

Fee free
Enrol now

2024

Developing Computing Skills

Training Schemes

Computer skills will help you get that job, get that promotion, earn you more money.

Develop your computing skills from home by doing one or all of our computer training schemes - they are free and flexible, you won't regret it.

If you have little knowledge, skills or experience in computing then these short courses are a great place to start. The courses use the Microsoft Office suite of software to provide you with foundation computing skills essential for employment and future study.

- You must have a computer with internet, the ability to use someone else's computer with internet or the ability to come to one of our campuses or Learning Centre to use a computer.
- You must have an email address that you check regularly.
- This programme only offers support via email with the tutors and drop in sessions at the Learning Centres.
- StudyLink loans and allowances and EIT | Te Pūkenga loan laptops are not available.

Location	Study from home via distance learning
Start	February and July*
Length	Nine (9) weeks per Training Scheme (you can only enrol in and complete one at a time)
Contact	Mary Coyle Phone: 06 830 1479 Email: mcoyle@eit.ac.nz

* Other intakes available on request.
For NZ Citizens and Permanent Residents



What you need to know

You can study any of these Training Schemes via distance learning from home - there are no set classes.

You can only enrol in and complete one at a time. You must choose what Training Scheme you would like to enrol into.

If you would like to enrol into more than two, we strongly suggest you consider enrolment into the NZ Certificate in Computing (Foundation User) (Level 2) programme as this covers a lot of the foundation skills in Microsoft Office.

Note: Due to the part-time structure of the programme, StudyLink loans and allowances are not available. Replacement resources may incur a charge. These courses are not written for use with a MAC computer. We do not recommend using a MAC computer.

Programme information

Training Schemes are recommended if you are needing to upskill in an area of Microsoft Office.

If you have little knowledge, skills or experience in Microsoft Office then these short courses are a great place to start.

Timetable

Your study time is flexible which means you can study from home or anywhere you like as no classes are taught.

Courses are delivered over nine (9) weeks. You must have your chosen Training Scheme completed in the nine (9) weeks.

Assessments

All assessments for the School of Computing courses are marked internally. Assessments may include written or online assignments and reports, tests and practical demonstrations, reflective journaling and portfolio tasks. Assessment types vary depending on the chosen Training Scheme.

EIT is now part of Te Pūkenga

Te Pūkenga brings together New Zealand's Institutes of Technology, Polytechnics, and Industry Training Organisations to build a network of on job, on-campus and online learning.

The services we offer not only remain, they are strengthened by being part of the extensive Te Pūkenga network around the country. Your enrolment for study in 2024 will see you enrolling with Te Pūkenga and becoming part of the extensive Te Pūkenga network around the country.

The experience you need & the support to succeed

When you study at EIT | Te Pūkenga you'll get the kind of experiences that will help you gain the knowledge and skills to get ahead.

You'll also be supported by lecturers and tutors who are here for you, within a learning environment where you are treated as an individual, not just a number.

They'll know your name and you'll receive one-on-one attention to make sure you get the support to succeed.



Training Schemes on offer

Do one or do all, the choice is yours.



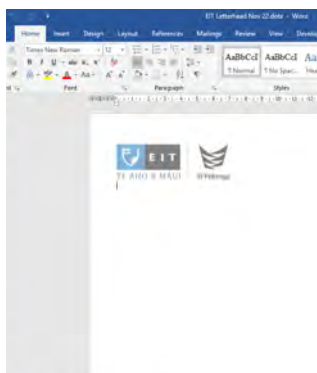
Basic word processing

5 credits - Level 2

This course allows you to develop basic word processing knowledge and skills for use in a business environment using Microsoft Office Word.

The course covers

- Document creation
- Save/name a file
- Store file/s
- Retrieval of file/s
- Edit text
- Format text
- Preview file/s
- Print file/s
- Use of the mouse
- Manipulate text



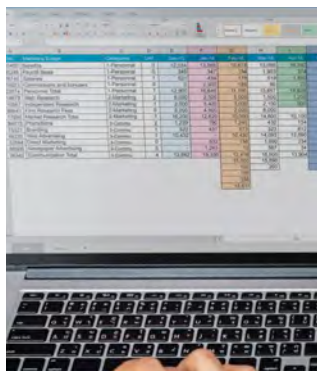
Intermediate word processing

5 credits - Level 3

This course allows you to develop intermediate level knowledge and skills in word processing for use within a business environment using Microsoft Office Word.

The course covers

- Apply word processing features and functions
- Templates
- Mail merge
- Sorting
- Tables
- File management
- Print options



Basic spreadsheeting

5 credits - Level 2

This course allows you to develop basic spreadsheet knowledge and skills for use in a business environment using Microsoft Office Excel.

The course covers

- Data entry
- Basic calculations - relative cell referencing
- Basic functions - SUM, AVERAGE, MAX and MIN
- Create and format charts
- File management
- Print options



Intermediate spreadsheeting

5 credits - Level 3

This course allows you to develop intermediate level knowledge and skills in spreadsheet use within a business environment using Microsoft Office Excel.

The course covers

- Plan and create spreadsheets
- Macros
- Calculations and functions at intermediate level -
- relative and absolute cell referencing
- Import/export data between spreadsheets and databases
- Charts, queries and filters
- Using templates and linking workbooks
- Presenting information



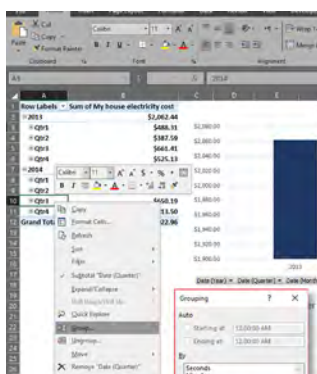
Advanced spreadsheeting

10 credits - Level 3

This course provides you with advanced knowledge and skills of spreadsheet features and functions for use in a business environment using Microsoft Office Excel.

The course covers

- Data manipulations
- Workbook management
- Cells and ranges
- Data validation
- Charts
- Lookups
- Conditional formatting
- Linking sheets/ workbooks
- Filters
- Nested formulae
- Mixed relative and absolute cell references



Spreadsheet pivot tables

10 credits - Level 3

This course allows you to develop knowledge and skills in using spreadsheet pivot tables and charts in a business environment using Microsoft Office Excel.

The course covers

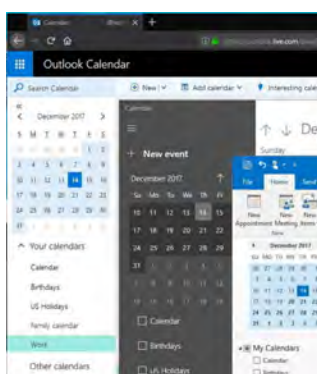
Pivot tables:

- Selecting data
- Defining categories
- Adding and removing fields

- Applying styles
- Editing tables
- Sorting

Pivot charts:

- Creating
- Formatting
- Selecting data
- Embedding
- Types
- Layouts



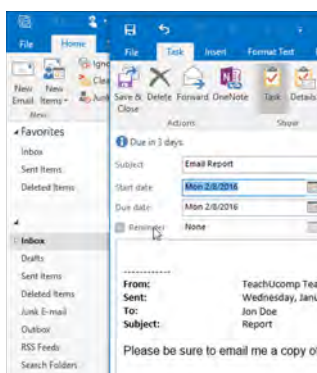
Outlook calendar

5 credits - Level 2

This course allows you to learn the basics of the Microsoft Outlook Calendar required in an organisation.

The course covers

- Switch from Mail to Calendar view
- Change view Day/Week/ Month, change time
- Choose days of week
- Folder pane
- Change Outlook theme
- Daily task list
- To-do list
- Reminders window
- Change options for reminders
- Appointment/s - create, edit, move and delete
- Recurring appointments - create, edit one appointment only, edit entire series and delete
- Categorize appointments
- Send a meeting request
- Cancel a meeting you have organised or cancel your attendance to a meeting organised by someone else



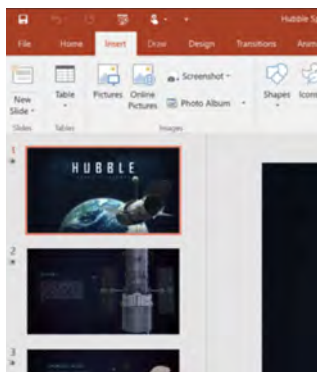
Outlook email

5 credits - Level 2

This course allows you to learn the basics of the Microsoft Outlook Email system required in an organisation.

The course covers

- Reading panes
- Create a new email
- Use the Address Book
- CC and BCC
- High importance email/s
- Reply to email/s, sender/reply to all
- Forward email/s
- Categorize email/s
- Mark email/s as read/unread
- Flag email/s for follow up
- Send an email with attachment/s
- Open and save attachment/s
- Sort/search/delete email/s
- Create a mailbox folder/ subfolder
- Show favourites and add folder/s
- Move email/s into folder
- Clear deleted message folder
- Delete mailbox folder/s
- Create a contact group
- Add members from Global
- Address list/contacts
- Edit/delete contact group/s
- Signatures
- Automatic Reply (Out of Office)
- Create meeting/s



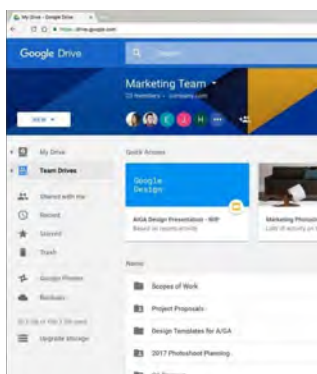
Basic PowerPoint

5 credits - Level 2

This course allows you to develop basic PowerPoint presentation knowledge and skills for use in a business environment using Microsoft Office PowerPoint.

The course covers

- Plan a presentation
- Design a presentation
- Create a presentation
- Deliver a presentation
- Save/name a file
- File management
- Use of graphics
- Legislation
- Main features and functions of PowerPoint



Google Drive

5 credits - Level 2

This course allows you to develop basic knowledge and skills of some of the main Google Apps in Google Drive.

The course covers

- Use main features and functions of Google Docs
- Use main features and functions of Google Forms
- Use main features and functions of Google Sheets
- Use main features and functions of Google Slides
- Use main features and functions of Google Drawing
- Use main features and functions of Google Calendar

How to enrol

There is an easy 4-step process to follow when enrolling at EIT | Te Pūkenga.

Step 1

You can now use your RealMe verified identity to apply for study at EIT | Te Pūkenga. If you use your RealMe verified identity you will no longer be sent a copy of your application form to sign. You also will not need to provide us with a copy of your primary ID.

If you apply online without using RealMe then you will be sent a summary of your enrolment to check and sign.

Your enrolment cannot progress until you have sent this back to us.

Please return this quickly along with any documentation we request from you.

You can also apply using a paper enrolment form. Please call us on 0800 22 55 348 and we will send one out to you.

Step 2

You may be contacted and invited to an interview.

Step 3

You will receive an acceptance email with programme information about starting your studies.

Step 4 - Start up tasks

You will receive an email with Start Up Tasks that you are required to complete.

Step 5 - Issuing workbooks

Once you have completed the Start Up Tasks we issue you the workbooks to start your studies.



Disclaimer: The Eastern Institute of Technology Limited is a business division of Te Pūkenga - New Zealand Institute of Skills and Technology. All information in this publication pertains to New Zealand Citizens or Permanent Residents, and is correct at the time of printing but is subject to change. EIT | Te Pūkenga reserves the right to amend/withdraw programmes or courses. From 2023 programmes may be subject to review as part of the Reform of Vocational Education and Training. As the review is ongoing, this document is correct at the time of publishing but the courses outlined may change over time. For full programme entry requirements visit eit.ac.nz.

