

This course is limited to six students so enrol now.

If you are seeking a career in the extensive field of computing, and are interested in being part of focussed, creative group of people who learn best through practical, relevant tasks, and want to find out if you are eligible for entry into this FREE TOP/YT training programme ring Alli @ the Workcentre on 525 8099.

Other options include:

contacting your Case Manager at Work and Income New Zealand

or send an email to alli@gbwct.org.nz

This course runs for 45 weeks - 22 weeks of which will be in 2011.

The course is approved by the New Zealand Qualifications Authority under the provisions of the Education Act 1989, and the Golden Bay Workcentre Trust is accredited to teach it.



Golden Bay Workcentre Trust
84 Commercial Street
Takaka 7110

Interview Date:
Thursday 15 July 2010

For more information contact
alli@gbwct.org.nz



Computing 2010-11

Working towards the completion of National Certificates in Computing



Golden Bay Workcentre
84 Commercial Street
Takaka
Golden Bay

Phone: (03) 525 8099

Website:

www.gbworkcentre.org.nz

About the course

This course will run for 23 weeks in 2010:

Start date: 21 July 2010

Finish date: 17 December 2010

With a further 22 weeks in 2011.

Recesses: will coincide with school holidays.

Interviews: Thursday 15 July 2010

Hours of the course will be: 8.30am-4.00pm. The Course will run Wednesday-Friday inclusive, with Mondays and Tuesdays as own project days.

Venue:

The course will be based at the Golden Bay Workcentre Trust, 84 Commercial Street, Takaka, Golden Bay with visits to other locations as required for research purposes.

Tutor:

Mary Ann Tait will be the primary tutor for this training programme. Mary Ann is a trained secondary school teacher with additional qualifications in Computing

(Diploma in Information Communication and Technology in Education, and Certificate in Online Teaching and Learning.)



Some things you will learn

This is a very comprehensive course including a wide range of computing skills and applications. The list includes:

- Business Etiquette ~ Email
- Internet browsing techniques
- Basic computer theory
- Hardware Maintenance ~ Peripherals
- Practical Training ~ Computer Operation
- Keyboarding Skills ~ File Management
- NZQA Units ~ Word Processing
- Spreadsheets ~ Multimedia
- Desktop Publishing ~ Graphics Design
- Website Design ~ Business Documentation
- Creation and operation of Databases

Computing as a career

Educational qualifications

This course will include:

NZQA National Certificates in Computing (Unit Standards)

- Level 2
- Level 3

NCEA Certificates:

- Level 2
- Level 3



Skills for the future:

Next steps:

Pathways; Portfolio; CV; Skills lists; further training and educational options.

Self Employment:

Maintaining business records:

Understanding the basics of business documentation in a range of applications eg letters and mail merge, keeping financial records, maintaining an up-to-date database, creating a website.