

## New Zealand Certificate in Computing (User Fundamentals) [Level 2]

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

The courses within the programme cover the following information:

- Computer hardware and software
- Internet and Email
- File and Folder Management
- Microsoft Word
- Microsoft Excel
- Microsoft Publisher
- Microsoft Powerpoint
- Paint

## New Zealand Certificate in Computing (Intermediate User) [Level 3]

Graduates will be capable of using a range of common digital tools and technologies to an intermediate level, to produce and process information, and operate effectively with skills that will meet standard professional conventions and be internationally relevant.

The courses within the programme cover the following information:

- Basic Troubleshooting
- Digital Communications
- Internet and Email
- Microsoft Word
- Microsoft Excel
- Microsoft Access
- Online Ethics and Etiquette
- Online Presentations
- Web Fundamentals

THE EXPERIENCE YOU NEED  
& THE SUPPORT TO SUCCEED

## How to Enrol

To enrol, please visit one of the EIT centres listed below or phone 0800 22 55 348 for an application pack.

### EIT Hawke's Bay

501 Gloucester Street, Taradale, Napier 4112  
06 974 8000 | NZCC2@eit.ac.nz

### EIT Tairāwhiti

290 Palmerston Road, Gisborne 4010  
06 869 0810

### Central Hawke's Bay Learning Centre

53 Russell Street, Waipukurau 4880  
06 858 7009

### Hastings Learning Centre

First Floor, Tower Building  
Cnr Lyndon & Railway Roads, Hastings 4122  
06 974 8936

### Maraenui Learning Centre

18–20 Bledisloe Road, Maraenui, Napier 4110  
06 842 0591

### Wairoa Learning Centre

Cnr of Paul & Queen Streets, Wairoa 4018  
06 838 7349

# New Zealand Certificate in Computing Timetable

For User Fundamentals and Intermediate User Programmes.

This timetable is for the hours of available assistance at each Learning Centre.



For more information please request an  
application pack

Te Aho a Māui



0800 22 55 348 | eit.ac.nz

EIT offers these Flexi Computing Programmes so that students are able to learn about the Microsoft Office Suite.

Whether you're balancing work, family or life in general, our flexi computing programmes can be completed, and will fit around your schedule.

Flexible Study means that you can study from home or at the Taradale, Tairāwhiti Campus or at a choice of Regional Learning centres, or anywhere you like. You will be given a finish date to complete each course and within that timeframe, when and where you complete is up to you.

### Flexi Computing hours of available assistance

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

The Taradale Campus also offers library and computer hub where you are also able to work without support. Please see the EIT website for current opening hours.



	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Taradale Room C217, 2nd Floor, C Block</b>	9.00am-2.00pm	9.00am-2.00pm	9.00am-2.00pm 5.00pm-8.00pm	9.00am-2.00pm	
<b>Tairāwhiti</b>		10.00am-2.00pm	10.00am-2.00pm	10.30am-12.00pm	11.00am-1.00pm
<b>Maraenui</b>	10.00am-2.00pm	10.00am-2.00pm	10.00am-2.00pm	10.00am-2.00pm	10.00am-2.00pm
<b>Hastings</b>	10.00am-2.00pm	10.00am-2.00pm	10.00am-2.00pm 5.00pm-9.00pm	10.00am-2.00pm	10.00am-2.00pm
<b>Central Hawke's Bay</b>	10.00am-2.00pm		10.00am-2.00pm		9.00am-12.00pm
<b>Wairoa</b>	10.00am-2.00pm	10.00am-2.00pm	10.00am-2.00pm	10.00am-2.00pm	9.00am-12.00pm