

Programme Unit Standards

Unit	Credit	Unit Standard Name
29785	4	Use a word processing application to integrate images, spreadsheet and database data into documents
29786	3	Produce a spreadsheet for organisational use
29787	3	Produce and use a database to provide a solution for organisational use
29788	5	Develop and evaluate an interactive website for organisational use
29789	3	Use a presentation application to produce an interactive multimedia presentation
29793	5	Investigate, plan, design and create digital outcome solutions to meet the requirements of a specified brief
29790	3	Apply digital tools to create and monitor a project plan
29791	2	Capture and prepare digital media for integration into other applications
29792	4	Use a desktop publishing application to produce documents
29772	2	Manage files and folders using digital devices (level 2)
29778	2	Use the main features and functions of a schematic diagram application to create diagrams (level 2)
29794	5	Implement security solutions when using digital tools
29795	5	Apply ethical behaviour when using digital tools
29796	7	Collaborate effectively with others in a digital environment
29780	3	Configure and use contemporary and emerging digital devices (level 2)
29797	2	Synchronise data across digital devices and multiple platforms
29798	3	Troubleshoot, fix and escalate a range of common hardware and software problems

61 credits are required to achieve the NZCC L3 Intermediate User

Programme Outcomes

Successful completion of this course will prepare you for further studies in business administration or computing, or to move straight into employment.

Further Study

- New Zealand Certificate in Computing (Advanced User) (Level 4)
- New Zealand Certificate in Business (Administration and Technology) (Level 4)
- New Zealand Certificate in Information Technology Essentials (Level 4)

Employment Pathway

This qualification will equip graduates with intermediate level transferable digital skills and soft skills which will assist them to obtain entry level positions in administrative and support roles.

Funding Options

- ◆ Student Loans and Allowances
- ◆ **Free Fees** for first time learners (conditions apply)

N.B. Student Allowances available to fulltime students only.



APPROVED EDUCATION PARTNER



2018

New Zealand Certificate in Computing Level 3 Intermediate User



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TRAINING for SUCCESS

New Zealand Certificate in Computing Level 3—Intermediate User

GENERAL

On this intermediate level programme, you will develop sound computing skills and achieve a Level 3 New Zealand Qualification. This programme is ideal for people who want to increase their computing skills and enhance their chances of gaining employment.

This programme is an excellent way to develop your skills from a basic level to an intermediate level in Microsoft Office applications such as Word, Excel, Access and Publisher and gain an understanding of the expectations of information technology at an intermediate level. It is also a good stepping stone to studying computing or business administration at higher levels.

GRADUATE PROFILE

- Graduates will be able to:
- Use a wide range of features, functions and settings of common digital devices, software and techniques to search, combine and manipulate data to create, access, organise, present and store information and data.
- Investigate, plan, design and create solutions to meet the requirements of a specified brief.
- Identify risks and meet compliance requirements when using digital tools and digitally stored and transmitted information, and explain procedures and implement solutions to meet security requirements in an organisation context.
- Consistently apply appropriate ethics, standards, principles and practices to comply with legal and organisational requirements.
- Apply communication principles to effectively collaborate with others in a digital environment.
- Use a variety of digital devices to transfer data across multiple platforms.
- Trouble-shoot and fix a range of common hardware and software problems.

WHO CAN APPLY

Prospective students are expected to hold the NZ Cert in Computing—User Fundamentals—Level 2 or be equipped with equivalent knowledge, skills and experience. Students must be also able to demonstrate a literacy level of at least Step 3 when assessed using the Literacy for Adults Assessment Tool. Prospective students will be interviewed and enrolment is subject to approval by the Manager or Academic Manager.

PROGRAMME STRUCTURE

The programme consists of 477 hours class time and 133 hours of home study. A total of 610 learning hours

The programme is made up of NZQA unit standards, 54 credits at level 3 and seven credits at level 2, a total of at 61 credits.

OUTCOMES

Completion of this programme will prepare you for further advanced studies in computing or business administration, or to move straight into skilled employment.

TIMETABLING

You can choose from the following study options:

Full-time 26.5 hours (nine sessions) per week over 20 weeks *or*

Part-time 12 hours (four sessions) per week over 52 weeks.

Classes are held Monday to Thursday from 9.00am to 12.00pm and 12.30pm to 3.30pm, and Friday 9.00 am to 11.30am.

TEXTBOOKS

All necessary training materials are supplied for use at the Centre and at home and are yours to keep.

FACILITIES & STAFFING

Hardware, software and training manuals have recently been updated and provide the most relevant resources today. Tutors bring to their teaching a wide range of practical skills together with the appropriate qualifications and expertise to support you in a caring environment.

FEES & ENROLMENTS

The total fee for this programme is **\$4,938**; \$4,477 course fees plus \$461 compulsory course costs.

To enrol phone 0800 336 333 or (06) 876-7888 or come into the Centre to discuss this Programme. We will ascertain the need for a Literacy assessment and following successful completion of this and a brief interview we will issue you with an enrolment pack.

If you already have relevant unit standards on your record of learning we will design an independent learning plan to enable you to complete the Qualification with the inclusion of these.

You will receive a letter from us within the next five working days regarding your enrolment status, including your start and end dates.

PAYING FOR YOUR STUDY

This Programme is eligible for STUDENT LOANS and approved for STUDENT ALLOWANCES if you are studying full time.

From 2018 first time tertiary students may be eligible for fees free training. More information is available from our Centre.

(conditions apply)

Success Maker Education Centre, trading as Success Education & Training, is registered and accredited by the NZ Qualifications Authority

Start your training at a time **that suits you**. The programme is run continuously so you can begin **at any time** throughout the year.