



# 3 Computing (Intermediate User) NZ Certificate in Computing Level 3

 March & July 2021  20 weeks  No fees  61 credits

**You've got the basics of computers but you know there's so much more they can do. Rise above the crowd by learning the tips, tricks and functionality of office software that most people never even know exists!**

Add to that a strong foundation in file management, how to produce professional documents, publications and presentations that will meet most business needs. You will learn how to collaborate with others using digital media and devices.

You'll look at how computer networks, databases and websites serve us, and feel comfortable using these systems in the workplace.

This programme will set you up with a great foundation to build a career in computing.

**This programme has 17 unit standards.**

| Unit Standards   | Credits |
|--|---------|
| Configure and use contemporary and emerging digital devices  | 3       |
| Synchronise data across digital devices and multiple platforms   | 2       |
| Manage files and folders using digital devices   | 2       |
| Troubleshoot, fix and escalate a range of common hardware and software problems                              | 3       |
| Implement security solutions when using digital tools  | 5       |
| Apply ethical behaviour when using digital tools   | 5       |
| Collaborate effectively with others in a digital environment   | 7       |
| Apply digital tools to create and monitor a project plan   | 3       |
| Investigate, plan, design and create digital outcome solutions to meet the requirements of a specified brief | 5       |
| Produce a spreadsheet for organisational use   | 3       |
| Produce and use a database to provide a solution for organisational use                                      | 3       |
| Use the main features and functions of a schematic diagram application to create diagrams                    | 2       |
| Capture and prepare digital media for integration into other applications                                    | 2       |
| Use a word processing application to integrate images, spreadsheets and database data into documents         | 4       |

|  |           |
|--|-----------|
| Develop and evaluate an interactive website for organisational use               | 5         |
| Use a presentation application to produce an interactive multimedia presentation | 3         |
| Use a desktop publishing application to produce documents                        | 4         |
| <b>Total Credits</b>   | <b>61</b> |

### Entry Criteria

To enrol in this programme, a potential student must:

- › be at least 16 years of age
- › be a New Zealand citizen (or citizen of Australia, Tokelau, Niue, Cook Islands) or permanent resident
- › have the New Zealand Certificate in Computing (User Fundamentals) Level 2 or have equivalent knowledge, skills and experience.
- › attend an information session and an enrolment interview.

You might need to:

- › demonstrate competency in a numeracy and literacy activity.

### Fees

There are no fees for this programme.

### Qualification Awarded

When you pass this programme, you'll get this qualification:

- › New Zealand Certificate in Computing (Intermediate User) Level 3

### Potential Careers & Pathways

#### I want to keep studying

You can take your skills and understanding further by moving into a higher level computing or IT course.

#### I want to use my qualification

Your skills are now more advanced than many people in the workforce. You could apply them in design, collaborating effectively with others and top-notch admin support.

### Delivery & Workload

This is a full-time programme that consists of 61 credits delivered over 20 weeks. Throughout the programme you'll be required to attend:

- › 4 x 5-hour classes per week
- › tutorials (2 hours per week)
- › 1 x 5-hour haerenga (trip) (one per semester)

Activity directed learning will also need to be completed outside of class time, amounting to approximately 8.5 hours per week.

Some of the learning activities will need to be completed online. You'll need to have access to an internet connected device for this programme.

### Location

See our website for up-to-date locations.



**Find out more**

0800 355 553 | [twoa.ac.nz/computing-intermediate](https://twoa.ac.nz/computing-intermediate)

