

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

## Programme Overview

### You can master computing skills!

Understanding, using, getting to grips with and mastering digital tools and technology is essential in today's business world. We need to know how to use that spreadsheet and database, how to apply mobile technology effectively and what's going on with that website! If you know that upping your game in this space will be good for your career, then this certificate will provide the launch pad.

This certificate will provide you with the knowledge you need to successfully use a range of common digital tools and technologies. If you want a greater level of confidence working in this space or you want to pursue new career opportunities then the certificate will give you the confidence and skill to move forward with advanced study or that new career path.

## eCampus NZ Overview

We know that your time is precious. That's why we've made it easy for you to upgrade your skills with innovative online learning through eCampus NZ.

With flexible online learning to match your lifestyle, goals and dreams, our online campus option will work around your lifestyle so you can work, earn, live, and learn.

## How Long Will it Take

This programme is made up of six courses and can only be studied part time. You will study only one course at a time which will require around 15 hours a week of study

## Fees

The programme fee is \$265.02, however you may be eligible to study this course fees-free.

For more information and to find out if you are eligible please visit [feesfree.govt.nz](http://feesfree.govt.nz)

## Entry Requirements

### Academic requirements:

No minimum required

*"I really enjoy having the ability to study when I have the time and wherever I might be. I also like the online videos and course reading and have found the course facilitators are always available when I need them"*

Nikki Davidson

## Courses in this Programme

### Course 1: Operating in a Digital Environment

If you feel you may have been left behind by the digital world and now you're playing catch up, then this course is meant for you.

- **Fee:** \$44.17      **Credits:** 10
- **Weeks:** 10      **Level:** 3

### Course 2: Spreadsheets and Databases

Knowing how to master spreadsheets and databases will always come in handy, no matter your circumstances!

- **Fee:** \$44.17      **Credits:** 10
- **Weeks:** 10      **Level:** 3

### Course 3: Web Fundamentals

If you have responsibility for managing your workplace or organisation website and you need to upskill in this area, then this course will help.

- **Fee:** \$44.17      **Credits:** 10
- **Weeks:** 10      **Level:** 3

### Course 4: Presenting in a Digital environment

We've all sat through a boring presentation and we've all been inspired by someone who has the art of presentation down to perfection.

Often the balance between boring and perfect is about mastering online presentation skills.

- **Fee:** \$44.17      **Credits:** 10
- **Weeks:** 10      **Level:** 3

### Course 5: Going Mobile

Do you want a greater knowledge about Wi-fi security and connectivity and data transfer? This course will provide you with the basic knowledge to wrap your head around these issues.

- **Fee:** \$44.17      **Credits:** 10
- **Weeks:** 10      **Level:** 3

### Course 6: Online Etiquette and Ethics

There is a range of standards and practices that should be adhered to when working in a digital environment.

If you are unsure what those are, or what is acceptable and professional, then this course will help explain and interpret expectations.

- **Fee:** \$44.17      **Credits:** 10
- **Weeks:** 10      **Level:** 3

## Contact Us

Any questions or queries please contact one of our enrolment team members below:

- **Phone:** 0800 328 269
- **Email:** [enquiries@tanzecampus.com](mailto:enquiries@tanzecampus.com)
- **Visit:** [www.ecampusnz.com](http://www.ecampusnz.com)