would like to deepen their knowledge and understanding of tax.

Contact: Roni 06 974 8000 ext 5202
rhastings@eit.ac.nz or
Wendy 06 974 8000 ext 5016
wnichol@eit.ac.nz

Workplace Assessor

Upon completion of this programme successful candidates will be able to design, plan and conduct assessment of people gathering evidence for their own Unit Standards based awards. Unit Standards include 4098 and 11552.

Duration: Three days

Dates: Course 1:
TBC - register your interest
Course 2:
TBC - register your interest

Time: 9.00am - 4.30pm

Cost: \$650

Venue: EIT Hawke's Bay Campus

*Please bring a verified copy of your passport or birth certificate when enrolling.

Computing

In EIT's state-of-the-art Information Technology Complex, there are nine networked computer laboratories with specific labs for software development, hardware multimedia and a room for computer study.

The School of Computing uses these facilities to deliver practical hands-on programmes ranging from flexibly delivered certificate programmes to full or part-time diploma and degree programmes. Alongside these the School also offers some night classes in programming.

Basic Computing

Need to improve your basic computing skills? This course includes three NZQA unit standards including a range of Microsoft Words skills, Mail merge, templates and styles, tables and reports with multi-level numbering. This course is part of our flexible study options so you can study for free at work, home or EIT.

Computer Hardware

Discover what is inside the computer and how things work. The aim of this course is to provide you with a good working knowledge of computing devices available today, with an emphasis on personal computing.

Dates: 15 February - 24 June
 Tuesday, 8.00am - 9.00am
 Tuesday, 10.00am - 12.00pm
 Wednesday, 8.00am - 10.00am

E-Commerce

Discover how the Internet can help businesses improve their online marketing opportunities. The aim of this course is to introduce you to the concepts of e-commerce and provide you with the skills necessary to plan and design e-commerce environment that meet the needs of business.

Dates: 15 February - 24 June
 Monday, 8.00am - 9.00am
 Tuesday, 8.00am - 10.00am

Introduction to the Internet

Discover how the Internet works and some of the features that can help businesses improve their online marketing opportunities. The aim of this course is to provide you with knowledge of the concepts of the Internet and Web page design.

Dates: 18 July - 25 November
 Monday, 9.00am - 10.00am
 Tuesday, 10.00am - 12.00pm
 Thursday, 1.00pm - 3.00pm

Introduction to Programming

Discover what it means to be a computer programmer with this introductory course. You will need to be a proficient computer user to enter the course. During the course you will be introduced to basic application programming concepts and you will lay the foundation for further programming training.

Dates: 15 February - 24 June
 Monday, 9.00am - 10.00am
 Tuesday, 2.00pm - 3.00pm
 Thursday, 10.00am - 12.00pm
 or
 18 July - 25 November
 Monday, 5.00pm - 8.30pm

Microsoft Excel

Need to improve your Excel skills? This course includes four NZQA units and you will cover a range of intermediate and advanced Excel spread sheet functionality including spread sheet creation, calculations, macros, templates, functions and pivot tables.

MYOB

Need to improve your MYOB skills? This course includes three NZQA units and you will cover a range of MYOB accounting skills, including Account payable, Accounts Receivable, General Ledger accounting, setting up multiple users and producing financial reports.

Project Management

Managing projects is an essential skill in the business workplace. This course will introduce you to the concepts of project management and give you hands on experience of using Microsoft Project an automated project management tool.

Dates: 15 February - 24 June
 Tuesday, 3.00pm - 4.00pm
 Thursday, 10.00am - 12.00pm
 Friday, 1.00pm - 3.00pm
 or
 18 July - 25 November
 Monday, 1.00pm - 3.00pm
 Tuesday, 10.00am - 11.00am
 Tuesday, 3.00pm - 5.00pm

Contact: Aman 06 974 8000 ext 5203
 aKaur@eit.ac.nz or
 Helen 06 974 8000 ext 5211
 HPirie@eit.ac.nz

InDesign

A beginners guide to use Adobe InDesign. Learn about layout, text and images to design your own documents, pamphlets, brochures and books.

Duration: Seven weeks

Dates: Thursdays
3 March - 14 April

Time: 6.00pm - 8.30pm

Cost: \$165

Venue: EIT Hawke's Bay Campus,
Art and Design Studios Room D103

Contact: Kate 06 974 8000 ext 5019
kmeikle@eit.ac.nz

*You must supply your own USB to save work, minimum 4GB

Introduction to Screen Production

Get a taste of working in the screen production industry. Practical lessons in camera and sound recording, editing and sound mixing from experienced professionals at our purpose-built screen production studios.

Duration: Three days

Dates: 4 - 6 October

Time: 9.00am - 3.00pm

Cost: \$165

Venue: EIT Hawke's Bay Campus,
Screen Production Studios G Block

Contact: Kate 06 974 8000 ext 5019
kmeikle@eit.ac.nz

Photoshop

Photoshop is widely used by photographers and graphic artists to edit and re-touch images. Learn some of the most practical features of this powerful software.

Duration: Seven weeks

Dates: Thursday evenings
12 May - 23 June

Time: 6.00pm - 8.30pm

Cost: \$165

Venue: EIT Hawke's Bay Campus,
Art and Design Studios Room D103

Contact: Kate 06 974 8000 ext 5019
kmeikle@eit.ac.nz

*You must supply your own USB to save work, minimum 4GB

Photography

Learn the principles and practice of good digital photography - how to control exposure, camera modes, digital file sizes and composition, with practical exercises.

Duration: Two days

Dates: Saturday 2 and Saturday 9 April

Time: 9.00am - 3.00pm

Cost: \$165

Venue: EIT Hawke's Bay Campus,
Art and Design Studios Room D103

Contact: Kate 06 974 8000 ext 5019
kmeikle@eit.ac.nz

*You must supply your own USB to save work, minimum 4GB

Screenprinting

This workshop introduces practical techniques of screenprinting including how to make a screen, how to use light sensitive emulsion and how to print onto paper or a fabric surface. This workshop is suitable for beginners.

Duration: One weekend

Dates: TBC - register your interest

Time: 9.00am - 4.00pm

Cost: \$165

Venue: EIT Hawke's Bay Campus,
Art and Design Studios Room D118

Contact: Kate 06 974 8000 ext 5019
kmeikle@eit.ac.nz

*Please bring a verified copy of your passport or birth certificate when enrolling



Cervical Screening

The aim of this programme is to prepare registered nurses, midwives and enrolled nurses to be certified as "Approved Smear Takers". This programme is only appropriate for those nurses working in situations where they have access to taking smears.

Duration: Three days
 Date: 13 - 15 June
 Time: 9.00am - 4.00pm
 Cost: \$782 (approx)
 Venue: EIT Hawke's Bay Campus
 Contact: Rita 06 974 8000 ext 5079
 RSmith2@eit.ac.nz

Handle with Care for Support Staff and Families

This one day workshop is designed to refresh your techniques and update your skills for best practice in the health, disability and aged care sector. Available to groups on request.

Duration: One day
 Date: TBC - register your interest
 Time: 9.00am - 3.00pm
 Cost: \$98.80
 Venue: EIT Hawke's Bay Campus,
 N Block
 Contact: Rita 06 974 8000 ext 5079
 RSmith2@eit.ac.nz

Preceptor Workshops

This is a two day workshop for Registered Nurses designed to develop skills as a preceptor working with new staff including HCAs, RNs, ENs, and nursing students.

Duration: Two days
 Date: 30 - 31 March or
 24 - 25 November
 Time: 8.30am - 4.00pm
 Cost: \$80 (approx)
 Venue: EIT Hawke's Bay Campus,
 L Block
 Contact: Rita 06 974 8000 ext 5079
 RSmith2@eit.ac.nz



Skin Screening for Non-Medical Professionals

The prevalence of skin cancer in New Zealand and Australia is one of the highest in the world. This course comprises 40 hours of self-directed online learning during which time you will be guided through a series of modules that teach you how to recognise common skin cancer lesions. It allows non-medical professionals to gain the knowledge and the skills that will assist in identifying suspicious skin cancer lesions that may require further investigation by medical practitioners.

Anyone who works in an industry where they are able to observe skin in their everyday work is eligible to enrol.

A two day workshop will follow on completion of the course (Dates TBA).

Upon finishing the course, you will receive a certificate of completion.

Duration: Online

Date: 15 February but must complete the course by 25 June 2016.

Cost: \$480.00

Contact: Rita 06 974 8000 ext 5079
RSmith2@eit.ac.nz



Horticulture

Much of Hawke's Bay's economy centres around horticulture resulting in a substantial workforce being employed in these land-based industries. These short courses may also be of interest to the home gardener and life-styler:

- Soil and Soil Management
- Irrigation Fundamentals
- Workplace Safety
- Plant Science
- Landscape Design (Introductory)
- Sustainable Horticulture Practice
- Plant Pests and Diseases
- Greenhouse Plants
- Garden Practice
- Pruning Fruit Trees

Contact: Denise 06 974 8000 ext 6043
ddavis@eit.ac.nz

Barista

Learn about the history of coffee, how to operate and maintain espresso machines, get hands-on practical training for all coffee styles and an introduction to customer service skills. Students must be 16 years or older.

Duration: Two nights

Dates: Consecutive Monday and Tuesday evenings starting:
29 February, 21 March, 2 May, 13 June, 27 June, 15 August, 12 September,
10 October, 31 October, 14 November

Time: 6.00pm - 8.00pm Mondays
6.00pm - 9.00pm Tuesdays

Cost: \$120

Venue: EIT Hawke's Bay Campus,
Room P103

Contact: Gill 06 974 8000 ext 5033
glawrie@eit.ac.nz



Bartenders' Certificate*

Learn the principles and practices of bartending, host responsibility and how to serve beer, wine and spirits. Students must be 18 years or older.

Duration: Three days

Dates: Monday - Wednesday
5 - 7 December

Time: 9.00am - 4.00pm

Cost: \$200

Venue: EIT Hawke's Bay Campus,
Room P114

Contact: Gill 06 974 8000 ext 5033
glawrie@eit.ac.nz

*This is not the Bar Managers (LCQ) qualification.

Certificate in Food Safety

This course meets the Napier City Council and the Hastings District Council Food Safety bylaws (Level 1 and 2).

Duration: Two days

Dates: Monday - Tuesday
18 - 19 April
18 - 19 July
3 - 4 October
28 - 29 November

Time: 9.00am - 3.00pm

Cost: \$285

Venue: EIT Hawke's Bay Campus, R Block

Contact: Gill 06 974 8000 ext 5033
glawrie@eit.ac.nz

*Please bring a verified copy of your passport or birth certificate when enrolling.



Junior Chef

This course is for students who are 14 years or older and still attending secondary school. Learn about basic food safety, followed by hands-on instruction in preparing a wide range of items.

Duration: Three days

Dates: Monday, Tuesday and Wednesday
11 - 13 July or
26 - 28 September

Time: 9.00am - 3.00pm

Cost: \$160

Venue: EIT Hawke's Bay Campus,
Training Kitchen, Room P128

Contact: Gill 06 974 8000 ext 5033
glawrie@eit.ac.nz

LCQ (Bar Manager)

After completing the Licence Controllers Qualification you will be able to demonstrate knowledge of the Sale and Supply of Alcohol Act 2012 and the responsibilities and requirements for service of alcohol in a licensed premises as a Duty Manager.

Duration: One day

Dates: Friday, 15 April

Time: 9.00am - 5.00pm

Cost: \$215

Venue: EIT Hawke's Bay Campus,
Room P103

Contact: Gill 06 974 8000 ext 5033

*Please bring a verified copy of your passport or birth certificate when enrolling.



English for Living

This course will help you use English in daily activities such as:

- Shopping
- Visiting the doctor
- Supporting your child at school
- Filling out forms
- Banking

Using the telephone Is English your second language?
Do you want to improve your English?

Level 2 students will help you learn everyday phrases and improve oral communication.

Dates:	Tuesdays Level 1 10.00am - 12.00pm 2 February - 5 April 3 May - 5 July 26 July - 20 September 11 October - 6 December	Thursday Level 1 and 2 6.00pm - 8.00pm 4 February - 7 April 5 May - 7 July 28 July - 22 September 13 October - 8 December
	Wednesdays Level 2 10.00am - 12.00pm 3 February - 6 April 4 May - 6 July 27 July - 21 September 12 October - 7 December	Fridays Level 2 10.00am - 12.00pm 5 February - 8 April 6 May - 8 July 29 July - 23 September 14 October - 9 December

Cost: NZ Permanent Residents - FREE

International Students

\$150 for 10 weeks

\$135 for 9 weeks

Venue: EIT Hawke's Bay Campus
3rd floor, Hetley Building (A block)

Contact: Vicki Fox 06 974 8000 ext 6072
vfox@eit.ac.nz

Vicki Algar 06 974 8000 ext 5108
valgar@eit.ac.nz



Mahi Pounamu - Greenstone carving

A series of 'hands-on' workshops exploring the working of Pounamu 'NZ Greenstone' with traditional tools (no machinery). Will run based on demand.

Duration: Ten weeks

Dates: TBC - register your interest

Cost: \$10 per workshop

Venue: EIT Hawke's Bay Campus,
Te Ūranga Waka Room L138

Time: TBC

Contact: Teress 06 974 8000 ext 5600
tnuku@eit.ac.nz

* Please send your payment with your enrolment form. You cannot be enrolled unless the fee is enclosed.

Raranga - Weaving

There will be one weekend workshop each month. You will cover a different topic each month as you progress through different harakeke pieces and yours skills will grow as the year progresses.

Duration: One weekend workshop per month

Dates: TBC - register your interest

Cost: \$10 per workshop

Venue: EIT Hawke's Bay Campus,
Te Ūranga Waka Room I137-138

Contact: Teress 06 974 8000 ext 5600
tnuku@eit.ac.nz



Introduction to Gas, Arc, and MIG Welding

Get an introduction to gas, arc and MIG welding.

Register your interest for the introductory welding courses.

Duration: Eight nights, one night per week

Date: May - TBC

Time: 6.00pm - 8.30pm

Cost: TBC

Venue: EIT Hawke's Bay Campus, T Block

Contact: Claire 06 974 8000 ext 5845
chodson@eit.ac.nz

*Please bring a verified copy of your passport or birth certificate when enrolling

Advanced Gas, Arc, and MIG Welding

This short course will provide an opportunity to do a qualified welding procedure.

Register your interest for the advanced welding courses.

Duration: Eight nights, one night per week

Date: TBC - register your interest

Time: 6.00pm - 8.30pm

Cost: TBC

Venue: EIT Hawke's Bay Campus, T Block

Contact: Claire 06 974 8000 ext 5845
chodson@eit.ac.nz

*Please bring a verified copy of your passport or birth certificate when enrolling



Introduction to CAD (Computer Aided Design)

Get an introduction to Computer Aided Design - your first step towards draughting or architecture. You can then go on to study the New Zealand Diploma in Architectural Technology at EIT.

Computer experience is required.

Duration: Nine weeks, two nights per week (two hours)

Date: TBC

Cost: TBC

Venue: EIT Hawke's Bay Campus,
C Block

Contact: Lynne 06 974 8000 ext 5294
lturnbull@eit.ac.nz

EST - Electrical Service Technician

If you would like an electrical service qualification but cannot commit to full-time study then the Electrical Service Technician course is for you. It provides all the theory and practical components of the qualification. After completion of the on-job training and the national exam, you'll be legally qualified to work on a range of electrical appliances and be endorsed to disconnect and reconnect fixed-wired appliances.

Duration: 18 weeks

Date: July - TBC

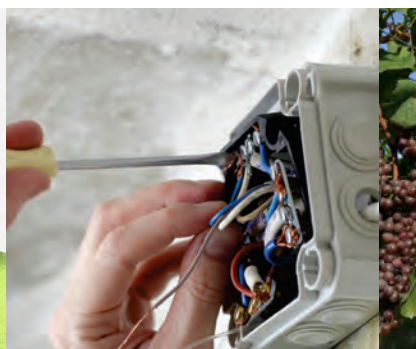
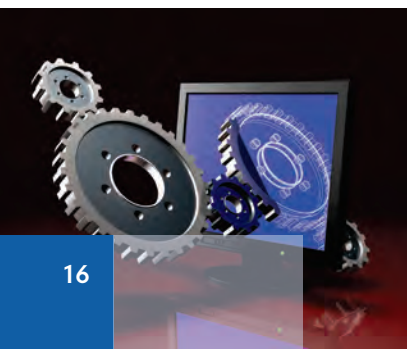
Time: 5.30pm - 8.30pm

Cost: \$890 (approx)

Venue: EIT Hawke's Bay Campus

Contact: Lynne 06 974 8000 ext 5294
lturnbull@eit.ac.nz

*Please bring a verified copy of your passport or birth certificate when enrolling



Viticulture and Wine

Hawke's Bay is one of New Zealand's premium wine regions and producing wine that receives international acclaim.

EIT offers short courses in:

- Winemaking
- Wine Sensory Evaluation
- Grapevine Trellis and Canopy Management
- Pruning Grapevines
- Grapevine Pest and Disease Management
- Vineyard Establishment

Contact: Marion 06 974 8000 ext 6942
mearwicker@eit.ac.nz



EIT Hawke's Bay

Hawke's Bay Campus

Location

501 Gloucester Street
Taradale, Napier 4112

Postal Address

Eastern Institute of Technology
Private Bag 1201
Hawke's Bay Mail Centre
Napier 4142

Enrol now!

0800 22 55 348 | eit.ac.nz

