

# Certificate in Computer Programming



NZQA Level: 4  
 NZQA credits: 60  
 Course Code: PC9657  
 Full-time: 20 weeks  
 Part-time: 52 weeks  
 Fee: \$4,950

## COURSE RECOMMENDATION

The course provides an introduction to the exciting field of computer programming. It will prepare you for Diploma level study and/or specialist roles with databases, website maintenance and help systems. You will also gain an understanding of the field of information systems required by administrators.

Successful graduates will gain the **Learning Post Certificate in Computer Programming**.

## JOB OPPORTUNITIES

- Trainee Programmer
- Network Administrator
- Junior Service Technician
- Helpdesk Operator
- Systems Support & Development

## FURTHER TRAINING OPPORTUNITIES

- Diploma in Computing (Level 5)
- Bachelor of Information Technology
- Bachelor of Applied Science
- Industry Certifications (Microsoft, CompTIA)



## WHAT IS DISTANCE LEARNING?

Distance learning is a mode of delivery of education and training that enables learners to gain their qualification while in their own home/work place, without having to attend training sessions. Distance Learning is suitable for those who want to upskill, but can't afford the time to travel to a learning institution on a day to day basis. This mode of delivery is best suited to those learners who are disciplined, and can commit time to studying – you need to be motivated and enthusiastic. Distance learning allows you to study at home, to suit your lifestyle. It's an ideal way to gain qualifications while managing your other commitments – work, family, sport and friends.

## HOW DOES DISTANCE LEARNING WORK?

Distance Learning is facilitated as follows:

- 1) Learners receive their workbooks and complete self-directed study towards identified exercises/activities
- 2) Learners have ongoing access to dedicated tutor support via phone, email or internet
- 3) When the learner has completed the pre-requisite study, they are then forwarded the assessment activity/task.

- 4) The learner completes this, and forwards it to their tutor for marking.
- 5) The tutor provides feedback and registers the outcome. Learning Post advises NZQA of the outcome
- 6) NZQA provides a Record of Learning and Learning Post provides a Certificate of Achievement.

## WHO CAN I TALK TO?

Simply give one of our Course Advisors a call on **0800 895 895** and they can assist you to ensure that you select the most appropriate course.

## COURSE CONTENT

You will complete the CORE course, and ONE of the two electives as described below:

NZQA Unit Std	Description	Lvl	Cr
<b>Core Course Curriculum</b>			
6743	Demonstrate an understanding of ergonomic principles for computer workstations	2	2
6746	Describe information systems department in business organisations	4	3
18739	Create and use simple command sequences in a computer language	1	2
18740	Create a simple computer programme to the specifications of a given brief	2	3
18741	Create a computer programme to provide a solution	3	6
2795	Create and operate a computer program to provide a solution for an organisation	4	15
5948	Use computer technology to research and present a topic	4	3
18748	Use a computer application to plan and monitor a project for an organisation	4	5
<b>Database Elective</b>			
2786	Create and use a simple computer flat file database to solve a problem	2	3
2787	Produce a computer flat file database to provide a solution for organisational use	3	6
18742	Create and operate a relational database to provide a solution for an organisation	4	15
<b>Help System Elective</b>			
2786	Create and use a simple computer flatfile database to solve a problem	2	3
2787	Produce a computer flat file database to provide solutions for organisational use	3	6
18757	Develop a simple online help system to provide a solution for an organisation	4	15

# 0800 895 895

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## EQUIPMENT REQUIRED

- Software:** Office Professional 2003 or Office Professional 2007, including Word, Excel, PowerPoint and Access. Microsoft Project Standard 2003 or Microsoft Project Standard 2007
- Hardware:** A computer capable of running Windows XP or Vista; and Office XP Professional / Office Professional 2003 / Office Professional 2007 (including a monitor, mouse, CD-RW drive and modem). In order to install .NET software you will require 3G of free hard drive space
- Other:** A printer, plus A4 paper and printer cartridges/ink  
A telephone (mobile and/or landline)  
A broadband (preferred) or dial-up internet connection  
An email address is **essential**.

## ABOUT OUR PROGRAMMES

- Learning Post offers NZQA approved Certificates and Diplomas, with a range of National Certificates and Diplomas
- The programme that's right for you will depend on where your interests lie, the amount of experience you already have with computers, and the type of skills you are wanting to learn
- If you are eligible, you can apply to Study Link for financial assistance to cover the cost of your fees.
- We have fantastic tutors who are here to help and motivate you to achieve your study goals.
- Learning Post's online learning site puts you in touch with other students like you. It's a place where you can socialize, ask questions, find information, talk with your tutor and take online lessons.
- We have no set start dates – start any time that suits you.

## LEARNING POST STUDY MATERIALS

Our materials are well researched to ensure studying from home is successful. For many, the freedom and flexibility of distance learning is the key to their success.

Learning resources for each programme differ and may include books, CDs, downloads from our website and lessons in our virtual classroom. We make every effort to ensure your learning experience is fun, interesting and relevant.

## THE LEARNING PROCESS

When you start on a programme, you'll receive a STUDENT PROGRESS REPORT (SPR). This explains the learning plan and the due dates for your assessments. If you have a student loan or allowance, you must complete the programme within a set time period which has been approved for your loan/allowance. You'll talk with your tutor on a regular basis about the progress you're making and this will ensure that you stay on track.

Your first study pack will be couriered to you in time for your start date. Each time you successfully complete an assessment pack, you'll receive the next pack. You can work through the programmes as quickly as you wish.

The method of assessment for each unit varies. Some units require a verifier to observe you doing practical tasks. Some require answers to theoretical tasks and others.

## THE SMALL PRINT

- All fees are in New Zealand dollars and are inclusive of GST
- Fees are correct at time of printing and subject to change without notice
- Prices are effective from 1 November 2009
- Learning Post reserves the right to alter course content at any time in line with industry and NZQA requirements.

## STUDENT LOANS AND ALLOWANCES

We offer a range of courses that are able to access Student Loans and Allowances to assist you with paying for fees, and living costs, for eligible students (see Study Link website for eligibility criteria [www.studylink.govt.nz](http://www.studylink.govt.nz)).

We also offer a range of full-fee paying courses, including assessment services – call our Course Advisors for more information.

For course advice call us now on:

# 0800 895 895

[www.learningpost.ac.nz](http://www.learningpost.ac.nz)



**Te Whanau O Waipareira**

KOKIRITIA I ROTO I TE KOTAHITANGA

*Progressively Act in Unity*