



Learn locally with Ara

Take the next step with beginner to advanced computing courses - online and in your community - at affordable prices.

Study with us in your community

City Campus

New Brighton

Rangiora

Oamaru

Bishopdale

Hornby

Timaru

Online

Computing courses at Ara Connect

Ara Connect provides self-paced, flexible computing programmes from beginner to advanced. They're ideal if you want to learn the fundamentals of computing, enhance your existing skills, or gain a formal qualification for employment.

You can complete your classes at your own pace - simply drop in to any Ara Connect location at a time that suits you. We're open throughout the week, including evenings and Saturdays. Ask for our opening hours when you enrol.

Getting Started

It's easy. Firstly, choose the course or programme you'd like to do, then drop in to your chosen location to enrol and book your first class. Note: Please bring your passport or birth certificate with you (and your marriage certificate if your name has changed) so we can enrol you on the spot.

Programme pathway

Non-assessed
courses

New Zealand Certificate
in Computing Level 3

New Zealand Certificate
in Computing Level 4

Learning opportunities expanded

Ara Institute of Canterbury has provided free computer courses at four locations across Christchurch for over 15 years. Now it offers an even wider range of community learning options to help individuals upskill and improve their career opportunities.

Ara Connect manager Peter Nock says that over 19,000 people have accessed free or affordable training so far. "Originally we offered short, non-assessed computer courses as the government saw the need for adults to upskill in this area. We created a friendly and welcoming place to get started on computing skills, and we still do this, but now we also do a whole lot more."

At Ara Connect in New Brighton, Bishopdale, Hornby, Rangiora, Christchurch's Madras Street and now also in Timaru and Oamaru, Ara staff continue to support community learning needs.

"There is still a range of self-paced, short courses of between 20 to 40 hours to introduce people to specific programs like web design and PowerPoint. However, we also offer business and job-seeking courses, and the New Zealand Certificate in Computing, which is a formal qualification that employers recognise and value."

Peter adds that computer skills are a necessity in today's professional environment. "Everyone needs to know their way around a computer and some people need to acquire more advanced skills for their particular job or to take the next step in their career."

The course timetables are designed to be flexible to fit around family and professional commitments.

"Our approach works," Peter says. "We consistently deliver quality and receive excellent student feedback. We help people to get where they want to go."

The courses are facilitated by tutors who are on-hand to provide support. "Our staff are passionate about the courses they teach and the communities they teach in, which provides a really great experience for our students."

Ara Connect programmes are equipping learners across the Canterbury region with skills that are industry-relevant and designed to help achieve career goals.

Enrolling is easy - just pop into your local Ara Connect to discuss your needs with one of our friendly team members.



Peter Nock
Ara Connect Manager

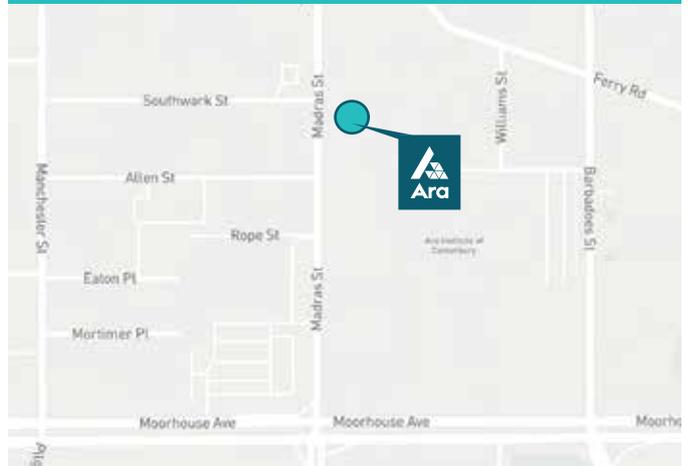
Ara Connect locations

Learn at one or our seven handy locations around Canterbury or online.



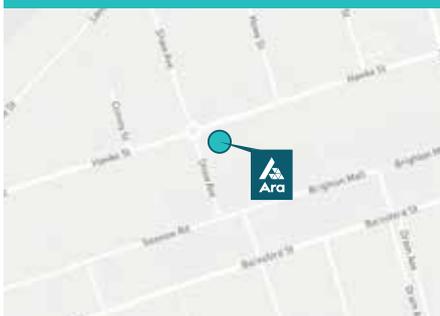
Christchurch City

Ara City campus, Madras Street, Christchurch



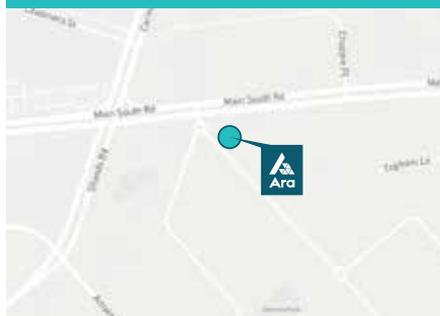
New Brighton

Hawke Street & Shaw Avenue - Christchurch



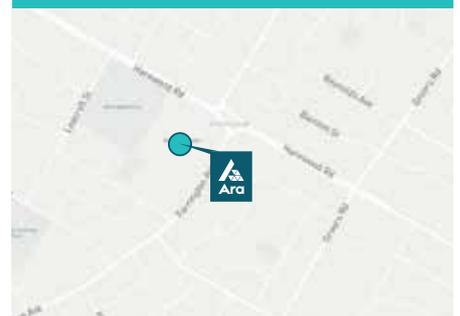
Hornby

Clock Tower Centre - Christchurch



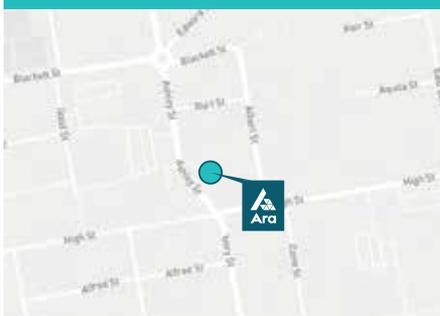
Bishopdale

Bishopdale Mall, Harewood Road - Christchurch



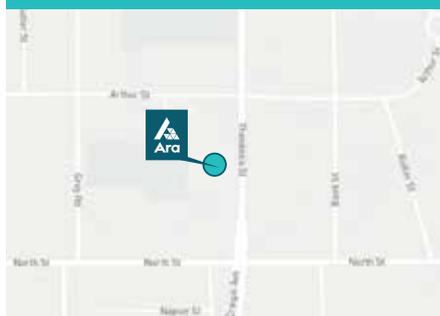
Rangiora

14 Ashley Street - Rangiora



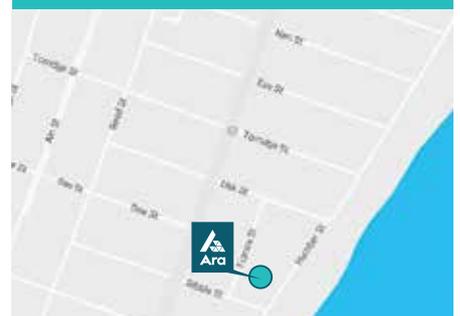
Timaru

32 Arthur Street - Timaru



Oamaru

44 Humber Street - Oamaru



We're here to help make your enrolment easy. Please call, email or visit our website for more information.

03 940 8888 | 0800 24 24 76 | info@ara.ac.nz | www.ara.ac.nz

Free non-assessed courses

If you're looking to get back into study, gain confidence for your next step, or get computer skills to enhance your job opportunities, our non-assessed courses could be just what you're looking for. You can gain skills to confidently use computers in education, employment and everyday life. And once you've taken this first step you can follow it up with the New Zealand Certificate in Computing Level 3 or one of hundreds of other programmes available at Ara.

Course name	Hours
Access for Beginners	30
Access Enhanced	34
Computing Basics	40
Digital Communications for Beginners	20
Excel for Beginners	40
Excel Enhanced	32
Keyboarding for Beginners	24
Photoshop for Beginners	40
PowerPoint for Beginners	20
Publisher for Beginners	40
Web Design for Beginners	40
Word for Beginners	40
Word Enhanced	48



You may request an Ara statement of attendance if 80% or more of the hours have been completed. Once you've gained confidence with a non-assessed course, you can choose to transfer to the New Zealand Certificate in Computing Level 3.

Build your digital confidence

The New Zealand Certificate in Computing Level 3 (Intermediate User) has been developed to equip students with the digital skills expected in today's workforce.

Ara Connect's academic team leader Des Hoogervorst says that learning how to use digital technology and operate online is now a necessity.

"Technology, the workforce and education are evolving. Through the New Zealand Certificate in Computing Level 3, we work with students to build their confidence with technology step-by-step. Then we show them how they can use it to discover information and come up with solutions."

The certificate introduces students to the types of tools commonly used in a business environment. Students can then apply this knowledge to the specific tools

used in their workplace and adapt to new ones as technology advances.

One of the advantages of studying at Ara Connect is that you become part of a community.

The Level 3 certificate includes an online forum where students can share their insights as they progress through the course.

"This experience enables students to have confident conversations in a digital work environment. By interacting with people from different industries and backgrounds, students also learn more about the digital business world."

The qualification covers fundamental digital skills, such as the use of different mobile devices and how to connect these to WiFi and Bluetooth.

Students explore the privacy and security implications of different types of filing systems and file sharing software, including cloud-based storage.

Experiencing tools such as Microsoft Office, online presentations, basic HTML

editing suites and social media will give students a wide understanding of the digital activities carried out in most businesses.

The programme is free, self-paced and flexible. Students can start at any time of the year and can choose to study from home or at Ara Connect in Christchurch or Timaru.



New Zealand Certificate in Computing Level 3

Programme content

Gain computing skills for a wide range of employment opportunities

This course explores a wide range of features, functions and settings of common digital devices and software. You'll learn how to search, combine and manipulate data to create, access, organise, present and store information and data. You'll also learn how to investigate, plan, design and create solutions to meet the requirements of a specified brief; effectively collaborate with others in a digital environment; use a variety of digital devices to transfer data across multiple platforms; fix a range of common hardware and software problems; and consistently apply appropriate ethics, standards, principles and practices to comply with legal and organisational requirements.

LEVEL:	3
TOTAL CREDITS:	60
STUDY MODE:	Flexible, self-paced
ENROLMENTS:	Accepted throughout the year
FEES:	Free*
LOCATION:	Christchurch City campus, Bishopdale, Hornby, Rangiora, New Brighton, Timaru campus, online**

Courses

Course name	Course code	Level	Credits	Hours
Operating in a digital environment	ITTL300	3	10	60
Spreadsheets and databases	ITTL310	3	10	60
Web fundamentals	ITTL320	3	10	60
Presenting in a digital environment	ITTL330	3	10	60
Going mobile	ITTL340	3	10	60
Online etiquette and ethics	ITTL350	3	10	60



Fees

*Free when studied on site in Christchurch or Timaru.

**The online offering, delivered through TANZ eCampus, costs \$42 per course (\$252 to complete the entire programme).

New Zealand Certificate in Computing Level 4

Programme content

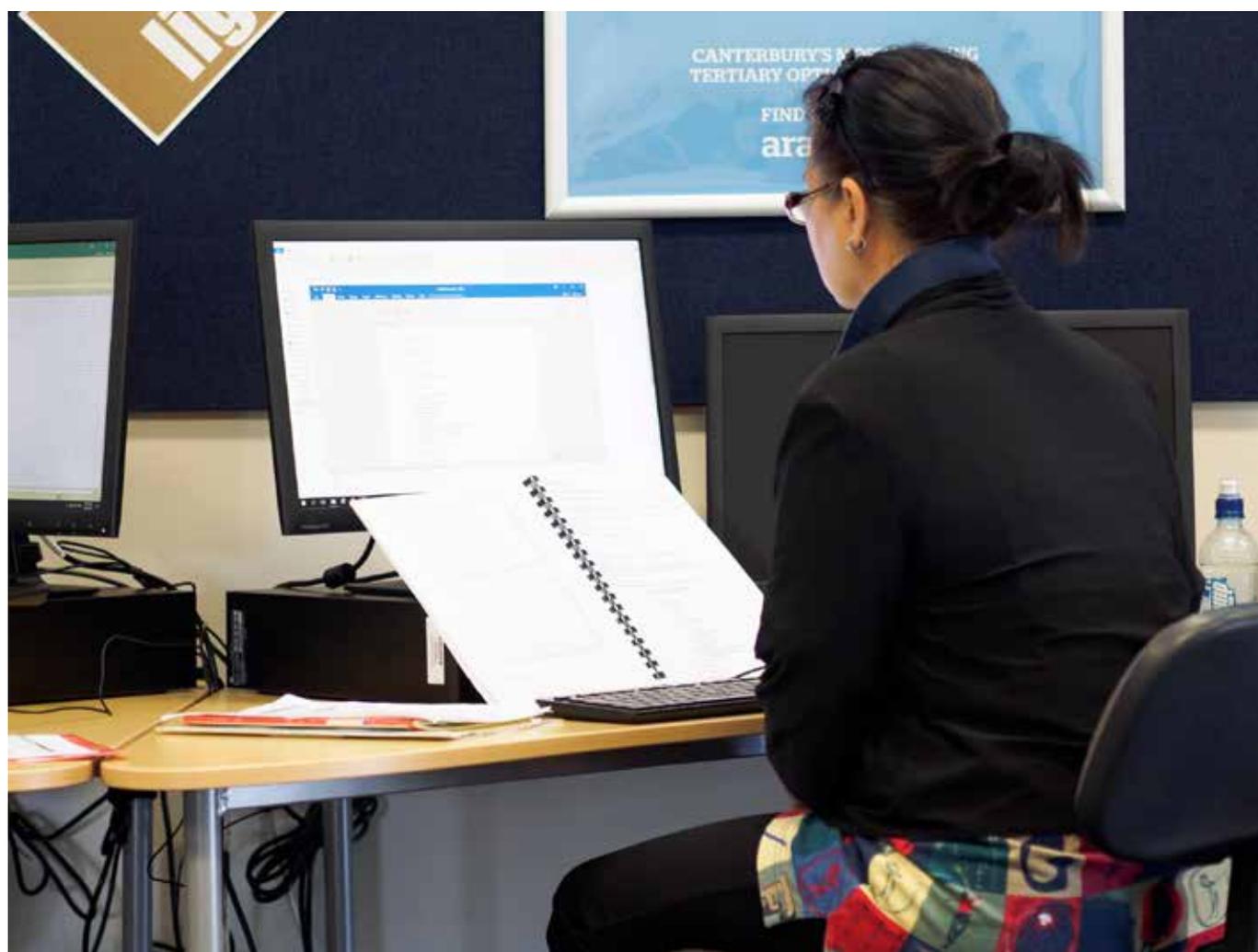
On this programme you'll learn how to use digital tools to access, filter, combine and manipulate data to efficiently extract, organise, integrate and share relevant information and produce specified outcomes in a variety of settings. You'll also learn critical thinking, problem solving and decision making techniques to analyse problems, make informed decisions and identify solutions.

The programme also covers how to communicate clearly and professionally with colleagues and stakeholders in a range of contexts, to maintain relationships and achieve objectives. Additionally it explores and evaluates current and emerging trends in the use of digital tools and information to support operational efficiency and effectiveness.

LEVEL:	4
TOTAL CREDITS:	60
STUDY MODE:	Flexible, self-paced
ENROLMENTS:	Accepted throughout the year
FEES:	\$765 - \$1,110 or \$150 per course
LOCATION:	Christchurch City campus, Bishopdale, Hornby, Rangiora, New Brighton, Timaru campus

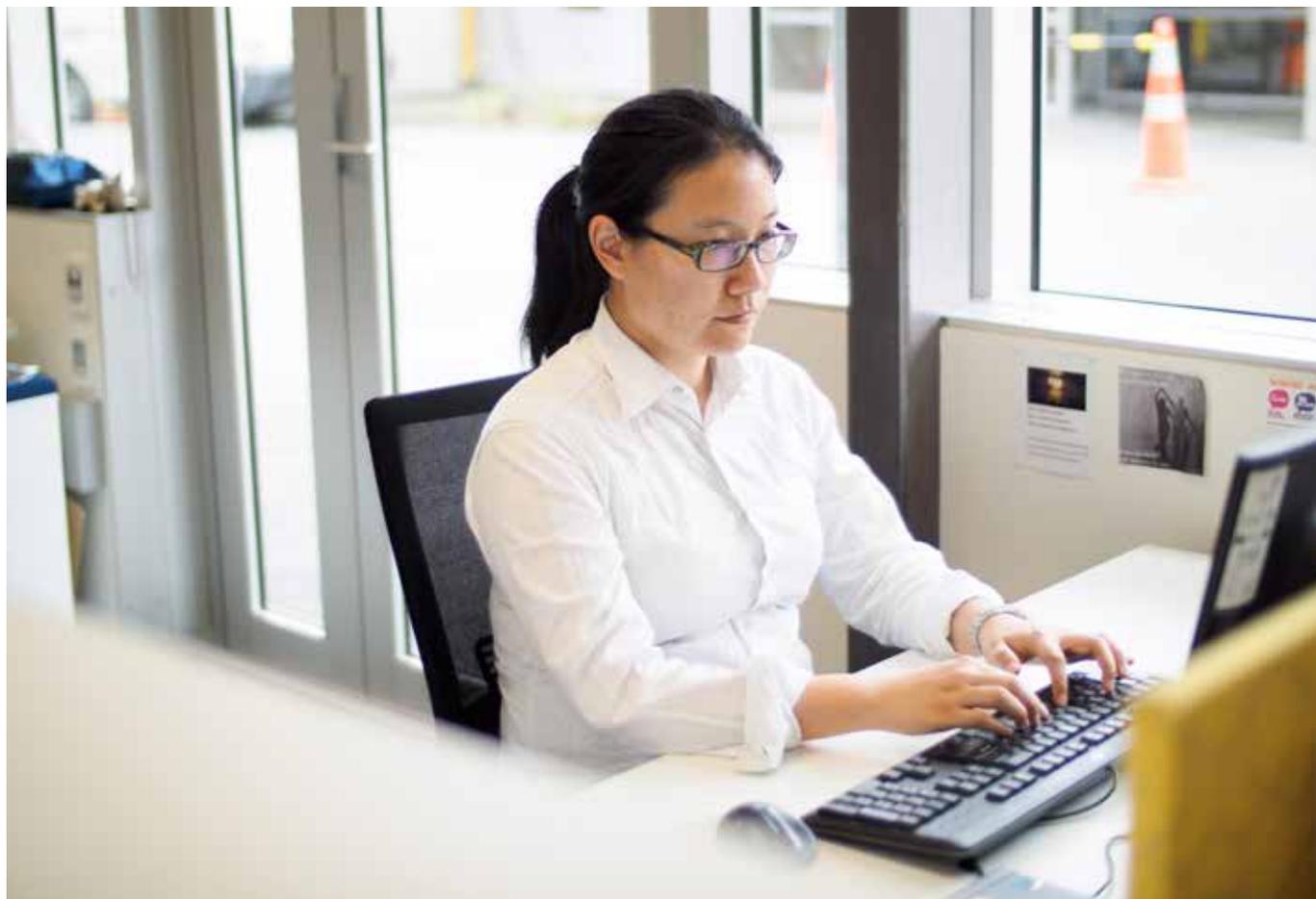
Courses

Course name	Course Code	Level	Credits	Hours
Advanced tools A	ITTL400	4	10	60
Advanced tools B	ITTL410	4	10	60
Project planning	ITTL420	4	10	60
Problem solving	ITTL430	4	10	60
Connecting in a business environment	ITTL440	4	10	60
Security and future trends	ITTL450	4	10	60



Other computing courses

Ara has a number of computing and ICT programmes available if you're looking to advance your skills in IT technical support, web development, networking, or to get a good basis in IT essentials. Certificate and diploma programmes are available at the Timaru campus, or you can study a certificate, diploma, degree, or graduate diploma at our Christchurch City campus. Talk to us today about how to kick-start your IT career or build on your existing skills with a qualification from Ara.



Business, job hunting and professional development

Ara Connect offers a range of MYOB® courses (including accounts receivable, accounts payable and payroll) which are perfect for upskilling. Full details are available on our website. Please note there is a fee for our MYOB® courses.

At Ara Connect you can also learn how to create an effective CV and equip yourself with job hunting skills, for free.

At select Ara locations, we offer a range of affordable professional development courses in subjects such as leadership, conflict management and customer service, plus courses designed to enhance your day-to-day use of computers in the workplace. To find out more about these opportunities, give us a call.

Ara also offers **FREE** youth programmes in business and computing.

Enquire with us today - **0800 24 24 76**



Ara is proud to be a smokefree institute

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ara.ac.nz
