



New Zealand Certificate in Information Technology Essentials (Level 4)

Location

Online

Duration

20 weeks full-time | 40 weeks part-time

Delivery

Online activities: readings, discussion forums, research tasks and fact finding. Study will be mainly self-directed and is flexible to suit your needs.

Credits

60

DescLevel

60

Intakes

Monthly

Apply

Anytime
[REGISTER YOUR INTEREST](#)
[Download PDF](#) →

Delivered online through [eCampus NZ](#)

Take that first step towards a career in IT.

IT is a global industry and the right qualification will create a whole world of

opportunities for you. If you've decided that a career in IT is what you're after then this qualification is a great starting point.

On completion of this programme, you'll be ready to seek our entry-level roles in the IT industry or with further study, career possibilities include business computing, technical support, hardware, software, database, web development and much more.

Please note: Learners under the age of 18 cannot apply for this programme.

Want to study face-to-face?

No problem. We also offer this [programme at our Dunedin Campus](#)

What will I learn?

Explore software development

Understanding software development and design is like unlocking a door to a whole new world. It's a world of programming, documenting, testing and bug fixing and it's a specialised field. This qualification will open that door and provide you with the early building blocks and knowledge to determine if this is the career path for you.

Learn how to fix the problem!

We all love technology when it works but when things go wrong the love affair can quickly turn to loathing! Having the knowledge to fix common IT problems is a desirable and sought after skill and one you will learn during this programme.

Organise the office

Information Management Systems can make or break a business. Information is the foundation of every business and effective Information Management Systems can be the difference between failure or success. Learn the role of IT in effective information management and how you can contribute to driving successful outcomes.

Entry requirements

- 40 credits NCEA Level 1, including 10 literacy credits and 10 numeracy credits OR
- [New Zealand Certificate in Computing \(Intermediate User\) Level 3](#) OR
- Skills for tertiary study (including literacy and numeracy) may be acquired through study, work and/or life experience.
- If English is not your first language, you must provide:
 - New Zealand University Entrance OR
 - Overall Academic IELTS 5.5 with no individual band score lower than 5.5 (achieved in one test completed in the last two years), OR
 - Acceptable alternative evidence of the required IELTS ([see here for NZQA proficiency table](#) and [here for list of recognised proficiency tests](#)).

If you need to improve your English Language skills, we offer a [wide range of English programmes](#). Contact us for an assessment.

COVID-19 vaccination information

As this programme is delivered fully online, you do not need to provide us with a My Vaccine Pass.

- You will need to provide us with a valid My Vaccine Pass if you want to visit an Otago Polytechnic site for any reason while you are studying with us (e.g. meetings, events, presentations) or attend graduation in person at the end of this programme.
- You do not need to provide a valid My Vaccine Pass if you are attending on campus health services (e.g. student health, Kowhai Centre).
- In exceptional circumstances, exemptions may be granted to this. You can find out more about this in our [vaccination policy](#). If you think you have grounds to be exempt from our vaccination requirements, please email Covid-19@op.ac.nz

You can find more information about our vaccination requirements [here](#). And, if you still have further questions, please visit our FAQs page which you can find [here](#).

Pathways into the programme

This programme is designed as an open entry qualification, and may also provide an education pathway from:

- NCEA Level 2
- New Zealand Certificate in Computing (User Fundamentals) (Level 2)
- [New Zealand Certificate in Computing \(Intermediate User\) \(Level 3\)](#)
- [New Zealand Certificate in Business \(Administration and Technology\) \(Level 3\)](#)

Your workload

This programme is made up of four courses with a total of 600 learning hours. This breaks down to approximately 30 hours per week if you're studying full-time and 15 hours per week if you're studying part-time.

Depending on your previous academic online experience this may vary a little.

Programme structure

Course	Level	Credits	Learning hours
Technical IT Skills	4	15	150
Media Design & Development	4	15	150
Information Management	4	15	150

Course descriptions

1. Technical IT Skills

Gain the knowhow to install and configure a new operating system with confidence. You will be able to connect necessary devices; access internet based services and apply basic networking and security systems.

Learning Outcomes:

- Assemble and disassemble standard computer hardware components
- Install, configure and use operating systems
- Apply basic networking and security concepts to connect devices and access internet-based services
- Communicate and plan effectively with consideration of ethical issues and legislation

2. Media Design and Development

Learn how to use a range of tools and techniques to develop a website, understand multimedia such as graphics, sound and video required for a successful website and gain knowledge of interactivity, accessibility and management systems.

Learning Outcomes:

- Develop specifications for web sites to meet the requirements of a specified brief
- Use a range of tools and techniques to develop a web site
- Apply basic concepts of user experience (UX) and accessibility in the design of a web site
- Communicate and plan effectively with consideration of ethical issues and legislation

3. Information Management

Learn the skills to investigate and deliver information management solutions competently.

Learning Outcomes:

- Investigate and describe software requirements a range of organisational environments and cultural contexts
- Plan, design and document information systems solutions to meet organizational requirements
- Build information systems using appropriate tools to meet business requirements
- Communicate and plan effectively with consideration of ethical issues and legislation

4. Software Design and Development

Learn the skills to create software solutions that meet the brief and the needs of your

organisation.

Learning Outcomes:

- Use mathematical and logical concepts to solve specific problems
- Plan, design, and document software solutions
- Develop software to conform to best practice programming standards
- Communicate and plan effectively with consideration of ethical issues and legislation

Further study options

Graduates may progress to:

- New Zealand Certificate in Information Technology (Level 5)
- New Zealand Diploma in Information Technology Technical Support (Level 5)
- New Zealand Diploma in Information Systems (Level 5)
- New Zealand Diploma in Web Development and Design (Level 5)
- New Zealand Certificate and Diplomas in Information Technology as a Profession
- New Zealand Diploma in Software Development (Level 6)

or similar qualifications. This qualification may also equip learners to attempt optional industry certifications at the appropriate level.

Career opportunities

The intention of this qualification is primarily to provide a pathway to further IT study.

Graduates of this certificate will have the transferable skills and knowledge to work in a range of entry level support roles in an organisation, which may include business support or retail roles, and some roles in the IT profession under broad guidance.

Student loans and allowances

Full-time **domestic students** of this programme are eligible for student loans and allowances (dependent on age and financial circumstances.) Please contact Studylink for additional information. Phone 0800 88 99 00 or visit: www.studylink.govt.nz

Recognition of prior learning

If you already have extensive knowledge and skills gained from practical experience in this area, enquire about our recognition of prior learning process at Capable NZ. You may have already gained credits towards this qualification in the course of your life.

www.capablenz.ac.nz

International **+64 3 477 3014**
New Zealand **0800 762 786**
Email **info@op.ac.nz**

Dunedin Campus
Forth Street, Dunedin
Private Bag 1910
New Zealand 9054

Central Otago Campus
Corner Erris & Ray Streets
PO Box 16, Cromwell
New Zealand 9342

Auckland Campus
Level 2, 350 Queen Street
PO Box 5268, Auckland
New Zealand 1141