

# Certificate in Web and Database Design



NZQA Level: 4  
 NZQA credits: 102  
 Course Code: PC3528  
 Full-time: 52 weeks  
 Part-time: 2 years  
 Fee: \$6,000

## COURSE RECOMMENDATION

This course is designed for people wanting a solid understanding of commonly used business applications. As well as achieving the National Certificate in Computing Level 4, students will gain a comprehensive understanding of front and back end web design and management.

Successful graduates will gain the **Learning Post Certificate in Web and Database Design (Level 4)** and the **National Certificate in Computing (Level 4)**.

## JOB OPPORTUNITIES

- Database Administrator
- Web Designer
- Self-employment

## FURTHER TRAINING OPPORTUNITIES

- Multimedia at a Polytechnic
- Diploma in Programming

## WHAT IS DISTANCE LEARNING?

Distance learning is a mode of delivery of education and training that enables learners to gain their qualification while in their own home/work place, without having to attend training sessions. Distance Learning is suitable for those who want to upskill, but can't afford the time to travel to a learning institution on a day to day basis. This mode of delivery is best suited to those learners who are disciplined, and can commit time to studying – you need to be motivated and enthusiastic. Distance learning allows you to study at home, to suit your lifestyle. It's an ideal way to gain qualifications while managing your other commitments – work, family, sport and friends.

## HOW DOES DISTANCE LEARNING WORK?

Distance Learning is facilitated as follows:

- 1) Learners receive their workbooks and complete self-directed study towards identified exercises/activities
- 2) Learners have ongoing access to dedicated tutor support via phone, email or internet
- 3) When the learner has completed the pre-requisite study, they are then forwarded the assessment activity/task.
- 4) The learner completes this, and forwards it to their tutor for marking.
- 5) The tutor provides feedback and registers the outcome.
- 6) Learning Post advises NZQA of the outcome
- 7) NZQA provides a Record of Learning and Learning Post provides a Certificate of Achievement.

## WHO CAN I TALK TO?

Simply give one of our Course Advisors a call on **0800 895 895** and they can assist you to ensure that you select the most appropriate course.



## COURSE CONTENT

Unit Stds	Description	Lvl	Cr
LP Module	Apply principles of website database design integration (INTERNAL Code SO301)	4	3
110-113	Manage text processing and production of business information Produce information using advanced word processing functions	5 4	10 10
2784	Create and use simple computer spreadsheet to solve a problem	2	3
2785	Create a computer spreadsheet to provide a solution for organisation use	3	5
2786	Create and use a simple computer flatfile database to solve a problem	2	3
2787	Produce a computer flatfile database to provide a solution for organisational use	3	5
5954	Automate processes in a computer application using scripting language	3	2
*15167	Create individual web pages as a basis of a website	2	2
*15168	Enhance pages on a website	2	4
*15169	Develop and publish a website	2	3
*18734	Create a webpage using a template	1	2
*18735	Create a simple website to meet the specifications of a given brief	2	3
*18736	Create simple web pages as a basis of a website	2	4
*18737	Create a website for organisation use	3	5
18738	Create and operate an interactive website to provide a solution for an organisation	4	15
18742	Create and operate a relational database to provide a solution for an organisation	4	15
18743	Produce a spreadsheet from instructions using supplied data	1	2
18756	Use and maintain a computer database for business reporting and decision making	3	4
18758	Find information using the internet	1	2

**\* The content of this programme is currently being updated in line with NZQA Course changes**

# 0800 895 895

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## EQUIPMENT REQUIRED

- Software: Office Professional 2003 or Office Professional 2007, including Word, Excel, PowerPoint and Access. FrontPage or Dreamweaver
- Hardware: A computer capable of running Windows XP or Vista; and Office XP Professional / Office Professional 2003 / Office Professional 2007 (including a monitor, mouse, CD-RW drive and modem).
- Other: A printer, plus A4 paper and printer cartridges/ink  
A telephone (mobile and/or landline)  
A broadband (preferred) or dial-up internet connection  
An email address is **essential**.

## ABOUT OUR PROGRAMMES

- Learning Post offers NZQA approved Certificates and Diplomas, with a range of National Certificates and Diplomas
- The programme that's right for you will depend on where your interests lie, the amount of experience you already have with computers, and the type of skills you are wanting to learn
- If you are eligible, you can apply to Study Link for financial assistance to cover the cost of your fees.
- We have fantastic tutors who are here to help and motivate you to achieve your study goals.
- Learning Post's online learning site puts you in touch with other students like you. It's a place where you can socialize, ask questions, find information, talk with your tutor and take online lessons.
- We have no set start dates – start any time that suits you.

## LEARNING POST STUDY MATERIALS

Our materials are well researched to ensure studying from home is successful. For many, the freedom and flexibility of distance learning is the key to their success.

Learning resources for each programme differ and may include books, CDs, downloads from our website and lessons in our virtual classroom. We make every effort to ensure your learning experience is fun, interesting and relevant.

## THE LEARNING PROCESS

When you start on a programme, you'll receive a STUDENT PROGRESS REPORT (SPR). This explains the learning plan and the due dates for your assessments. If you have a student loan or allowance, you must complete the programme within a set time period which has been approved for your loan/allowance. You'll talk with your tutor on a regular basis about the progress you're making and this will ensure that you stay on track.

Your first study pack will be couriered to you in time for your start date. Each time you successfully complete an assessment pack, you'll receive the next pack. You can work through the programmes as quickly as you wish.

The method of assessment for each unit varies. Some units require a verifier to observe you doing practical tasks. Some require answers to theoretical tasks and others.

## THE SMALL PRINT

- All fees are in New Zealand dollars and are inclusive of GST
- Fees are correct at time of printing and subject to change without notice
- Prices are effective from 1 November 2009
- Learning Post reserves the right to alter course content at any time in line with industry and NZQA requirements.

## STUDENT LOANS AND ALLOWANCES

We offer a range of courses that are able to access Student Loans and Allowances to assist you with paying for fees, and living costs, for eligible students (see Study Link website for eligibility criteria [www.studylink.govt.nz](http://www.studylink.govt.nz)).

We also offer a range of full-fee paying courses, including assessment services – call our Course Advisors for more information.

For course advice call us now on

# 0800 895 895

[www.learningpost.ac.nz](http://www.learningpost.ac.nz)



**Te Whanau O Waipareira**

KOKIRITIA I ROTO I TE KOTAHITANGA

*Progressively Act in Unity*