STUDY
INFORMATION
& COMMUNICATIONS
TECHNOLOGY

ZERO FEES

FREE* OR SUBSIDISED TRAVEL

START TODAY

People choose the Information and Communications Technology (ICT) Industry for more than just the great salary - you're always learning something new in an industry that's constantly changing. Just try to imagine a world without computers; there would be no PCs or laptops, no online social media or gaming and no using the web! Computing is practically part of everything we do! The cleverly structured Regent Training ICT foundation programme enables students to gain 3 national certificates in under a year. With encouragement and support from highly skilled tutors, graduates will have versatile qualifications that are a great pathway into higher education, or into industry.

QUALIFICATIONS GAINED:
- National Certificate in Computing (Level 3)
- National Certificate in Business Administration (Level 2)
- National Certificate in Computing (Level 2)

ENTRY CRITERIA:
16 to 19 Years old, or 15 years old with a Ministry of Education early leaving exemption, NZ citizen or Permanent Resident currently living in New Zealand. All students will be interviewed prior to enrolment.

FURTHER EDUCATION PATHWAYS AND CAREER OPTIONS:
Graduates pursuing higher education can move onto the National or New Zealand Certificate in Computing (Level 4) or can choose to go straight into work.

Appropriate entry levels roles can be; Computer Technician, Storage Administrator, Personal Assistant, Administrator, Word Processing Clerk, plus many more. With further training and/or experience graduates can also consider moving into roles such as Business Analyst, Information Technician, Software Developer, Programmer and the list goes on!

PRICE: ZERO fees

DURATION: 37 weeks, full-time

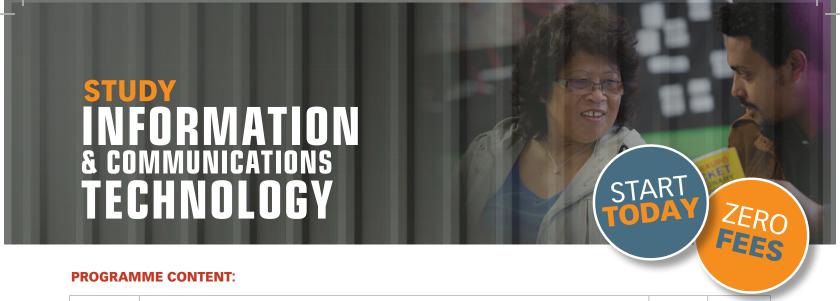**LOCATION FOR STUDY:** Whangārei

START DATE: Any week day

RTC
REGENT TRAINING CENTRE

0800 REGENT (0800 734 368)
RTC.CO.NZ

POSITIVELY IMPACTING COMMUNITIES ONE STUDENT AT A TIME

STUDY
INFORMATION
& COMMUNICATIONS
TECHNOLOGY

START TODAY

ZERO FEES

PROGRAMME CONTENT:

	UNIT STANDARD	LEVEL	CREDIT
5940	Produce a presentation using a desktop presentation computer application	2	3
5968	Discuss the social implications of information technology	3	3
111	Use a word processor to produce documents for a business or organisation	2	5
2781	Manage and protect data in a personal computer system	2	3
2788	Produce desktop published documents to meet a set brief	2	5
2791	Integrate spreadsheet and database data into word processed documents to meet a set brief	2	3
2786	Create and use a computer database to solve a problem	2	3
2780	Demonstrate and apply knowledge of a personal computer system	1	3
2784	Create and use a computer spreadsheet to solve a problem	2	3
107	Apply text processing skills to produce communications in a business or organisational context	2	5
18756	Use and maintain a computer database for business reporting and decision making	3	4
329	Process financial information for cash transactions for an entity	2	4
327	Document business financial transactions for an entity	2	4
2789	Produce desktop published documents for organisation use	3	6
112	Produce business or organisational information using word processing functions	3	5
108	Apply text processing skills to produce business documents	3	5
2787	Create and use a computer database to provide a solution for organisation use	3	6
2785	Create a computer spreadsheet to provide a solution for organisation use	3	5
5947	Use computer technology to solve a specified problem	3	3
2797	Demonstrate knowledge of the principles of computer networks	3	4
	Plus many more appropriate NZQA unit standards to prepare students for employment and higher learning.		

Information subject to change at the discretion of Regent Training Centre Ltd

RTC
REGENT TRAINING CENTRE

**0800 REGENT
(0800 734 368)
RTC.CO.NZ**