

Summary of Course Requirements

1. Computer (Compulsory)

If you don't have a computer you can consider the following options:

- For Course Related Costs contact StudyLink and for Training Incentive Allowances contact WINZ
- To purchase a computer visit your local computer retailer:
 - The Warehouse, Warehouse Stationery, Noel Leemings, Dick Smith Electronics

2. Telephone (Compulsory)

A working telephone landline or mobile phone is compulsory for all courses

3. Printer (Compulsory)

If you don't have a printer you can consider the following options:

- For Course Related Costs contact StudyLink and for Training Incentive Allowances contact WINZ
- To purchase a printer visit your local computer retailer:
 - The Warehouse, Warehouse Stationery, Noel Leemings, Dick Smith Electronics

4. Broadband Internet Connection

A broadband Internet connection is preferred for level 2 and 3 courses and is compulsory for the Diploma in Computing, Diploma in IT Support, Certificate in Computer Programming, Certificate in Web and Database Design, and web electives for courses at level 4.

5. Email

An email address is preferred for level 2 and 3 courses and is compulsory for the Diploma in Computing, Diploma in IT Support, Certificate in Computer Programming, Certificate in Web and Database Design, and web electives for courses at level 4.

Course Requirements – to be sourced by the student (these are not supplied by Learning Post)

Programme Code	Programme	Computer	Telephone landline or mobile phone	Printer	Broadband Internet Connection	Email	Microsoft Office Professional Software (\$400 Approx Academic Pricing)	Additional Software	Exam Fee
PC9745	Diploma in IT Support Level 5	√	√	√	√	√	√	-	Included in course fee
PC9633	Diploma in Computing Level 5	√	√	√	√	√	√	MS Project (\$160 Approx)	Included in course fee
PC9657	Certificate in Computer Programming Level 4	√	√	√	√	√	√	MS Project (\$160 Approx)	-
PC3528	Certificate in Web and Database Design Level 4	√	√	√	√ for Web Elective	√ for Web Elective	√	Frontpage or Dreamweaver (\$400 Approx)	-
NC0634	National Certificate in Business Administration Level 4	√	√	√	√ for Web Elective	√ for Web Elective	√	MS Project (\$160 Approx) + Frontpage or Dreamweaver (\$400 Approx)	-
PC9804	Certificate in Practical Accounting Level 4	√	√	√	Preferred	Preferred	√	-	-
NC5429	National Certificate in Computing Level 4	√	√	√	√ for Web Elective	√ for Web Elective	√	-	-
PC9231	Certificate in Computer Support and Network Technology (includes A+ and Network +) Level 3	√	√	√	√	√	√	-	Included in course fee
PC9239	National Certificate in Computing and Office Systems Level 3	√	√	√	Preferred	Preferred	√	-	-
PC9669	Certificate in Computing Essentials Level 3	√	√	√	Preferred	Preferred	√	-	-
NC0633	National Certificate in Business Administration and Computing Level 3	√	√	√	Preferred	Preferred	√	MYOB Option (\$400 Approx)	-
NC5413	National Certificate in Computing Level 3	√	√	√	Preferred	Preferred	√	-	-
NC5214	National Certificate in Business Administration and Computing Level 2	√	√	√	Preferred	Preferred	√	-	-
NC5212	National Certificate in Computing Level 2	√	√	√	Preferred	Preferred	√	-	-

NOTES:		** Accurate pricing cannot be given as costs are time, place and circumstance dependent **	
Computer Hardware:	<ul style="list-style-type: none"> A computer capable of running Windows XP or Vista, and Office XP Professional/Office Professional 2003/Office Professional 2007 A monitor, mouse, CD-RW drive, and modem 		
Computer Software:	<ul style="list-style-type: none"> Compulsory for all courses – Microsoft Office Professional 2003 or Office Professional 2007 including Word, Excel, Power Point, Access and Publisher Desktop publishing electives (unit 2788 and 2789) require you to have MS Publisher software. This is included in the MS Office Professional Version 2003 and 2007, otherwise you may have to purchase it separately Additional software is required for particular courses – e.g. MS Project, FrontPage, Dreamweaver, MYOB 		
Printer Consumables	<ul style="list-style-type: none"> Including ink/cartridge \$80 approximately per cartridge and A4 Paper \$7 approximately per ream 		
Examinations:	<ul style="list-style-type: none"> A+, Network +, MCDST examinations and the Diploma in Computing networking elective need to be sat at a registered testing centre In the North Island there are no registered centres north of Auckland. In the South Island there are two centres – Christchurch and Invercargill You may be able to claim Course Related Costs from StudyLink to assist you (maximum is \$1000 per year) 		
Additional notes:	<ul style="list-style-type: none"> A+ requires a second computer to carry out practice assignments of disassembling and troubleshooting. A hardware technician's kit is also required Network + and Diploma in Computing networking elective require a second computer, network cards, cables etc The following shaded programmes are not government funded (student loans are not available): National Certificate in Computing Level 4, National Certificate in Business Administration and Computing Level 2, National Certificate in Computing Level 2 		