



## QUICK FACTS

### Programme Name

**Certificate in Applied Computing Skills (Level 4)**

### Programme Level

Level 4

### Programme Length

The programme is full-time. Part-time options are available.

### Qualification Awarded

Students who have successfully completed the specified requirements will be awarded the Certificate in Applied Computing Skills (Level 4), and the Certificate in Computing (Level 3) which is embedded in the programme.

### Programme Fee for 2010

\$4,347.00. (Domestic students)  
Secondary School Study Awards (\$1500.00) are available for a portion of the tuition fee in 2010. Student must meet all other costs.  
International fees apply to foreign students if places are available

### Programme Location

Timaru campus

### Programme Start Date

February

### Entry Criteria

Open entry - *\*\*Please note this applies to all applicants aged 16 years and over. Unless otherwise stated applicants where English is a second language must also have an IELTS score of 5.5 or equivalent.*

### Selection Criteria

Applicants will be required to attend an interview to assess suitability and ability to study at Level 4.



## CONTACT DETAILS

### Programme Contact

Diane Adams  
Faculty Secretary  
Telephone: 684-0848,  
or 0800 4 267254 ext 848,  
or email [studyit@auraki.ac.nz](mailto:studyit@auraki.ac.nz)

### Aoraki Polytechnic

Private Bag 902  
TIMARU  
Phone: 0800 4 Aoraki  
(0800 426 7254)

*Aoraki Polytechnic Disclaimer - Aoraki Polytechnic reserves the right to alter training start dates or amend training course content as required. Commencement of all training is subject to sufficient enrolments and gaining internal and external approvals. Fees may also be subject to some alteration prior to commencement of the training.*

## Recognition of Prior Learning

Aoraki Polytechnic has Recognition of Prior Learning (RPL) processes to assess relevant, current skills and knowledge gained from previous study and learning. Please contact Aoraki Polytechnic if you think you might have previous learning that could be credited towards an Aoraki Polytechnic qualification.

## Introduction to the Programme

The Certificate in Applied Computer Skills will provide the students with the technical and workplace skills to commence a career in Information Technology as a hardware or user support technician.

On successful completion of the programme, students will have covered the content of the industry exams for Electrical Service Technician – A, Microsoft Certified IT Professional (Vista oriented) and A+ Certification.

## What will the programme cover?

The programme will cover computing skills and generic skills to prepare for the work environment.

Subjects include:

- Hardware
- Current Systems and Application Software
- Networks (including wireless and satellite)
- Electrical Safety
- ICT work environment skills

## What skills are learned?

A wide-range of information and skills are covered, including;

- Diagnosing and repairing hardware problems
- Setting up and maintaining System Software and networks
- Word-processing and spread sheeting applications
- Electrical servicing requirements
- The integration of theory and practice in workplace ICT situations

## What are the job opportunities?

Successful students will be employable in entry level positions within the ICT industry such as:

- ICT administration
- Computer software and hardware retail
- Computer hardware/network assistant installer
- ICT helpdesk assistants

## Further Study Options

On successful completion of the Certificate in Applied Computing Skills (Level 4) students may gain entry into the Diploma in Information Systems Development (Level 5).

## How to Apply

If you would like to apply for this programme please complete the Application Form and return it to Aoraki Polytechnic.

## Verification of Citizenship/Permanent Residency

For information about the documentation required for verification of Citizenship or Permanent Residency, please refer to the Aoraki Polytechnic *Guide to Enrolment*.

## StudyLink

For Student Loan and/or Allowance information please contact StudyLink on 0800 889 900 or visit the website [www.studylink.govt.nz](http://www.studylink.govt.nz)

*Aoraki Polytechnic Disclaimer - Aoraki Polytechnic reserves the right to alter training start dates or amend training course content as required. Commencement of all training is subject to sufficient enrolments and gaining internal and external approvals. Fees may also be subject to some alteration prior to commencement of the training.*