



MEMBERSHIP INFORMATION

- Current membership of the Papanui Club (Inc) is a requirement before you can join **SeniorNet North-West Christchurch (Inc)**. The **Papanui Club Annual Subscription** of **\$25.00** for Full Members should be paid at Reception. This subscription also entitles you to join any of the other Club Sections.
- The **SeniorNet Joining Fee** that is also **\$25.00** entitles you to a **free 8 hour** Computer Course.
- Thereafter, the **SeniorNet Annual Subscription** of **\$5.00** is due from **1st April** each year, but can be paid earlier.
- **SeniorNet Course Fees** are at the rate of **\$1.25** per hour (*see reverse side for the summary of Courses and Fees*).
- All fees should be put into a **sealed** envelope labelled with your name and a description of what the money is for. Prior to the start of the **1st** lesson for any Computer Course, give the envelope to the **Tutor** for depositing into the Computer Room Safe Box, or give the money to the **SeniorNet Treasurer**. All **Cheques** should be made out to the **Papanui Club**. Receipts for payments can be collected when attending the **2nd** lesson.
- **SeniorNet North-West Ch-Ch (Inc)** is affiliated to **The Federation of New Zealand SeniorNet Societies (Inc)**
- **SeniorNet Members** doing any **8 hour** Computer Course become **Aoraki Polytechnic Students** for the current year. A **Student ID Card** will be issued. There are specified discounts and benefits when purchasing goods or services.
- Because we receive some funding and assistance from Aoraki Polytechnic, Tertiary Education Commission (**TEC**) Regulations require that at your very **1st** Computer Course, you produce evidence of any one of your **Passport, Birth Certificate** or **Marriage Certificate** as proof of either **NZ Citizenship** or **Residency**. **UK Passport Holders** will also need to produce a **Visa Number**. This is a once only requirement (*see reverse side*).
- Each Computer Course has a small Assessment Component in the form of a **Checklist of Skills** to be completed on behalf of each participant by the **Tutor**. However, because our Computer Courses are basically designed for the enjoyment and the up-skilling of the participants, no one is assessed to **PASS** or **FAIL** a Course.
- **Certificates of Achievement** will be issued to all participants at the completion of each Computer Course.
- **Aoraki Polytechnic** operates a **Help Desk**. This is a **FREE** service and is available **Mon – Fri (8.00am – 5.00pm)** on **FREephone 0800 736 457** for **SeniorNet North-West Ch-Ch Members**.
- During the **Summer Months**, **SeniorNet North-West Ch-Ch** also operates a **Help Desk** every **Thursday** evening from **7.00pm – 9.00pm**. Members are invited to bring along their Computer problems, or to phone the Computer Room (**Ph. 359 1734**) to leave a short message on the Answer Phone.
- A **Monthly Newsletter** giving current information and links to handy Websites will be sent by email to Members.
- For further information, visit our **Website** at www.seniornetnorthwest.org.nz

COMMITTEE OFFICERS

For any other enquiries, contact

Chairman: Terry Pasfield (Ph 352 2088) or email chairman@seniornetnorthwest.org.nz

Secretary: Ross Taylor (Ph 359 0031) or email secretary@seniornetnorthwest.org.nz

Treasurer: Elva Craig (Ph 352 5951) or email treasurer@seniornetnorthwest.org.nz

Legal Name: _____ Papanui Club No: _____

Residential Address: _____ Phone: _____

Email Address: _____ Cell Phone: _____


Passport or Birth Cert. or Marriage Cert. ID No: _____ Date of Birth: _____

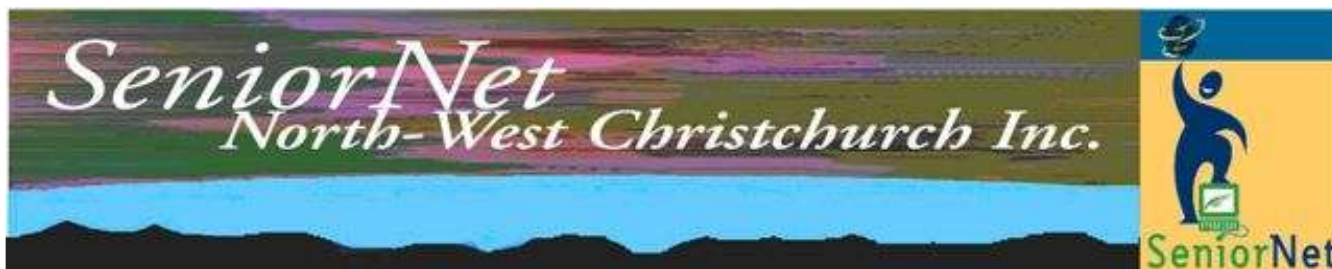
Computer Courses Completed: _____

(See list on next page for Course Titles)

I am currently a **SeniorNet North-West Christchurch (Inc) Financial Member:** YES NO

Please hand this completed form to Papanui Club Reception for putting into the SeniorNet North-West Christchurch (Inc) Mailbox. We will process it and then contact you.

Please turn over 



COMPUTER COURSES:

The **numbers 2, 4, 6, or 8** after the **Computer Course Title**, indicates the course length in **hours**. Choose the Computer Courses that you would like to do and **number** the relevant **BOXES** (☐) in **your order of preference**.

| <u>Computer Course Title</u> | <u>Descriptor</u> | <u>Fee</u> |
|---|--|------------|
| <input type="checkbox"/> CD/ DVD Writing 4 | Burning or downloading material to CD's or DVD's | \$ 5.00 |
| <input type="checkbox"/> Computer Art & Craft 4 | Making Gift Tags, Cards, Envelopes, Easter & Christmas Mail | \$ 7.50 |
| <input type="checkbox"/> Computer Awareness 8 | An Introduction to computing skills for Beginners | \$10.00 |
| <input type="checkbox"/> Computer Communications 8 (Unit A) | Combination of E-mailing and Internet | \$10.00 |
| <input type="checkbox"/> Computer Communications 8 (Unit B) | Combination of E-mailing and Internet | \$10.00 |
| <input type="checkbox"/> Database 8 (Unit A) | Operating and managing collections, records & reports etc | \$10.00 |
| <input type="checkbox"/> Database 8 (Unit B) | Operating and managing collections, records & reports etc | \$10.00 |
| <input type="checkbox"/> Digital Photography 8 | Operating a Digital Camera, saving, enhancing & printing etc | \$10.00 |
| <input type="checkbox"/> E-mail 2 | Understanding the concept of sending & receiving Electronic Mail | \$ 2.50 |
| <input type="checkbox"/> Excel Spreadsheet 8 (Unit A) | An Advanced Spreadsheet using Excel 2003 | \$10.00 |
| <input type="checkbox"/> Excel Spreadsheet 8 (Unit B) | An Advanced Spreadsheet using Excel 2003 | \$10.00 |
| <input type="checkbox"/> Files, Folders & Disk Management 8 | Lessons focus on a data structure within a computer | \$10.00 |
| <input type="checkbox"/> Genealogy 8 | Using software, entering information, creating a template | \$ 5.00 |
| <input type="checkbox"/> MS Works Spreadsheet 8 (Unit A) | Using a Spreadsheet as a tool to manipulate data | \$10.00 |
| <input type="checkbox"/> MS Works Spreadsheet 8 (Unit B) | Using a Spreadsheet as a tool to manipulate data | \$10.00 |
| <input type="checkbox"/> Photo & Image Editing 4 | Recording and manipulating digital photos and images | \$ 5.00 |
| <input type="checkbox"/> Power Point 8 | Utilising Power Point to create visual presentations | \$10.00 |
| <input type="checkbox"/> Publishing 8 (Unit A) | Selecting Documents, Text Frames, Pictures using Publisher 2003 | \$10.00 |
| <input type="checkbox"/> Publishing 8 (Unit B) | Selecting Documents, Text Frames, Pictures using Publisher 2003 | \$10.00 |
| <input type="checkbox"/> Scanning 4 | Maximising the use of Scanners for copying, saving, printing etc | \$ 5.00 |
| <input type="checkbox"/> Security 8 | Installing basic security programmes onto computers | \$10.00 |
| <input type="checkbox"/> Mobile 'Start 2 Text' 2 | Using Cell Phone functions | \$ 5.00 |
| <input type="checkbox"/> Video Conferencing 4 | Video Conferencing applications using a Web Camera | \$10.00 |
| <input type="checkbox"/> Word Processing 8 (Unit A) | Applications and functions of Word Processing | \$10.00 |
| <input type="checkbox"/> Word Processing 8 (Unit B) | Applications and functions of Word Processing | \$10.00 |
| <input type="checkbox"/> Word Skills 8 (Unit A) | Intermediate level Course of Advanced Word Processing | \$10.00 |
| <input type="checkbox"/> Word Skills 8 (Unit B) | Intermediate level Course of Advanced Word Processing | \$10.00 |

N. B. If you want to learn how to **E-mail**, you firstly need to be familiar with the operations of a computer. If you are not very familiar with this, then it is essential that you at least do the '**Computer Awareness 8**' Course for Beginners and the '**Files, Folders & Disk Management 8**' Course. You can book a place on a course by completing this form, phoning the computer room (359 1734) and leaving a message or sending an email to coursecoordinator@seniornetnorthwest.org.nz

SUITABLE LESSON TIMES (Tick your preference, but please provide options where possible)

| | <u>Monday</u> | <u>Tuesday</u> | <u>Wednesday</u> | <u>Thursday</u> | <u>Friday</u> | <u>Saturday</u> |
|------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Morning 10 – 12 | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| Afternoon 3 – 5 | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| Evening 7 – 9 | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

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