



# New Zealand Certificate in Computing (Intermediate User) (Level 3)



## Domestic fee (all GST inclusive)

Programme: \$284.52

Per course: \$44.17

\*Fees are approximate, subject to change and exchange rates

Location	Online
Duration	60 weeks part-time   No full-time option
Delivery	Delivered through the eCampus. Online activities including readings, discussion forums, research tasks and fact finding. Study is part-time, will be mainly self-directed and is flexible to suit your needs.

Credits	60
Level	3
Start	Monthly
Apply	Anytime



Got a question? Ask the team at eCampus

## Delivered online through eCampus NZ

Do you want a greater level of confidence working in the digital tools and technologies space?  
Or perhaps you want to pursue new career opportunities in this area?

Understanding, getting to grips with and using digital tools and technology is essential in today's business world and this Certificate will give you the confidence and skill to move forward.

On completion of this programme, you will have intermediate level computing user skills and be ready for an entry level role in a wide range of organisations.

Please note: Learners under the age of 18 cannot apply for this programme.

## Want to study face-to-face?

No problem. We also offer this programme at our Dunedin Campus.

What will I learn?

### **Master the spreadsheet.**

Knowing how to develop and complete a spreadsheet and database efficiently is a core skill in a corporate environment.

### **Learn the rules.**

There is an online etiquette and you ignore it at your peril. The digital world has opened up so many opportunities and it's a fast changing world but it's not a world without barriers or ethics and if you want to be part of it you need to get to grips with the unwritten rules. Learn how these apply to you during this programme.

## Best practice learnings.

Learn the fundamentals and best practice techniques of web development. How do you use colour, imagery and icons? How do you select fonts and ensure effective architecture? If these questions are keeping you awake at night then this programme might just give you peace of mind.

### Entry requirements

- > Open entry.
- > If English is not your first language, you must provide:
  - > New Zealand University Entrance OR
  - > Overall Academic IELTS 5.0 with no individual band score lower than 5.0 (achieved in one test completed in the last two years), OR
  - > Acceptable alternative evidence of the required IELTS (see here for NZQA proficiency table and here for list of recognised proficiency tests).

If you need to improve your English Language skills, we offer a wide range of English programmes. Contact us for an assessment.

### COVID-19 vaccination information

As this programme is delivered fully online, you do not need to provide us with a My Vaccine Pass.

- > You will need to provide us with a valid My Vaccine Pass if you want to visit an Otago Polytechnic site for any reason while you are studying with us (e.g. meetings, events, presentations) or attend graduation in person at the end of this programme.
- > You do not need to provide a valid My Vaccine Pass if you are attending on campus health services (e.g. student health, Kowhai Centre).
- > In exceptional circumstances, exemptions may be granted to this. You can find out more about this in our vaccination policy. If you think you have grounds to be exempt from our vaccination requirements, please email [Covid-19@op.ac.nz](mailto:Covid-19@op.ac.nz)

You can find more information about our vaccination requirements [here](#). And, if you still have further questions, please visit our [FAQs](#) page which you can find [here](#).

### Your workload

This programme is made up of six courses with a total of 600 learning hours. This breaks down to approximately 10-20 hours per week if you're studying part-time.

Depending on your previous academic online experience this may vary a little.

### Programme structure

Course title	Level	Credits	Learning hours
Operating in a Digital Environment	3	10	100
Spreadsheets and Databases	3	10	100
Web Fundamentals	3	10	100
Presenting in a Digital Environment	3	10	100
Going Mobile	3	10	100
Online Etiquette and Ethics	3	10	100
<b>Total</b>		60	600

### Course descriptions

#### 1. Operating in a Digital Environment

To enable students to participate in a digital environment.

#### Learning outcomes

- > Create work/study related documents using word processing skills.
- > Communicate with people/organisations using digital communications technologies.
- > Apply search skills to find information online.
- > Troubleshoot and fix basic hardware and software problems.

## 2. Spreadsheets and Databases

To enable students to manipulate and integrate data across applications.

### Learning outcomes

- > Use a spreadsheet and database to organise data for specific purposes.
- > Plan and create spreadsheets and databases to provide a solution for organisational use.

## 3. Web Fundamentals

To enable students to complete basic manipulation of a webpages and images

### Learning outcomes

- > Use basic web editing software to create and modify webpages and images to specified requirements.
- > Apply professional practice to the design of webpages and images.

## 4. Presenting in a Digital Environment

To enable students to deliver a presentation online.

### Learning outcomes

- > Plan and create a presentation according to a brief.
- > Deliver a presentation using presentation software.

## 5. Going Mobile

To enable students to access data on a variety of digital devices.

### Learning outcomes

- > Synchronise data across digital devices and platforms.
- > Research and report on the use of BYOD (bring your own device).

## 6. Online Etiquette and Ethics

To enable students to operate securely and professionally in a digital environment.

### Learning outcomes

- > Apply appropriate ethics, standards and practices to comply with legal and organisational requirements.
- > Identify risks when using digital tools.
- > Communicate effectively online.

Further study options

Graduates of this qualification may progress to:

- > 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)
- > New Zealand Certificate in Information Technology (Level 5)
- > New Zealand Diploma in Information Technology Technical Support (Level 5)
- > New Zealand Diploma in Information Systems (Level 5)
- > New Zealand Diploma in Web Development and Design (Level 5)

Career opportunities for graduates

This qualification can complement other qualifications in specific industries. Graduates may also be equipped to attempt optional industry certifications at the appropriate level.

On completion of this course, you will have intermediate level computing user skills and be ready for an entry level role in a wide range of organisations.

Student loans and allowances

Full-time **domestic students** of this programme are eligible for student loans and allowances (dependent on age and financial circumstances.) Please contact Studylink for additional information. Phone 0800 88 99 00 or visit: [www.studylink.govt.nz](http://www.studylink.govt.nz)

Recognition of prior learning

If you already have extensive knowledge and skills gained from practical experience in this area, enquire about our recognition of prior learning process at Capable NZ. You may have already gained credits towards this qualification in the course of your life. [www.capablenz.ac.nz](http://www.capablenz.ac.nz)

## Disclaimer

While every effort is made to ensure that this sheet is accurate, Otago Polytechnic reserves the right to amend, alter or withdraw any of the contained information. The fees shown in this document are indicative ONLY. Both domestic and international fees are subject to change and are dependent on the development and implementation of Government policies. Please note that additional fees may from time to time be required for external examination, NZQA fees and/or additional material fees.



Got a question? Ask the team at [eCampus](#)

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