

# NEW ZEALAND CERTIFICATE IN COMPUTING

Intermediate User - Level 3  
NZQA Ref: 2592

atc **instant**  
EDUCATION SOLUTIONS

**61**  
CREDITS

## One Programme Option

There is one possible option to achieve the graduate outcomes of this qualification (based on unit standards available from Instant Education Solutions). Download the matrix of this option from our website link below. If this option does not suit your unique needs, then select individual standards from the list below. You can then determine your own additional specific content to ensure your programme will meet the required qualification outcomes.

**1** PROGRAMME  
OPTION

### Select all these required units = 61 CREDITS

Level Credit

#### Word Processing

29785	Use a word processing application to integrate images, spreadsheet and database data into documents (Office 365/2016 Word, Excel, Access)	3	4
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#### Spreadsheets

29786	Produce a spreadsheet for organisational use (Office 365/2015 Excel)	3	3
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#### Databases

29787	Produce and use a database to provide a solution for organisational use (Office 365/2016 Access)	3	3
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#### Web Development

29788	Develop and evaluate an interactive website for organisational use (HTML5 & CSS3; Notepad++)	3	5
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#### Presentations

29789	Use a presentation application to produce an interactive multimedia presentation (Office 365/2016 PowerPoint)	3	3
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#### Project

29790	Apply digital tools to create and monitor a project plan (Microsoft Office 2016 Project Professional)	3	3
29793	Investigate, plan, design and create digital outcome solutions to meet the requirements of a specified brief	3	5

#### Digital Media

29791	Capture and prepare digital media for integration into other applications (GIMP)	3	2
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#### Desktop Publishing

29792	Use a desktop publishing application to produce documents (Office 365/2015 Publisher)	3	4
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#### Security and Ethics

29794	Implement security solutions when using digital tools	3	5
29795	Apply ethical behaviour when using digital tools	3	5

#### Teamwork and Collaboration

29796	Collaborate effectively with others in a digital environment	3	7
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#### Digital Devices and Data Management

29772	Manage files and folders using digital devices (Windows 10, Android, iOS)	2	2
29780	Configure and use contemporary and emerging digital devices (Windows 10, Android, iOS)	2	3
29797	Synchronise data across digital devices and multiple platforms (Windows 10, Android, iOS)	3	2

#### Computer Support

29798	Troubleshoot, fix and escalate a range of common hardware and software problems (Windows 10)	3	3
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#### Graphics and Images

29778	Use the main features and functions of a schematic diagram application to create diagrams (DRAW.IO)	2	2
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For a complete certificate solution, visit [www.instant.org.nz/comp3](http://www.instant.org.nz/comp3)



## MORE INFORMATION

### Gaining Programme Approvals

The combination of standards selected for this qualification meet all qualification outcomes. A separate technical specification is available from our website to help gain programme approval.

### Pricing Options

Different price options are available based on the standards selected. Contact us for a customised quote based on your unique needs.

### Entry Requirements

There are no mandatory prerequisites. However, learners enrolling for this qualification are expected to hold the New Zealand Certificate in Computing (User Fundamentals) (Level 2), or equivalent knowledge, skills and experience.

### Pathway to higher level qualifications

*Only Level 4 Qualifications listed*

New Zealand Certificate in Computing (Advanced User) (Level 4) [Ref: 2593]

New Zealand Certificate in Business (Administration and Technology) (Level 4) [Ref: 2461]

New Zealand Certificate in Information Technology Essentials (Level 4) [Ref: 2594]

### Transition Information

This qualification replaced the National Certificate in Computing (Level 3) [Ref: 0011]

### Unit Standards



Instant offers single Unit Standard Delivery Packages to save you time and money. Each Delivery Package includes\*:

- **Teacher's Guide**
- **Learner's Guide**
- **Assessment**
- **Assessment Schedule**
- **Sample Answers**

Any NZQA version changes published by Instant within 12 months of original purchase are provided free of charge. Any other upgrade is provided free of charge within 24 months of original purchase. All upgrades, including NZQA version upgrades, are made available at a discounted price, through the organisation or schools personalised 'Member's Library'.

#### Moderation Guarantee

Instant guarantees that if any assessment materials for Delivery Packages fail external moderation, we will modify and replace the Delivery Package free of charge, conditions apply.

*\*Assessment Only Packs do not include the Teacher's Guide and Learner's Guide*

### What's the next step?

For a free quote or further queries, simply phone your Instant Representative on **0800 864 863** or visit **[www.instant.org.nz](http://www.instant.org.nz)**