

Riki
(Ngāti Porou,
Ngāpuhi)
Ara graduate

Upskill locally at Ara Connect

Gain valuable new skills with free and affordable computing, business and personal development courses available in your community.

ADVANTAGE YOU
Kia raka te matau, kia raka te mau


Ara
Institute of Canterbury
Ara rau, taumata rau

Did you know that more than 19,000 people have gained computer skills and become digitally confident through Ara Connect's free courses?

In this brave new COVID-19 world, where work and communication are increasingly shifting online and onto a computer or device, it's essential to have up-to-date skills.

Whether you're looking for a new job, wanting to come to grips with computing for the first time, or you'd just like to brush up on existing skills, our Ara Connect courses are in tune with these changes.

We've taken steps to ensure that our centres are even better positioned and equipped to deliver free computer-based courses for community learners. This includes new locations in and around Christchurch (such as our new Ara Woolston site and also at Papanui and Rangiora High Schools), and more flexible arrangements with community partners to ensure that tutors and support are available onsite at specific times and places. Ara Connect team members will also be equipped to provide support to learners in other parts of the region.

As always with Ara Connect courses, the emphasis is on ease of access, convenience, flexible learning and support when it's required. Course timetables are designed to fit in with your family and professional schedule, and while you'll always have lots of support, you're free to take things at your own pace, with accompanying written material that makes it easy to re-visit a topic if you need to.

So come and have a chat about what you'd like to achieve and let's get the ball rolling.

Supporting you to take the next step

Our friendly Ara Connect team members are dedicated to helping you gain new skills for work, business and everyday life.

We'll get you started, support you as you study and help you achieve your study goals.

At Ara Connect you can:

- learn locally
- learn at your own pace
- choose when you study
- learn online or face-to-face
- enhance your existing skills or learn something new
- pathway all the way from beginner computing courses to assessed IT qualifications

Enrolling is easy

Simply stop by your nearest Ara Connect centre to discuss your needs with one of our friendly team members and to book your first class. Remember to bring your passport or birth certificate (and your marriage certificate if your name has changed) so we can enrol you on the spot.

Digital Skills

Free, non-assessed courses

Our free, non-assessed computing courses are a great way to gain skills to confidently use computers for study, employment and everyday life. Depending on your current skill level you can start with a beginner, intermediate or advanced course. If you discover you really love computing, you can follow up with our Level 3 and Level 4 assessed courses which in turn can lead to diplomas, degrees and well-paid employment in the IT sector.

ABSOLUTE BEGINNERS	
Digital Basics	25 hours
Keyboarding (touch typing)	24 hours
Digital Citizenship	40 hours

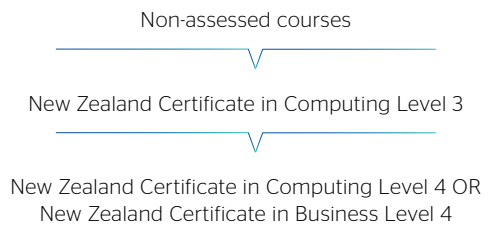
GOOGLE COURSES	
Google for the Office	40 hours
Google Apps - tips and tricks	40 hours
Google Sites (web design)	30 hours

BEGINNER MICROSOFT COURSES	
Word	40 hours
Excel	40 hours
Access	30 hours
PowerPoint	20 hours
Publisher	40 hours

INTERMEDIATE MICROSOFT COURSES	
Word	48 hours
Excel	32 hours
Access	34 hours

PHOTOSHOP COURSES	
Photoshop for Beginners	40 hours

Study pathway



New Zealand Certificate in Computing Level 3

60 credits

Flexible, self-paced

Enrolments accepted throughout the year

Fees - Free*

Location: City campus, Woolston campus, Timaru campus, online**

Gain computing skills for a wide range of employment opportunities.

This programme 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.

**Free when studied on site in Christchurch or Timaru.*

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

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



Definitely give it a go! You'll be amazed at all that you can learn and you'll enjoy doing it.

Wanda Price, Ara Connect learner and full-time mum returning to work



New Zealand Certificate in Computing Level 4

60 credits

Flexible, self-paced

Enrolments accepted throughout the year

Fees - \$765 - \$1110 or \$154 - \$155 per course

Location: City campus, Woolston campus, Timaru campus

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.



I wish I'd taken courses like this two decades ago.

Thomas King, Ara Connect learner and business owner

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



Business/Personal Development

Drop in, call us or check our website for details of these and other business and personal development courses:

ara.ac.nz/study/community-study/

Affordable business workshops and webinars

Excel Basics
Excel Commonly Used Features
Excel Introduction to Pivot Tables
Excel Creating Charts
Creating and Delivering Effective Presentations
Google Docs
Google Slides
Google for the Office
Microsoft Outlook Mail and Calendar Tips
MYOB®
Xero
Social Media Marketing - Planning for Success
Social Media Marketing – Getting Started on Different Platforms
Social Media Marketing – Creating Content

At select Ara Connect locations we offer a range of personal development workshops and courses in subjects such as leadership, conflict management and customer service.

Online workshops for job seekers

Applying for Jobs Online
Create and Update Your CV
Digital Skills for Job Seekers
Interview Skills
Preparation for Job Seeking

To learn more about these opportunities, call us.



Responding to a changed world

Covid-19 has changed the world in many ways. Ara Connect manager Peter Nock says many organisations had to adapt quickly to enable people to work or study from home.

“Ara was no exception. We had to be innovative and agile, identifying what digital tools our students had access to and how we could support them remotely.”

The changing times have also impacted the way Ara Connect delivers its community courses. “An even wider range of learning options is available now to help people upskill and improve their career opportunities.”

Peter says computer skills are a necessity in today’s professional environment. “Now more than ever businesses need employees to be digitally savvy. Every employer looks for certain skills before hiring – having computer skills is a no-brainer if you want to get that job.”

Peter’s Ara Connect colleague Bhaswati Sarkar says recent global events have created a huge demand for free digital applications, so Ara Connect has introduced three new free courses focused on Google’s powerful, free-to-use applications.

“Learning how to use online tools that can help us work and study beyond the office or the campus is a good idea, and never more so than now,” she says. “Our free Google courses set you up with a Google account and show you what you need to know - including tips and tricks - to start using Drive, Docs, Sheets, Slides and Forms which are part of the ‘Google for the Office’ suite of online tools.”

A Google account also gives you access to a variety of other free Google applications. You can explore the world with Google Earth, Maps and Lens; organise your schedule and share events with others using Calendar; organise and share your photos; connect with other people in Gmail, Hangouts and Duo; capture your thoughts as notes, lists, voice memos and reminders in Keep; and speak, scan, type or draw to translate in over 100 languages.

“All Google files are web-based so they can be accessed from anywhere, any time and using any device,” Bhaswati says. “Most importantly, they can be shared, so multiple people can work on them.”

Whether you’re a beginner learner, or you’re an expert looking for a better way to collaborate, these courses will help you create, share and manage your documents like never before.



Ara Connect locations

City campus, 130 Madras Street, X104 (Atrium)

Timaru campus, G103, Theodosia Street, Timaru

Woolston campus, VF block, Ensors Road, Christchurch

Papanui – Room A11, Papanui High School, 30 Langdons Road, Christchurch

Rangiora – Room H6, Rangiora High School, 125 East Belt, Rangiora



For more information:

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