



WELCOME TO EIT

Tēnā koutou katoa

Congratulations on choosing the New Zealand Certificate in Computing Level 2.

The objective of the NZCC2 programme is to provide you with a sound basis of technology skills for any industry that requires such skills and for further education and training.

EIT is committed to providing a supportive learning environment but equally important to your success is your own willingness to work hard and make good use of the opportunities and support that we offer.

Embrace the challenges, realise your potential and have a great time learning these new skills.

This Student Handbook has been developed to advise you of the New Zealand Certificate in Computing (User Fundamentals) Level 2 (NZCC2), programme information, together with the common services and common rules and regulations.

This handbook should be retained and referred to for the duration of your programme.

Disclaimer

Every effort has been taken to ensure the information contained in this handbook was correct at the time of printing. The Eastern Institute of Technology reserves the right to make changes to policies and procedures.

NEW ZEALAND CERTIFICATE IN COMPUTING (USER FUNDAMENTALS) - LEVEL 2

PROGRAMME INFORMATION

The New Zealand Certificate in Computing (User Fundamentals) Level 2 (NZCC2) is a programme requiring the successful completion of four 10-credit courses.

Every course is compulsory for this programme. Each course is delivered over one term.

You must have each course completed in this timeframe and you must complete each course before you can move onto the next course.

Supportive Learning Environment

The faculty operates a 48-hour working week response time on all student enquiries through our Email nzcc2@eit.ac.nz

Our Learning Facilitators are available to help you in our Regional Centres. These are in:

Taradale, Hastings, Maraenui, Waipukurau, Wairoa and Tairāwhiti Campus Gisborne.

Open your browser and key <http://nzcc.infotech.ac.nz/> for addresses and times

Courses

Every course is compulsory for this programme.

| Level 2 | | | |
|---|------------------------|--------------------------|---------------------|
| Course Number | Course Name | Credits | Tick when completed |
| ITTL2.30 | Productivity Tools | 10 | |
| ITTL2.20 | Internet Communication | 10 | |
| ITTL2.10 | Presentation Tools | 10 | |
| ITTL2.00 | Computing Fundamentals | 10 | |
| All four courses must be complete to achieve the qualification | | <u>40 Credits</u> | |

REMINDER: Each Course MUST be completed before the end of each term.

Should your circumstances change and you wish to withdraw from this programme please contact NZCC2@eit.ac.nz immediately.

Grading System

On completion of the NZCC2 your results are officially processed and you will receive an Academic Transcript with the following grades:

| | |
|---|------------------------------------|
| C | Competent |
| N | Not passed |
| W | Withdrawn from course or programme |

GENERAL PROGRAMME INFORMATION

Graduates of the NZ Certificate in Computing (User Fundamentals) Level 2 will be capable of using digital technologies to produce and process information and operate effectively and will be able to perform a range of basic tasks. This qualification is an essential base level of computing skills for any industry.

EIT is firmly committed to the provision of a safe and healthy work environment for all its students. A safe and healthy work environment is achieved through the cooperation and compliance of every student with all relevant work standards, procedures and statutory obligations, free from bullying, harassment, abuse, discrimination, racism or any other objectionable behavior.

Details of the Harassment Contact Network are available on MyEIT (see page 17). This group will assist you if you feel you have been the subject of any bullying etc.

Course Descriptors

A summary of each of the courses is given below.

| Course No. | Brief Description | NZQA Level | No. of Credits |
|------------|--|------------|----------------|
| ITTL2.00 | <p>Computing Fundamentals</p> <p>The student will be able to recognise common computing hardware and software, recognize and address basic security risks and compliance requirements and solve problems when required.</p> | 2 | 10 |
| ITTL2.10 | <p>Presentation Tools</p> <p>The student will be able to choose the correct software and features to create and store data using presentation tools, in the correct location while complying with relevant legal requirements where required using a range of digital devices.</p> <ul style="list-style-type: none"> ▪ Microsoft Powerpoint ▪ Microsoft Publisher ▪ File and folder management ▪ Graphics and Paint. | 2 | 10 |
| ITTL2.20 | <p>Internet Communication</p> <p>The student will be able to use the internet for communication, use and understand collaboration tools while recognising and applying online etiquette.</p> <ul style="list-style-type: none"> ▪ Internet ▪ Email. | 2 | 10 |
| ITTL2.30 | <p>Productivity Tools</p> <p>The student will be able to choose the correct software and features to create and store data, using productivity tools in the correct locations using a range of digital devices.</p> <ul style="list-style-type: none"> ▪ Microsoft Word ▪ Microsoft Excel – Spreadsheets ▪ File and folder management. | 2 | 10 |

Assessment Portfolios

All assessments emailed in must be your own work. You signed an attestation form at the beginning of the programme and returned this in the prepaid envelope provided.

Assessment deadlines must be met. You have one term to complete each course.

Classroom protocol when using the learning centres

- It is expected that all students will show concern, respect and politeness to each other.
- It is expected that all students will study regularly. This is important for your long-term success.
- It is expected that all students will use any center with respect, always put equipment and furniture away after use, and leave the area clean and tidy.
- Drinks (except sip bottles) and food are not allowed in any computer room at an EIT center.
- Language must always be appropriate to the office environment.
- Harmony within the classroom is important for all students to function efficiently. Make an effort to cooperate with other students working in the environment. *When negative comments are made, this can have an impact on the other students and learning facilitators.*
- When working in an EIT center, cell phones must be switched off or set to Silent to allow for emergency calls.

Email and internet usage

- Students are expected to respect commercial business etiquette when replying and forwarding emails. Remember your emails could be used for legal evidence. Refer to the EIT student Handbook (which you received with your enrolment pack) and the Computer Usage Policy for complete rules.
- When you are working in an EIT center, use of email is restricted to study matters only. We are training you to work in the workplace and email usage wastes an employer's time and costs money.

GENERAL ACADEMIC INFORMATION

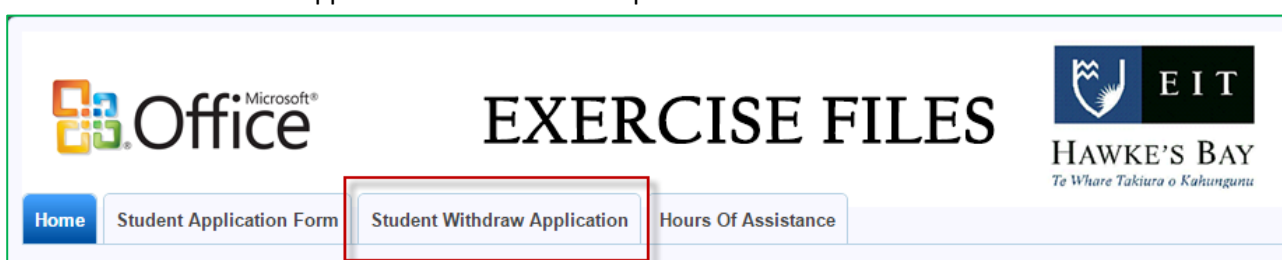
Withdrawal from course or programme, change of course

Before you decide to withdraw ask yourself these questions:

- Having come this far, isn't it worth finishing?
- Would I be wasting my money and effort if I give up now?
- Have I accessed all the support that EIT can provide?
- Is this the best solution to my problems?
- Will I regret this?
- Have I talked to my lecturer about my situation?

Don't withdraw without talking to your Programme Co-ordinator or Head of School about your problems.

If you decide to withdraw from a course or programme you have enrolled in it is essential that you submit the Student Withdrawal Application form as soon as possible.



This explains what you have to do to withdraw. If you are withdrawing from the entire programme, you must return your student card. Formal regulations with respect to withdrawal are listed in Section 8 of the Academic Statute.

Change of Course/Programme

Students who request a change of programme or course after enrolment should consult the Programme Coordinator or Secretary.

Withdrawal and Results

If a student withdraws (or is withdrawn by the Dean) within (2) weeks of the start of the course, the student will have no academic record for that course.

If a student withdraws before the final (4) four weeks, a letter grade (W), representing withdrawal from a course, will appear on the student's academic record.

In the final (4) four weeks a student may apply to the Dean, who may authorise a "W" grade if the Dean is satisfied that the student has withdrawn for reasons beyond the student's control.

Withdrawal by the Faculty

If the students' participation in a course or programme deteriorates, the Faculty can withdraw the students, following clause 8.2 of the Academic Statute.

Moderation

Moderation is when copies of student work that has already been marked by an academic staff member are checked by someone else to confirm whether the marking was fair and accurate. Student work may be copied for moderation as part of academic quality procedures.

Academic integrity

'Academic integrity' means being honest in all academic work. We expect that all students and staff will act with academic integrity. 'Academic misconduct' includes dishonest behaviour in assessment. This can include copying, cheating, and plagiarism and all other dishonest practise in assessment.

Plagiarism is one type of academic misconduct. Plagiarism is the act of taking and using someone else's work or ideas as one's own without proper acknowledgement. It includes:

- Presenting another person's work as your own original creation and submitting it for an assignment.
- Using someone else's ideas without acknowledging whose ideas they are.
- Not providing a reference to someone else's work.
- Not using quotation marks when using another person's words.

EIT will treat all academic misconduct seriously. Penalties range from a warning through to suspension from the programme. All instances of academic misconduct are reported. If a lecturer has reason to suspect academic misconduct the student will be invited to meet with the Programme Coordinator to discuss the concern. Following this meeting the Programme Coordinator will consult with the Assistant Head of School or Head of School to decide on a penalty.

Your tutor may require you to submit work online through Turnitin.

Special assessment circumstances

You can apply for 'special assessment circumstances' if on the day of your assessment you are ill, or for some other reason such as bereavement or accident you are not able to attend the assessment, or you believe that your performance will be impaired. You must notify your tutor prior to the start of the assessment, or at the earliest possible opportunity. A written application for consideration of the special circumstances must be submitted within 7 days of the assessment. You must also submit evidence, confirming that you were either unable to attend or that your performance was impaired. Medical Certificates must confirm that the person signing the certificate examined you on the day of the assessment event.

Reconsideration of assessment decisions

If you believe the grade you have received for an assessment is less than what you deserve there are three options for you to have your grade reconsidered. Please also refer to the EIT Academic Statute.

Unacceptable Behaviour – Health and safety

Please see the Student Handbook on the <http://myeit.eit.ac.nz/> web site for more detailed information.

At EIT we are committed to providing a safe environment for students and staff to study and work in. There are some areas of the campus, for example the trades workshops, that have particular hazards and it is important that everyone follows the rules set for safe operation in such areas.

We would like to emphasise that no-one on any of the EIT campuses should bring, use, or have, in his or her possession, any controlled drug not lawfully prescribed for that person. Anyone under the influence of drugs and/or alcohol in the workshops, laboratories, kitchens and on other parts of the campus would be considered a serious risk to the health and safety of other students and staff, and have put themselves at risk of injury. As a preventative measure and to reinforce our commitment to a safe environment, there will be an occasional police and a drug dog 'walk through' in areas of the campus.

Normal procedures will be followed where anyone is found to have breached EIT's health and safety guidelines. This may include removal from classes or whole programmes of study.

Please obey the No Smoking signs within and around the buildings. Smoking is not permitted on campus. Thank you everyone for keeping EIT a safe place to study and work in.

STUDENT SERVICES

Students are able to access the student portals (MyEIT) on and off campus. On campus, MyEIT is the default browser homepage.

Most of this information is for the On Campus Taradale Main Campus and Tairawhiti Campus Students.

MyEIT gives you access to:-

- Resetting your network password
- Office 365 and Student email
- Library & Learning Services
- Career services
- Student services
- Student amenities
- EIT computer guides, study guides, APA guides & subject guides
- Student communications
- Scholarship information
- Student surveys and feedback

Hawke's Bay & Distance Students

<http://myeit.eit.ac.nz>

Tairāwhiti Students

<http://myeit.eit.ac.nz/tairawhiti.html>

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EIT Student Handbook.

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Have you finished reading all the information?

Have you Signed and returned the **Attestation** and **Re-enrolment forms** in the pre-paid envelope?

Have you Completed the **Literacy and Numeracy Assessment**?

Have you downloaded Office 365 and the workbook files
OR checked that you can get onto Student Farm?

Then now it is time to begin working with your first workbook.

All the workbooks you received are yours to keep so feel free to write as much as you want in them – you can refer back to your notes then when you do your assessments.

Look through your Productivity Tools workbooks
and find this one:

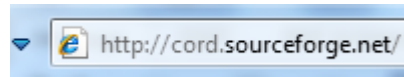


Now ... Go for it!

Appendix 1 - CoRD download for Apple Users

Open Internet Explorer or Chrome

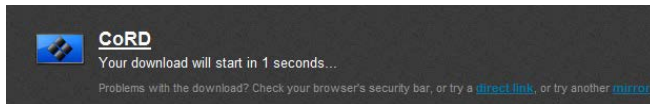
1. In the address bar key `http://cord.sourceforge.net/`



2. Click on



3. Wait for download to start



4. Once downloaded, open CoRD (in downloads or may show on desktop)

5. Warning sign may come up, click open

6. If doesn't open, CoRD icon should show up in dock which is on the desktop

7. Move CoRDd to Applications - message may pop up asking you to do this

8. CoRD application should open

9. Click in Quick Connect and type `studentfarm.eit.ac.nz`

10. There you will be able to enter student user name and password

11. Now you can use windows and have access to all the files needed for the course.

Notes:
