

# NZ Certificate in Computing (Intermediate User) [Level 3]

**FEE  
FREE**

Balance your family life, work and other commitments comfortably while building on your introductory skills of the Microsoft Suite (Word and Excel) plus learn to use Access database and web design skills.

You'll be given finish dates to complete each course then it's really up to you when and where you do the work. As a graduate you'll be capable of using a range of common digital tools and technologies to an intermediate level.

You must have a basic knowledge of computing, or have successfully completed the NZ Certificate in Computing (Foundation User) [Level 2].

<b>LOCATION</b>	Study from home, Hawke's Bay, Tairāwhiti or a choice of Regional Learning Centres
<b>START</b>	January, April, July and September
<b>LENGTH</b>	One year part-time
<b>CONTACT</b>	Helen Pirie   Phone: 06 830 1211   Email: <a href="mailto:hpirie@eit.ac.nz">hpirie@eit.ac.nz</a>
<b>IMPORTANT INFO</b>	<ul style="list-style-type: none"> <li>▶ You must have a computer with internet, the ability to use someone else's computer with internet or the ability to come to an EIT   Te Pūkenga Campus or Regional Learning Centre to use a computer.</li> <li>▶ You must have an email address that you check regularly.</li> <li>▶ You will need to complete Start Up Tasks via email before you are issued your course workbooks.</li> <li>▶ This programme only offers support via email with the tutors and drop in sessions at the Regional Learning Centres.</li> <li>▶ StudyLink loans and allowances and EIT   Te Pūkenga loan laptops are not available.</li> </ul>



TE AHO A MĀUI

For NZ Citizens and Permanent Residents



Te Pūkenga

EASTERN INSTITUTE OF TECHNOLOGY

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# Go anywhere with a computing career

As a graduate of the NZ Certificate in Computing (Intermediate User) [Level 3] you will be capable of using a range of common digital tools and technologies to an intermediate level. You will be able to produce and process information and operate effectively with skills that will meet standard professional conventions and be internationally relevant. There are six courses within the programme that cover:

- ▶ Microsoft Word
- ▶ Microsoft Excel

- ▶ Microsoft Access
- ▶ Online Presentations
- ▶ Internet and Email
- ▶ Digital Communications
- ▶ Basic Troubleshooting
- ▶ Web Fundamentals
- ▶ Online Ethics and Etiquette

## YOUR FUTURE CAREER & STUDY OPPORTUNITIES

Your possible employment opportunities include: Upskill your computer skills for your current employment or to help you seek employment requiring intermediate level computer knowledge.

Your study pathway could progress onto: NZ Certificate in Information Technology Essentials [Level 4], Bachelor of Computing Systems.

## WHAT YOU NEED TO KNOW

### NZ Certificate in Computing (Intermediate User)

<b>LEVEL</b>	3	<b>CREDITS</b>	60
<b>LENGTH</b>	One year part-time (online and workbook based)	<b>FEE*</b>	FREE**

\* This is a guide only based on the previous year. All costs quoted include GST and student services levy. Fees apply to New Zealand citizens and New Zealand permanent residents only.

\*\* Please note these programmes could affect your future 'Fees Free' entitlement. For more information go to [FeesFree.govt.nz](https://www.feesfree.govt.nz).

Note<sup>1</sup>: Due to the part-time structure of the programme, StudyLink loans and allowances are not available. Replacement resources may incur a charge.

Note<sup>2</sup>: EIT | Te Pūkenga does not permit loan laptops for this programme.

## 2023 KEY DATES

### INTAKE ONE

Programme starts Monday, 23 January

### INTAKE TWO

Programme starts Monday, 10 April

### INTAKE THREE

Programme starts Monday, 3 July

### INTAKE FOUR

Programme starts Monday, 25 September

**The programme has two (2) weeks at the start "zero (0) weeks" to ensure you have completed the start up tasks, and that you have your workbooks. Then the nine (9) week learning time-frame begins. Enrolments must be received two (2) weeks before the start dates above.**

## COMMITMENT & DELIVERY METHOD

- ▶ Your study time is flexible which means you can study from home or anywhere you like as no classes are taught.
- ▶ Courses are delivered over nine (9) weeks.
- ▶ You must have each course completed in the nine (9) week timeframe.
- ▶ You are required to manage your own learning and time over the nine (9) week term, to ensure you complete all workbooks and assessments within the given timeframe.
- ▶ You will have email support from the tutors.
- ▶ In person support is available via Learning Facilitators if you require it, please refer to the chart below for details.
- ▶ The Library Computers at the Hawke's Bay and Tairāwhiti campuses can also be used. These hours differ from time to time so please refer to [eit.ac.nz](https://eit.ac.nz) for hours.
- ▶ The Learning Centre Computers can be used during their opening hours of 9.00am - 4.00pm but there is no assistance available.

## PROGRAMME INFORMATION

The programme consists of six courses. You must complete each course before you can move onto the next course. This process continues until all courses that make up the programme are completed. You will need to have all six courses completed within 24 months. You may be required to complete a re-enrolment form at the beginning of each course. StudyLink Loans and Allowances are not available for this programme due to the EIT | Te Pūkenga restricted enrolment process.

## COMPUTER REQUIREMENTS

This programme is designed for Windows based computers. If you have a Macbook or iPad you should contact us before you enrol.

EIT | Te Pūkenga does not permit loan laptops for this programme.

## ENTRY CRITERIA

Regular access and use of a computer with reliable internet or working from an EIT | Te Pūkenga Regional Learning Centre is required.

Entry into the programme is open which means no formal academic qualifications are required. Computer literacy is highly recommended in order to be able to cope with the digital components of the courses.

You should have a computer or access to a computer to complete this programme.

## ASSESSMENTS

All assessments for the School of Computing are marked internally. Assessments include written or online assignments and reports, tests and practical demonstrations, reflective journaling and portfolio tasks. Assessments are continuous throughout the programme.

## LITERACY & NUMERACY SKILLS

A Literacy and Numeracy assessment is part of the preparation for all level 1 to 3 programmes. This is a national requirement from the Tertiary Education Commission (TEC). This information gives your tutors information on what you already know to help them provide the help that you may need in your studies.

There are two assessments. The first assessment will take place within the first three weeks of the programme. The second will be a week or two before you finish the programme. This final assessment will show how you have improved with your Literacy and Numeracy skills.

The most important thing to know about this

assessment is that you CANNOT fail. You will merely get information on your literacy and numeracy skills. The result will NOT have an impact on any of your assessment marks in your course work.

## ENGLISH LANGUAGE ENTRY REQUIREMENT

Applicants whose first language is not English must have an acceptable level of English language fluency prior to enrolment in the programme. This may be demonstrated in a variety of ways, including schooling in New Zealand, completion of the relevant New Zealand Certificate in English Language, approved scores on IELTS tests or completion of accepted international equivalents. Specific scores for IELTS and New Zealand Certificates in English Language are as follows:

- ▶ IELTS 5.0 General or Academic (no band score lower than 5)
- ▶ NZCEL Level 3 with an endorsement of either General, Workplace, or Academic

## ENTRY WITH CREDIT

You may already have some knowledge or skills that can be recognised as part of your intended study. This may take a number of different forms e.g. study at a private training establishment, workplace training, other tertiary study, life experiences or voluntary work. If you think you may qualify, you may want to apply for Cross Credit (CC) or Recognition of Prior Learning (RPL).

- ▶ CC is based on the equivalency of courses or qualifications. You would apply for CC if you have passed a very similar course at the same level.
- ▶ RPL is based on the assessment of your current knowledge and skills. You would apply for RPL if you had gained the relevant knowledge and skills through life experiences and informal learning situations.
- ▶ A combined total of CC and RPL credits allowed is 20 credits.

You will be asked to provide details of anything that you would like considered as credit toward your intended programme of study, as part of your application.

**You must apply prior to enrolment.** CC and RPL cannot be awarded for a course if you are enrolled in that course. An original transcript or notice of results from the institute at which you previously studied (or verified copies) will be required for all applications.

**NB: There is a Cross Credit fee of \$12 per course.** For further information and enquiries about CC and RPL please contact the Programme Administrator, Helen Pirie, on 06 830 1211.

## EIT IS NOW PART OF TE PŪKENGĀ

Te Pūkenga will bring together New Zealand's Institutes of Technology, Polytechnics, and Industry Training Organisations to build a network of on job, on campus and online learning. The services we offer will not only remain, they will be strengthened by being part of the extensive Te Pūkenga network around the country. Your enrolment for study in 2023 will see you enrolling with Te Pūkenga and becoming part of the extensive Te Pūkenga network around the country.

## THE EXPERIENCE YOU NEED & THE SUPPORT TO SUCCEED

When you study at EIT | Te Pūkenga you'll get the kind of experiences that will help you gain the knowledge and skills to get ahead.

You'll also be supported by lecturers and tutors who are here for you, within a learning environment where you are treated as an individual, not just a number. They'll know your name and you'll receive one-on-one attention to make sure you get the support to succeed.

## FLEXI COMPUTING HOURS OF AVAILABLE ASSISTANCE

These are the times when there is an EIT | Te Pūkenga Learning Facilitator available to support you. Outside of these times you may be able to use the computers to practice your skills without support.

The Hawke's Bay Campus also offers library and computer hubs where you are able to work without support. Please see [www.eit.ac.nz](http://www.eit.ac.nz) for current opening hours. **Note:** Hours are subject to change.

LOCATION	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
EIT Hawke's Bay Room C218, 2nd Floor, C Block		12.00pm - 3.00pm	9.00am - 3.30pm		9.00am - 12.00pm
EIT Tairāwhiti 290 Palmerston Road, Gisborne		10.00am - 2.00pm	10.00am - 2.00pm	10.30am - 12.30pm	11.00am - 1.00pm
Hastings Learning Centre 416 Heretaunga Street West	10.00am - 2.00pm	10.00am - 2.00pm	11.00am - 7.30pm	10.00am - 2.00pm	10.00am - 2.00pm
Maraenui Learning Centre 18-20 Bledisloe Road, Maraenui		11.00am - 2.00pm	10.00am - 2.00pm	11.00am - 2.00pm	
Central Hawke's Bay Learning Centre 53 Russell Street, Waipukurau		10.00am - 2.00pm			
Wairoa Learning Centre Cnr of Paul and Queen Streets	10.00am - 2.00pm	10.00am - 2.00pm	10.00am - 2.00pm	10.00am - 2.00pm	10.00am - 12.00pm

## COURSE DESCRIPTIONS

COURSE NO.	BRIEF DESCRIPTION	NO. OF CREDITS	NZQA LEVEL
ITTL3.00	<p><b>Operating in a digital environment:</b> This enables you to participate in a digital environment.</p> <ul style="list-style-type: none"> <li>Word processing</li> <li>Image manipulation</li> <li>Ergonomics</li> <li>Organising files</li> <li>Troubleshooting</li> <li>Health and safety</li> <li>Digital technologies</li> <li>Searching</li> </ul>	10	3
ITTL3.10	<p><b>Spreadsheets and databases:</b> Enabling you to manipulate and integrate data across applications.</p> <ul style="list-style-type: none"> <li>Spreadsheet development</li> <li>Import and export between database and spreadsheet</li> <li>Use Microsoft Word, spreadsheets and database together</li> <li>Create a flat file database</li> </ul>	10	3
ITTL3.20	<p><b>Web Fundamentals:</b> Enabling you to complete basic manipulation of web pages and images.</p> <ul style="list-style-type: none"> <li>HTML</li> <li>Web editing software</li> <li>Professional practice</li> <li>Use data, images and information across applications</li> </ul>	10	3
ITTL3.30	<p><b>Presenting in a digital environment:</b> This enables you to deliver a presentation online.</p> <ul style="list-style-type: none"> <li>Powerpoint</li> <li>Prezzi</li> <li>Online presentations</li> <li>Compliance with relevant acts</li> </ul>	10	3
ITTL3.40	<p><b>Going Mobile:</b> Enabling you to access data on a variety of digital devices.</p> <ul style="list-style-type: none"> <li>Wifi</li> <li>Security</li> <li>Privacy</li> <li>Closed storage and software</li> <li>Use of multiple devices platforms</li> </ul>	10	3
ITTL3.50	<p><b>Online Etiquette and Ethics:</b> Enabling you to operate securely and professionally in a digital environment.</p> <ul style="list-style-type: none"> <li>Digital citizenship</li> <li>Ethics and etiquette</li> <li>Relevant acts</li> <li>Cyber bullying</li> </ul>	10	3

## HOW TO ENROL

There is an easy 4-step process to follow when enrolling at EIT.

### STEP 1

You can now use your RealMe verified identity to apply for study at EIT. If you use your RealMe verified identity you will no longer be sent a copy of your application form to sign. You also will not need to provide us with a copy of your primary ID.

If you apply online without using RealMe then you will be sent a summary of your enrolment to check and sign.

Your enrolment cannot progress until you have sent this back to us.

Please return this quickly along with any documentation we request from you.

You can also apply using a paper enrolment form. Please call us on **0800 22 55 348** and we will send you one out.

### STEP 2

You may be contacted and invited to an interview.

### STEP 3

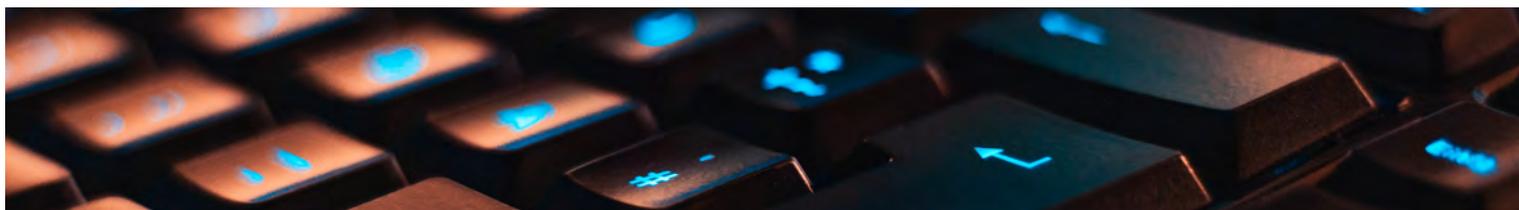
You will receive an acceptance email with programme information about starting your studies.

### STEP 4 - Start Up Tasks

You will receive an email with Start Up Tasks that you are required to complete.

### STEP 5 - Issuing Workbooks

Once you have completed the Start Up Tasks we issue you the workbooks to start your studies.



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