Fee free
Enrol now

NZ Certificate in Computing

Foundation User

Level 2

Computer skills will help you get a job, promotions and earn more money. So why not enrol at EIT | Te Pūkenga for the NZ Certificate in Computing (Foundation User) (Level 2) - it's free and flexible with hours that allow you to study around work and family commitments, you won't regret it.

If you have little knowledge, skills or experience in computing then this is a great programme to start with. It is based on self-paced workbooks with tutor assistance if required. This programme uses the Microsoft Office suite of software.

This certificate provides foundation computing skills designed to give you a base level of computing skills for any industry or work place.

- **You must have a computer with internet, the ability to use someone else's computer with internet or the ability to come to a campus or Learning Centre to use a computer.**

- **You must have an email address that you check regularly.**

- **You will need to complete Start Up Tasks via email before you are issued your course workbooks.**

- **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, at either Hawke's Bay or Tairāwhiti campus or at one of our Learning Centres (online and workbook based)**
Start	**January, April, July and September**
Length	**One year part-time**
Contact	**Mary Coyle** **Phone: 06 830 1479** **Email: mcoyle@eit.ac.nz**

EIT TE AHO A MĀUI

Te Pūkenga

For NZ Citizens and Permanent Residents

Go anywhere with computer skills

As a graduate of the NZ Certificate in Computing (Foundation User) (Level 2) you will be capable of using digital technologies to produce and process information and operate effectively while performing a range of basic tasks. This qualification is an essential base level of computing skills for any industry.

This programme will cover:

- Microsoft Word
- Microsoft Excel
- Microsoft Publisher
- Microsoft Powerpoint
- Internet and Email
- Google Docs and Google Slides
- Social Media
- Computer hardware and software
- File and folder management
- Graphics and Paint
- Common digital devices
- Conventions of online etiquette
- Problem solving techniques

The programme consists of four courses. You must complete each course before you can move onto the next course. This process continues until all courses that make up the programme are completed. You must have all four courses completed within 18 months. You may be required to complete a re-enrolment form at the beginning of each course. Therefore, with the EIT | Te Pūkenga restricted enrolment process StudyLink loans and allowances are not available.

Career and study opportunities

Up skill your computer skills for your current employment or to help you seek employment requiring basic computer knowledge.

Your study pathway could progress onto the NZ Certificate in Computing (Intermediate User) (Level 3).

Commitment and delivery method

- Online and workbook based learning means your study time is flexible so you can study from home or anywhere you like as no classes are taught.
- Courses are delivered over nine (9) weeks.
- You must have each course completed in the nine (9) week time-frame.
- You are required to manage your own learning and time over the nine (9) week term, to ensure you complete all workbooks and assessments within the given time-frame.
- You will have email support from the tutors.
- In person support is available via Learning Facilitators if you require it, please refer to the chart on page 4 for details.
- The Library computers at the Hawke's Bay and Tairāwhiti campuses can also be used. These hours differ from time to time so please refer to **eit.ac.nz** for hours.
- The Learning Centre computers can be used during their opening hours of 9.00am-4.00pm. Please see the Flexi Computing Hours timetable on **page 4** if you require assistance with your study.

NZ Certificate in Computing (Foundation User) Level 2, 60 credits

📍 Flexible locations
Online and workbook based

⏱ Part-time: 1 year

💲 Fee: Visit **fees.eit.ac.nz** to see the fees for this programme.

📅 2024 Key dates

Intake one	Starts: Monday, 29 January
Intake two	Starts: Monday, 15 April
Intake three	Starts: Monday, 8 July
Intake four	Starts: Monday, 23 September

The programme has two (2) weeks at the start "zero (0) weeks" to ensure you have completed the start up tasks, and that you have your workbooks. Then the nine (9) week learning time-frame begins. Enrolments must be received two (2) weeks before the start dates above.

Computer requirements

This programme is designed for Windows based computers. If you have a Macbook or iPad you should contact us before you enrol.

EIT | Te Pūkenga does not permit loan laptops for this programme.

Entry requirements

Regular access and use of a computer with reliable internet or working from an EIT | Te Pūkenga Learning Centre is required.

Computer literacy is highly recommended in order to be able to cope with the digital components of the courses.

Entry into the programme is open which means no formal academic qualifications are required.

You should have a computer or access to a computer to complete this programme.

Assessments

All assessments for the School of Computing courses are marked internally.

NZ Certificate in Computing (Foundation User) (Level 2) is a 60 credit course delivered over one year via workbooks, powerpoints, use of email to send in assessments.

English language entry requirements

Applicants whose first language is not English must have an acceptable level of English language fluency prior to enrolment in the programme. This may be demonstrated in a variety of ways, including schooling in New Zealand, completion of the relevant New Zealand Certificate in English Language, approved scores on IELTS tests or completion of accepted international equivalents. Specific scores for IELTS and New Zealand Certificates in English Language are as follows:

- IELTS 5.0 General or Academic (no band score lower than 5)
- NZCEL Level 3 with an endorsement of either General, Workplace, or Academic

Literacy and numeracy skills

A Literacy and Numeracy assessment is part of the preparation for all Level 1 to 3 programmes. This is a national requirement from the Tertiary Education Commission (TEC). This information gives your tutors information on what you already know to help them provide the support that you may need in your studies.

There are two assessments. The first assessment will take place within the first three weeks of the programme. The second will be a week or two before you finish the programme. This final assessment will show how you have improved with your Literacy and Numeracy skills.

There will always be a tutor to help you when doing the assessment. The most important thing to know about this assessment is that you CANNOT fail. You will merely get information on your Literacy and Numeracy skills. The result will NOT have an impact on any of your assessment marks in your course work.
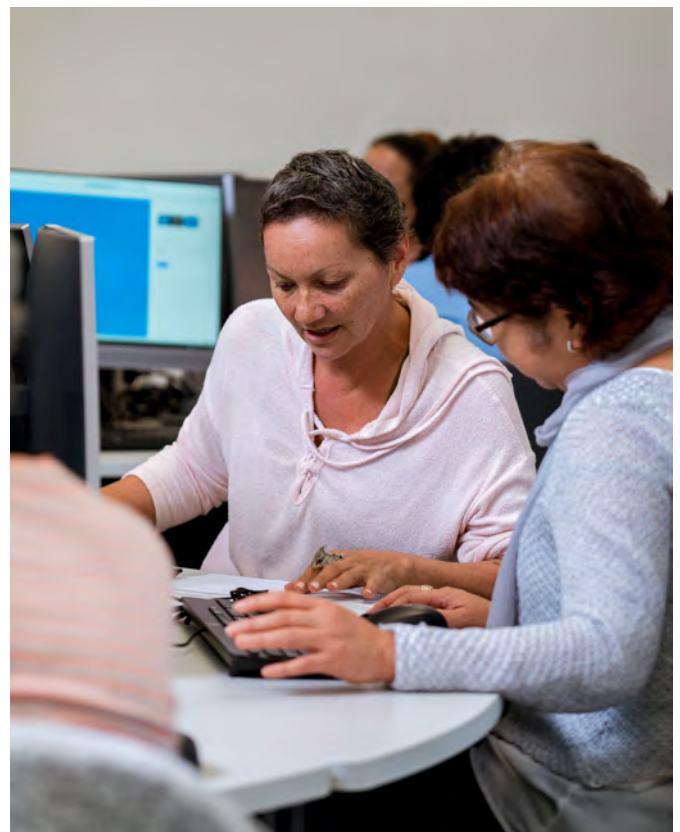
Entry with credit

You may already have some knowledge or skills that can be recognised as part of your intended study.

This may take a number of different forms, e.g. study at a private training establishment, workplace training, other tertiary study, life experiences or voluntary work. If you think you may qualify, you may want to apply for Cross Credit (CC) or Recognition of Prior Learning (RPL).

- CC is based on the equivalency of courses or qualifications. You would apply for CC if you have passed a very similar course at the same level.

- RPL is based on the assessment of your current knowledge and skills. You would apply for RPL if you had gained the relevant knowledge and skills through life experiences and informal learning situations.

- A combined total of CC and RPL credits allowed is 20 credits.

You will be asked to provide details of anything that you would like considered as credit toward your intended programme of study, as part of your application.

You must apply prior to enrolment. CC and RPL cannot be awarded for a course if you are enrolled in that course. An original transcript or notice of results from the institute at which you previously studied (or verified copies) will be required for all applications.

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.

Flexi computing hours of available assistance

These are the times when there is an EIT | Te Pūkenga Learning Facilitator available to support you. Outside of these times you may be able to use the computers to practice your skills without support.

Please note: Hours are subject to change.

Location	Monday	Tuesday	Wednesday	Thursday	Friday
Tairāwhiti Campus 290 Palmerston Road, Gisborne		10am-2pm	10am-2pm	10.30am-12.30pm	11am-1pm
Hastings Learning Centre 416 Heretaunga Street West	10am-2pm	10am-2pm	11am-7.30pm	10am-2pm	10am-2pm
Maraenui Learning Centre 18-20 Bledisloe Road, Maraenui	9am-2pm	1.30pm-4pm		1.30pm-4pm	
Central Hawke's Bay Learning Centre 53 Russell Street, Waipukurau		10am-2pm			
Wairoa Learning Centre Cnr of Paul and Queen Streets	10am-2pm	10am-2pm	10am-2pm	10am-2pm	10am-2pm

Course descriptions

Course no.	Brief description	NZQA level	No. of credits
CCL2.00	**Productivity Skills** To develop skills to be able to choose the correct productivity software and store data in the correct location using a range of digital devices and skills. • Microsoft Word • Microsoft Excel - spreadsheets • Use a range of digital devices • File and folder management • Ergonomics • Time management	2	15
CCL2.10	**Internet Communication Skills** To develop the skills to be able to use the internet for communication and use and understand collaboration tools while recognizing and applying online etiquette. • Internet • Communication and collaboration tools • File and folder management • Conventions of online etiquette • Problem solving techniques • Critical thinking	2	15
CCL2.20	**Presentation Skills** To develop the knowledge and skills to use presentation software to create and present information as well as file and folder management techniques to access, organize and store information and data. • Microsoft Powerpoint • Microsoft Publisher • Google Docs • Google Slides • Use a range of digital devices • Storage of date and correct storage location • Legal requirements • Graphics and Paint	2	15
CCL2.30	**Foundation Computing** Learners will be able to recognize common computing hardware, operating systems, networks and software, recognize and address basic security risks and compliance requirements and solve problems where required. • Technologies and operating systems • Hardware, software and networks • A range of common computing terms, abbreviations and symbols • Basic security risks • Seeking help • Problem solving techniques and critical thinking	2	15

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.

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