

# National Certificate in Computing (Level 3) 2010

Faculty of Business and Computing  
Te Manga Pākihi me te Rorohiko

The National Certificate in Computing (Level 3) is a 26 week programme providing the next step for those who have completed the National Certificate in Computing (Level 2) or for those with the equivalent Level 2 computing skills.

The National Certificate is designed to:

- recognise an intermediate level core of computing skills for any industry that requires such skills
- provide a qualification for employment in computing and enhance readiness for further study in computing and related fields, particularly at diploma or degree level.

The programme is designed to develop skills in:

- Computer Bits and Ethical Bytes
- PowerPoint
- Wordprocessing (using Word)
- Spreadsheets (using Excel)
- Database (using Access)
- Desktop Publishing (using Publisher)
- Web Design

You can enrol and start anytime.

This programme is offered at the Taradale Campus and 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 your assessment, you can book into a published assessment time at one of the EIT 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.

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.

Eleanor Brydon, School of Computing Secretary,  
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**

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Further study opportunities include the Diploma in Information and Communications Technology (Level 5) and the EIT Diploma in Applied Business.

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

## **PROGRAMME SUMMARY**

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<b>Qualification</b>	National Certificate in Computing (Level 3)
<b>Programme Level</b>	Three
<b>Length</b>	26 weeks
<b>Study Options</b>	Flexible
<b>Hours of Study / Class Times</b>	N/A
<b>Total Number of Credits</b>	54 credits

## **PROGRAMME LENGTH**

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This is a 26 week programme which commences on 4 January, 2010 and enrolments will be taken until early December 2010.

## **STUDENT WORK COMMITMENTS**

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<b>Duration</b>	26 weeks with no holidays or study breaks
<b>Individual Study hours</b>	18 - 20 hours per week

## ENTRY REQUIREMENTS

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People who do not have the National Certificate in Computing Level 2 (NCC2) or equivalent skills will be interviewed.

If you are concerned about your skill level relative to the programme, or have previously completed similar courses in another programme, please feel free to contact the Faculty of Business & Computing, School of Computing Secretary on 06 974 8000, ext 5203 for advice.

The National Certificate in Computing (Level 3) is particularly relevant if you are looking for a change of vocation where an intermediate level of computing skills would be required, or you would like to enter a higher level tertiary programme but feel you have insufficient academic qualifications or study skills to be successful.

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

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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 Centre or Campus. Your username allows full access to the Internet.

## PROGRAMME INFORMATION

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

On successful completion of this programme students will qualify for the National Certificate in Computing (Level 3). 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
<b>Part One</b>			
<b>2780</b>	<b>Operate a personal computer</b> 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.	<b>2</b>	<b>9</b>
<b>2781</b>	<b>Manage computer data</b> 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.	<b>2</b>	<b>3</b>
<b>112</b>	<b>Produce information using word processing functions</b> People credited with this unit standard are able to apply word processing features and functions to produce information, and apply file management and printing techniques to manage document production.	<b>3</b>	<b>5</b>
<b>2785</b>	<b>Create a computer spreadsheet to provide a solution for organisation use</b> People credited with this unit standard are able to plan, produce, evaluate, and document a spreadsheet for organisation use.	<b>3</b>	<b>5</b>
<b>2787</b>	<b>Produce a computer flatfile database to provide solutions for organisation use</b> People credited with this unit standard are able to plan, produce, evaluate, and document a computer flatfile database for business use.	<b>3</b>	<b>5</b>
<b>12887</b>	<b>Integrate text and images and refine file management for generic text and information management</b> People credited with this unit standard are, for generic text and information management, able to integrate and manipulate text and images in documents fit for publication and demonstrate effective file management.	<b>3</b>	<b>6</b>
<b>Part Two</b>			
<b>2783</b>	<b>Demonstrate knowledge of the components of personal computer systems</b> People credited with this unit standard are able to demonstrate knowledge of: the features of main hardware components of a personal computer system and interaction between the components; operating system software and applications software and their interaction; and the relationships between hardware, software, data, and information.	<b>3</b>	<b>3</b>
<b>2789</b>	<b>Produce desktop published documents for organisation use</b> People credited with this unit standard are able to: plan desktop publication (DTP) documents for organisation use; produce the documents in accordance with the brief's specifications; and evaluate the documents against the brief and print edited product.	<b>3</b>	<b>5</b>
<b>5940</b>	<b>Produce a presentation using a desktop presentation computer application</b> People credited with this unit standard are able to: Describe the use of a personal computer application for desktop presentation; and design, create, and deliver a presentation using a personal computer application.	<b>3</b>	<b>5</b>
<b>18737</b>	<b>Create a website for an organisation's use</b> People credited with this unit standard are able to plan, design, produce, and evaluate a website for organisation use, and create user documentation.	<b>3</b>	<b>5</b>
<b>18745</b>	<b>Demonstrate knowledge of ethical issues for computer users in New Zealand</b> People credited with this unit standard are able to demonstrate knowledge of: ethical issues that relate to accessing data held in computer systems; procedures to protect computer data from unauthorised access; and features of legislation relevant to computer use in New Zealand	<b>3</b>	<b>3</b>

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

## ASSESSMENTS

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

## TRANSFERS /CROSS CREDITS

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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

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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

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Programme Fees:	FREE
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## ADDITIONAL COSTS

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**NZQA Certificates** - are \$15 each. Students may be eligible for the National Certificate in Computing Level 3. (Apply directly to NZQA)  
**NZQA Certificate fees are additional fees that the student will have to pay to gain their national qualification.**

## STUDENT FINANCE

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

## APPLICATION PROCESS

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

Please refer to the chart over the page.

## DISCLAIMER

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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](http://www.eit.ac.nz)

## ENROLMENT PROCESS FLOWCHART

