

**Enrol Now**

# Developing Computing Skills

## Level 3

## 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 loan laptops are not available.

|          |  |
|----------|--|
| Location | Study from home via distance learning  |
| Start    | Flexible start dates between January and September   |
| Length   | Nine (9) weeks per Training Scheme (you can only enrol in and complete one at a time)                      |
| Contact  | Jess Harrison<br>Phone: 06 830 1415<br>Email: <a href="mailto:jharrison@eit.ac.nz">jharrison@eit.ac.nz</a> |

For NZ Citizens and Permanent Residents



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# 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.

## The experience you need & the support to succeed

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

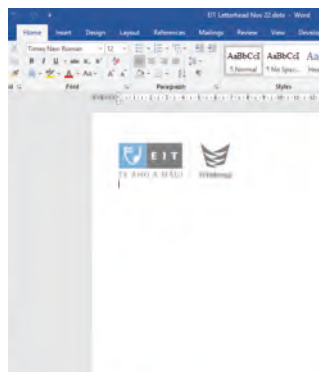
You'll also be supported by lecturers and tutors who are here for you, within a learning environment where you are treated as an individual, not just a number.

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.



## 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



## Intermediate Spreadsheets

### 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



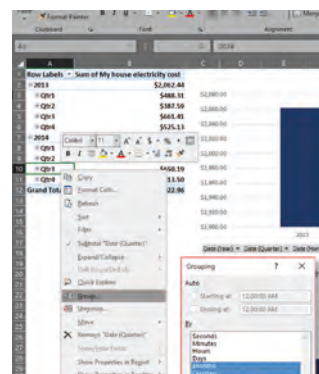
## Advanced Spreadsheets

### 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

##### Pivot charts:

- Editing tables
- Sorting
- Creating
- Formatting
- Selecting data
- Embedding
- Types
- Layouts

# How to Enrol

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

## Step 1

You can now use your RealMe verified identity to apply for study at EIT. 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.



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