

National Certificate in Computing (Level 2) 2010

Faculty of Business and Computing
Te Manga Pākihi me te Rorohiko

The National Certificate in Computing (Level 2) is a 19 week programme which provides foundation computing skills.

The National Certificate is designed to:

- recognise a base level of computing skills for any industry
- provide a first qualification in computing
- recognise an entry level for further education in computing.

The programme is designed to develop skills in:

- Email
- Internet
- Where to save your work to (File Management)
- What makes up the different parts of a computer
- Word Processing & Document Production for Industry (using Word)
- Spread Sheeting (using Excel)
- Database (using Access)
- Desktop Publishing (using Publisher)
- Web Design

You can enrol and start anytime.

The programme is offered at the Taradale Campus and at Learning Centres in Hastings, Waipukurau, Flaxmere, Maraenui and Wairoa.

This programme has been divided into two parts. You can enrol into the first part and when you have successfully completed part one, you can then enrol into part two.

This is a flexibly delivered programme. There are no formal classes with required attendance. When you have enrolled, you can collect your pack of resources for part one on submission of your acceptance letter. When you are ready for assessment you can book into a published assessment time at one of the specified locations.

This programme allows you to work in your own time, at your own pace, at home, at work or wherever you choose. If you need help or if you do not have a computer, tutorial assistance and computers are available from any of the EIT locations during particular timeslots.

You are welcome to make an appointment to discuss your study options with our staff and to view our facilities.

If you have any questions please feel free to contact us.

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Faculty of Business and Computing
Phone: (06) 974 8000, ext 5203
Email: ebrydon@eit.ac.nz



Te Whare Takiura o Kahungunu

FUTURE PATHWAYS/EMPLOYMENT OPPORTUNITIES

Further study opportunities include the National Certificate in Computing (Level 3) or the Certificate in Business.

This programme supports employment in any vocation requiring foundation computing skills. It is also a good foundation on which to build further study.

PROGRAMME SUMMARY

Qualification	National Certificate in Computing (Level 2)
Programme Level	Two
Length	19 weeks
Study Options	Flexible
Hours of Study / Class Times	N/A
Total Number of Credits	41 credits

PROGRAMME LENGTH

This is a 19 week programme which commences on 4 January 2010 and enrolments will be taken until early December 2010.

STUDENT WORK COMMITMENTS

Duration	19 weeks with no holidays or study breaks
Individual Study hours	15 - 20 hours per week

ENTRY REQUIREMENTS

There are no formal academic requirements for entry. The programme is particularly relevant if you are looking for a change of vocation where foundation computing skills would be required, or would like to enter a higher level tertiary programme but feel you have insufficient academic qualifications or study skills to be successful.

You are not required to attend a formal interview. However, if you are concerned about your skill level relative to the programme, or have previously completed similar courses in another programme, please don't hesitate to contact the Faculty of Business & Computing, School of Computing Secretary on 06 974 8000, ext 5203 for advice.

This programme is only available to New Zealand citizens or residents.

English Language Entry Requirement

Students are required to have attained an acceptable level of English language fluency. This may be demonstrated in a variety of ways, including successful study in English, approved scores on TOEFL (540 with a TWE score of 4) or IELTS (5 Academic) tests, completion of accepted international equivalents, or completion of an EIT Hawke's Bay assessment.

FACILITIES

Computer facilities at EIT are provided by the IT Services Department. Every student has a login ID, also called a *username*, and password. This login allows you to use any computer connected to EIT's computer network at your preferred EIT campus. Your username allows full access to the Internet.

PROGRAMME INFORMATION

The programme has been divided into two parts. You can enrol into the first part and when you have successfully completed this, you can enrol into the second part.

On successful completion of this programme, students will qualify for the National Certificate in Computing (Level 2). Students will be required to apply to the New Zealand Qualifications Authority directly for their certificate (refer to additional costs).

COURSE DESCRIPTORS

NB: EIT Hawke's Bay reserves the right to change programme content.

Unit	Brief Description	NZQA Level	No. of Credits
Part One			
2781	Manage computer data Demonstrate file management; the importance of data protection and how to apply appropriate data protection techniques; and knowledge of the principles and practice of ethics in the storage and transfer of data.	2	3
111	Use a wordprocessor Apply word processing principles and functions to enter, edit and format text, apply data security and file manipulation techniques and preview and print word processing files.	2	5
107	Use a textprocessor to produce communications Define functions of text processing; plan and organise the production of text processed communications; apply language skills to produce communications; use a text processor to produce communications.	2	5
2788	Produce desktop publishing documents using base functions Describe desktop publishing (DTP), and produce a DTP document using provided text, graphics, and page layout.	2	3
5941	Exchange messages using electronic mail Describe the use of e-mail; create, send, receive, organise, and save e-mail.	2	2

5942	Exchange information with an on-line computer service Describe the use of an on-line computer service; connect to an on-line computer service; exchange information with an on-line computer service; and estimate on-line computer service session costs	2	3
Part Two			
2780	Operate a personal computer Describe, operate and maintain the hardware components of a personal computer; perform operating system operations; describe personal computer software; describe how computer data is stored; manage computer files; protect computer data; and operate a personal computer printer.	2	9
2786	Create and use a computer flat file database using base functions Students will be able to plan, produce, use and evaluate a simple computer flatfile database.	2	3
2784	Produce and use computer spreadsheets using base functions Describe uses of spreadsheets, produce a spreadsheet containing text, numbers and formulae, and manipulate the data.	2	3
2791	Integrate spreadsheet and database data into a word processed document to solve a problem Plan a word processed document that integrates spreadsheet and database data to provide a solution; create a word processed document that integrates provided spreadsheet and database data; use document to provide a solution; and evaluate the integrated documents and modify as required.	2	3
15167	Create individual web pages as a basis of a website Demonstrate knowledge needed to create a single web page; create text for a homepage; and add links to create a web.	2	2

For more information about course content please contact the secretary on phone 06 974 8000, ext 5203.

ASSESSMENTS

The programme will be assessed in line with NZQA requirements. All assessment will take place in scheduled assessment sessions at any of the EIT locations. You will be given a schedule of these sessions when you have enrolled.

TRANSFERS /CROSS CREDITS

This qualification has been approved by the New Zealand Qualifications Authority. These NZQA Framework unit standards are delivered at a number of other tertiary institutes around New Zealand. If you were to transfer to one of those other institutes you may be granted academic credit from the unit standards completed successfully while studying at EIT Hawke's Bay. If you have achieved one of the units prior to commencement of the course, you may like to discuss this with the Programme Co-ordinator.

ACCREDITATION

The Eastern Institute of Technology (EIT Hawke's Bay) is an accredited tertiary education provider under the provisions of the Education Act 1989.

FEES/COSTS

Programme Fees:	FREE
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ADDITIONAL COSTS

NZQA Certificates - are \$15 each. Students may be eligible for the National Certificate in Computing Level 2. (Apply directly to NZQA)
NZQA Certificate fees are additional fees that the student will have to pay to gain their national qualification.

STUDENT FINANCE

This programme is not eligible for student loans, allowances or course related costs.

APPLICATION PROCESS

Successful applicants will receive a letter of acceptance from the appropriate Faculty.

Please refer to the chart over the page.

DISCLAIMER

Information contained in this publication is correct at the time of printing, but may be subject to change. While all reasonable efforts will be made to ensure listed programmes/courses are offered and regulations are current, the Institute reserves the right to change content or method of delivery, to withdraw any programme or course of study, or to impose limitations on enrolment should circumstances require this.

Some programmes/courses mentioned in EIT publications are offered subject to final approval and accreditation or to sufficient enrolments being received.

For the latest information visit our website at www.eit.ac.nz

ENROLMENT PROCESS FLOWCHART

