



QUICK FACTS

Programme Name:	National Certificate in Computing (Level 2)
Programme Level:	Level 2
Programme Length:	Flexible
Qualification awarded:	Students who successfully complete the required components will be awarded the National Certificate in Computing (Level 2) by the New Zealand Qualifications Authority (NZQA).
Aim of the Programme:	The aim of this programme is to provide the basic computing skills required a wide range of industries and employment situations.
Programme Fee 2010:	\$1,615.00 – or varies per module.
Additional Costs:	Workbooks for each module \$10.00 administration fee for each module NZQA registration and certificate fee/s may apply.
Programme Location:	Timaru, Ashburton and Oamaru campus
Programme Start Date:	February
Entry Criteria	Open entry - <i>**Please note this applies to all applicants aged 16 years and over. Unless otherwise stated applicants where English is a second language must also have an IELTS score of 5.5 or equivalent.</i>
Selection Criteria	Applicants need to have access to a computer and the Internet.



CONTACT DETAILS

Programme Contact

Timaru Contact
Faculty Secretary
03 684 0848
or email
studyit@oraki.ac.nz

Aoraki Polytechnic

Private Bag 902
TIMARU
Phone: 0800 426 7254

Oamaru Contact
Kerrie McCone
Facilitator
03 434 7443
studyoamaru@oraki.ac.nz

Ashburton Contact
Campus Secretary
03 308 8280
ashpoly@oraki.ac.nz

Aoraki Polytechnic Disclaimer

Aoraki Polytechnic reserves the right to alter training start dates or amend training course content as required. Commencement of all training is subject to sufficient enrolments and gaining internal and external approvals. Fees may also be subject to some alteration prior to commencement of the training.

What will the programme cover?

There are a range of different unit standards assessed in this programme. You can study them in any order, at your own pace, while working towards this qualification.

Where will I study?

Facilitators will hold sessions either in the Godley Block computer labs at the Timaru campus, six times a week or at the Ashburton or Oamaru Campus. To find out more about these sessions call the programme contact.

Content includes an introduction to:

Microsoft Word
Microsoft Excel
Microsoft Publisher
Microsoft Access
Internet and Email

Where can this qualification take me?

The National Certificate in Computing (Level 2) is an excellent grounding in information technology, which may improve your employment opportunities.

How do I enrol?

For information about further study or to request an enrolment pack telephone (Timaru) 03 684-0848 or 0800 426 7254 (Oamaru) 03 434 7443 (Ashburton) 03 308 8280

Verification of Citizenship/ Permanent Residence:

For information about the documentation required for verification of Citizenship and Permanent Residency, please refer to the Aoraki Polytechnic *Guide to Enrolment*.

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