

Information Management - 12INM

A course designed to assist serious users to develop skills and obtain qualifications, which may lead to employment in the office technology area. Students enter at a level appropriate to their prior knowledge/skills and the learning is self-paced.

Offering approximately 80-100 credits level 1-3 of which students can choose desired level based on interest and needs.

Information Management

Students choose a course of study appropriate to their skills from:

- Word Processing - includes the use of word processing software features to an advanced level.
- Text Processing – includes keyboarding, document design, language skills and text entry speed development.
- Introduction to Other Computer Packages – includes spreadsheets, database, and desktop publishing.

Entry Requirements: 11COM or equivalent, or by HOD discretion.

Materials Fee: \$25

Computing – 12COM NCEA Level 2, NCC Level 2

This course covers some of the most common computer applications at an intermediate level.

Computer Basics

Essential computer skills, personal computing systems, computer hardware and operating systems, file management.

Spreadsheets

(Use Microsoft Excel).

Computer Graphics

Use MS Publisher and Paint to create simple graphics – e.g. Block diagrams, concept designs, free-hand drawing, etc.

Web Design

Use HTML and Frontpage to create webpages with text, colour and images.

Introduction to Databases

Use Microsoft Access to create, retrieve and organise information using everyday examples.

Introduction to Programming

Use Visual Basic to create simple computer programmes.

Introduction to Presentations

Use MS Powerpoint to present a topic.

At the discretion of the teacher some or all listed topics will be taught depending on students' level.

Credits: 24 Internal.

Entry Requirements: Minimum of 9 Level 1 credits or HOD discretion. Students cannot also enrol in 12COB, 12ICT or 13COM.

Materials Fee: \$20

Computing – 13COM NCEA Level 3, NCC Level 3

This course builds on the skills learned in 12COM, providing intermediate to advanced lessons in a range of software applications.

Intermediate to Advanced Spreadsheets

Use Microsoft Excel to solve a range of business problems.

Intermediate to Advanced Databases

Use Microsoft Access to create a business-level data base.

Intermediate to Advanced Presentations

Create presentations for business use.

Intermediate to Advanced Publications Design.

Create a range of publications for business use.

Students may also be given the opportunity to study additional units in Web Design and Programming.

Credits: 24 Internal.

Entry Requirements: 16 credits in Level 2 computing or HOD discretion.

Materials Fee: \$20

Design School Fashion

Design School Fashion - DSF Full-Time Package.

National Certificate in Clothing Manufacture; Design & Patternmaking.

National Certificate in Clothing Manufacture - Complete Garment Sewing

Hagley Design School/ Fashion has been designed to be a creative environment for Year 13 students who wish to focus on fashion based technologies.

Students will focus on:

Industrial Sewing

- Garment Construction in a Workroom Environment
- Clothing Manufacture Procedure

Pattern Drafting

- Designing and Making Patterns to Standard and Personal Measurements

Graphics

- The design process
- Media and Technical Illustration
- Fashion Drawing

Fashion Studies/ Artwear

- Competition Designing
- Costume Designing
- Business Studies

Credits: 165 Credits, No External.

Entry Requirements: Some sewing skills required. Portfolio/ Interview HOD.

Materials Fee: \$400 some fabric may be required.

Fashion and Textiles

Textile Design Technology 11TDT - NCEA Level 1

Students will develop and present a portfolio of their designs and research that can be further developed in Year 12 and 13 Fashion and Textiles as a resource for applications to tertiary institutions.

Textile Technology

Basic sewing skills and creation of a simple textile item. Experiment with design ideas for garments and articles while resolving issues related to fashion and textiles and the lives of young people today.

Credits: 18 Internal, 4 External.

Entry Requirements: Nil.

Materials Fee: \$60 plus provide own materials and notions.

12TEX - Fashion and Design NCEA Level 2

The focus of this course is on sewing skills, design development and related research and project work. Unit and Achievement Standards are used to assess garment construction and project work.

Units of work include:

- Fashion Trends and Design Development
- Clothing for Leisure
- The Fashion Industry

Credits: 24 Internal.

Entry Requirements: Sewing skills essential. 10 credits in clothing related Unit Standards or equivalent.

Materials Fee: \$60 plus provide own fabrics and notions.

