

This course is limited to FIVE 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 FFTO/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 26 weeks.

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

For more information contact
alli@gbwct.org.nz



Computing 2012

Working towards the
completion of the
National Certificate in
Computing level 2



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 26 weeks in 2012:

Start date: 20 June 2012

Finish date: 14 December 2012

Hours of the course will be: 8.30am-4.30pm (with half an hour for lunch). The Course will run Tuesday-Friday inclusive.

Venue:

The course will be based at the Golden Bay Workcentre Trust, 84 Commercial Street, Takaka, Golden Bay.

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, Certificate in Online Teaching and Learning, and Certificate in Web Writing and Design).



Some things you will learn

This is a 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 Skills ~ Computer Operation
- Keyboarding Skills ~ File Management
- Word and Text Processing
- Desktop Publishing
- Basic Spreadsheets Skills
- Creation of a simple Database

Computing as a career

Educational qualifications

This course will include:

- A range of NZQA unit standards in both the Business Information Processing and Generic Computing fields
- NZQA National Certificate in Computing Level 2



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, creating and editing a database.