Programme Regulations for:

Certificate in Computing (Level 3)

Leading to a New Zealand Certificate in Computing (Intermediate User) (Level 3) [2592-2]

Wintec code:	EF1805	**MoE:**	NZ2592
Level:	3	**Credits:**	61
Owner:	Centre for Education and Foundation Pathways	**Effective Date:**	January 2024

These regulations should be read in conjunction with the Institute's Academic Regulations.

1. Transition Arrangements

Version 1 of the New Zealand Certificate in Computing (Intermediate User) (Level 3) [2592-1] expires on 31 December 2022. The last date for assessment of this version is 31 December 2022.

Any students who do not complete version 1 of the qualification can seek advice and will be given an opportunity to apply for transfer of credit towards version 2. A matrix will be used to assess and compare achievement of learning outcomes.

2. Admission and Entry

1.1 General Academic Admission

There is open entry to this programme although students must demonstrate a reasonable likelihood of success.

Students may benefit from having completed the New Zealand Certificate in Computing (User Fundamentals) (Level 2) [2591] or the New Zealand Certificate in Computing (Foundation User) [4132] or having/demonstrating equivalent knowledge, skills and experience.

1.2 Selection Criteria:

Students may be required to have an interview.

1.3 English Language Requirements

Candidates who have English as a second language are required to have an International English Language Test System (IELTS) academic score of 5.5, with no individual band score lower than 5.0; or equivalent.

3. Transfer of Credit

2.1 100% transfer of credit is available from NZQA Record of Learning

4. Programme Requirements

3.1 Every candidate for the Certificate in Computing (Level 3) programme shall, to the satisfaction of the Academic Board, follow a programme of study for a period of normally not less than one semester.

3.2 Each candidate's programme will comprise all modules as listed in Section 6 of these regulations, totalling a minimum of 61 credits.

Wintec | Te Pūkenga

5.   Completion of the Programme

4.1   A candidate may take up to one year to complete this programme, unless an extension is granted by special permission of the Centre Director, or designated equivalent.

6.   Award of the Qualification

5.1   Candidates who successfully complete the requirements of this programme will be eligible for the award of the New Zealand Certificate in Computing (Intermediate User) (Level 3) [2592-2]

7.   Schedule of Modules

Note: no value in the pre/co-requisite columns means there are no pre/co-requisites for that module.

Module Code	Module Name	Level	Credits	Pre-Requisites	Co-Requisites	Assessment Standard
BUAD305	File Management	2	2			29772 v2
BUAD306B	Word Integration	3	5			29785 v2
BUAD307B	Spreadsheets	3	5			29786 v2
BUAD308B	Database	3	5			29787 v2
BUAD309	Desktop Publishing	3	4			29792 v2
BUAD310	Project Plan Tools	3	3			29790 v2
BUAD311	Collaboration	3	7			29796 v2
BUAD312	Ethics & Compliance	3	5			29795 v2
BUAD313	Interactive Website	3	5			29788 v2
BUAD316	Design Solutions	3	5			29793 v2
BUAD317	Schematic Diagrams	2	2			29778 v2
BUAD318	Risk & Security	3	5			29794 v2
BUAD319	Use Digital Devices	2	3			29780 v2
BUAD320	Synchronise Data	3	2			29797 v2
BUAD321	Troubleshoot and Fix	3	3			29798 v2