

PROGRAMME REGULATIONS

Programme Schedule

Certificate in Information Technology

To be read in conjunction with the [Unitec Generic Certificate Regulations](#)

1. Programme Schedule

This schedule applies to the Certificate in Information Technology (CertIT) (Level 4, 60 credits).

2. Admission

Admission to the programme will be in accordance with the generic regulations of Unitec and the programme schedule.

3. Programme Specific Admission

3.1 Specific Admission

To be admitted to this programme, the applicant must also meet the requirements set out in this schedule.

Note that the following General Admission requirement stated in the Certificate Generic Regulations does NOT apply to this programme:

- Applicants must have a minimum of 12 NCEA credits at Level 1 in each of at least two subjects, or a pass in two subjects in New Zealand School Certificate, or Unitec Certificate in Foundation Studies: Whitinga (Level 2), or equivalent.

All applicants who have English as an additional language are required to have achieved a minimum standard of English as follows:

- a. an overall IELTS band score (Academic Format) of no less than 6.0 (with no band score less than 5.0); or
- b. TOEFL score of no less than 550; or
- c. achieved an acceptable standard of English in the Department of Computing and Information Technology aptitude test.

4. Selection Criteria

When the number of eligible applications for admission exceeds the number of places available, the following selection criteria will be applied.

- a. relevant work experience
- b. belonging to an under-represented group within the profession
- c. exceeding the minimum entry requirements
- d. commitment to all aspects of the programme

These criteria are not ranked in any order. Applicants who meet the greatest number of criteria will be the preferred applicants.

5. Selection Process

- a. Selection will be made by a subcommittee of the Programme Committee set up for the purpose and with the delegated authority of that committee to offer places to applicants.
- b. Applicants may be invited to attend an interview conducted by that subcommittee.

6. Requirements for the Award of the Qualification

6.1 Certificate in Information Technology

To be awarded the Certificate in Information Technology (Level 4, 60 credits), a student must successfully complete all the courses listed in Table 1.

Table 1: Courses for Certificate in Information Technology

All courses are compulsory.

Level	Course No.	Course Name	Credits	Restrictions
Level 4				
4	ISCG4500	Introduction to Information Technology	15	
4	ISCG4501	Software Applications 1	15	
4	ISCG4502	Problem Solving	15	
4	ISCG4510	Introduction to Professional Skills	15	FSTU3000

7. Assessment of Prior Learning

Assessment of Prior Learning is available for all courses in this certificate.

8. Assessment

8.1 General

All assessment is achievement based using an 11 point grading scale.

8.2 Calculation of course grades

- a. Course grades are calculated by the mathematical aggregation of weighted assessment marks. The following course grades shall be awarded to students who obtain the following marks:

Grade	Percentage	Result
A+	90 – 100	Pass
A	85 – 89	Pass
A-	80 – 84	Pass
B+	75 – 79	Pass
B	70 – 74	Pass
B-	65 – 69	Pass
C+	60 – 64	Pass
C	55 – 59	Pass
C-	50 – 54	Pass
D	40 – 49	Fail
E	0 - 39	Fail

- b. Students may be awarded one of the following grades for a course if they meet the criteria described.

Grade	Criteria
CR	The student has applied for and been awarded a credit recognition from another qualification
DEF	The course result has been deferred
DNC	A student has either withdrawn after the 75% date of the course has been taught or not attempted a compulsory item of assessment within a course. No Credits earned.
R	Students may be awarded a restricted pass for a course if marginal failure in a course is compensated by satisfactory attendance and satisfactory overall programme performance. No more than one restricted pass may be credited towards the certificate.
W	If a student withdraws from a course after the 10% date of the course is completed and up to or at the 75% date of the course. No credits earned.

8.3 Coursework

The due dates for all summative assessment work will be notified in course information.

8.4 Special Assessment Circumstances

Students who wish to apply for assessment due to special circumstances must do so in accordance with Section 8.7 of the Academic Management Policy.

8.5 Late Submission

Assignments submitted up to 72 hours late without Special Assessment Circumstances (SAC) approval, would be marked, subject to penalties, as follows:

- 10% of the marks deducted if submitted within 24 hours of the deadline
- 20% of the marks deducted if submitted after 24 hours and up to 48 hours of the deadline
- 30% of the marks deducted if submitted after 48 hours and up to 72 hours of the deadline.

9. Transition Arrangements

Existing Courses	Level	Credits	2009 Courses	Level	Credits
ISCG4230 Problem Solving	4	12	ISCG4502 Problem Solving	4	15
ISCG4232 Information Technology	4	12	ISCG4500 Introduction to Information Technology	4	15
ISCG4237 Introduction to Professional Skills (includes MS Word & PowerPoint)	4	12	FSTU3000 Tertiary Study Skills 3 (does not include Word or PowerPoint)	3	15
ISCG4234 Software Applications for Business (includes Excel, Access & MYOB)	4	12	ISCG4501 Software Applications 1 (includes Word, Excel, Access, PowerPoint)	4	15
ISCG4235 Multimedia & Programming	4	12			
Total Credits		60	Total Credits		60

Students must pass all courses in the programme to complete the Certificate.

9.1 Transition path 1

Students who pass Introduction to Professional Skills AND Software Applications for Business (24 credits) credited with FSTU3000 Tertiary Study Skills 3 AND Software Applications 1 (30 credits) and get 6 unspecified credits.

Students who have completed:	Level	Credits
ISCG4237 Intro to Professional Skills	4	12
ISCG4234 Software Applications for Business	4	12
Must complete:		
ISCG4502 Problem Solving	4	15
ISCG4500 Introduction to Information Technology	4	15
And will be granted:		
6 unspecified credits	4	6
Total Credits		60

9.2 Transition path 2

Students who pass Problem Solving AND Information Technology (24 credits) enrol in FSTU3000 Tertiary Study Skills 3 AND Software Applications 1 (30 credits) and get 6 unspecified credits.

Students who have completed:	Level	Credits
ISCG4230 Problem Solving	4	12
ISCG4232 Information Technology	4	12
Must complete:		
FSTU3000 Tertiary Study Skills 3	3	15
ISCG4501 Software Applications 1	4	15
And will be granted:		
6 unspecified credits	4	6
Total Credits		60

9.3 Transition path 3

Students who pass Introduction to Professional Skills, Software Applications for Business AND Information Technology (36 credits) enrol in Problem Solving (15 credits) and Introduction to Programming (15 credits).

Students who have completed:	Level	Credits
ISCG4237 Introduction to Professional Skills	4	12
ISCG4234 Software Applications for Business	4	12
ISCG4232 Information Technology	4	12
Must complete:		
ISCG4502 Problem Solving	4	15
ISCG4500 Introduction to Information Technology	4	15
Total Credits		66

9.4 Transition path 4

Students who pass Software Applications for Business (12 credits) enrol in Problem Solving, Introduction to Information Technology AND FSTU3000 Academic Study Skills 3 (45 credits) and get 3 unspecified credits

Students who have completed:	Level	Credits
ISCG4234 Software Applications for Business	4	12
Must complete:		
FSTU3000 Tertiary Study Skills 3	3	15
ISCG4500 Introduction to Information Technology	4	15
ISCG4502 Problem Solving	4	15
And will be granted:		
3 unspecified credits	4	3
Total Credits		60

9.5 Transition path 5

Students who pass Problem Solving, Information Technology, Introduction to Professional Skills AND Software Applications for Business but fail Multimedia & Programming (48 credits) must enrol in Introduction to Programming (15 credits) to complete their certificate.

Students who have completed:	Level	credits
ISCG4230 Problem Solving	4	12
ISCG4237 Introduction to Professional Skills	4	12
ISCG4232 Information Technology	4	12
ISCG4234 Software Applications for Business	4	12
Must complete:		
ISCG4500 Introduction to Information Technology	4	15
Total Credits		63

10. Transition Arrangements

These regulations came into force in Semester 1, 2014.