Appendix A
2014 Programme Handbook Extracts

ROYAL BUSINESS COLLEGE

National Diploma in Computing Level 5

HANDBOOK 2014

e.) The student is responsible for any reasonable costs involved in reassessment.

f.) Resubmission is at the discretion of the teacher. At least one resubmission is allowed.

APPEALS

If you are not happy with an assessment decision then you should first discuss this with your tutor.

If you are still not happy, then you can discuss the matter with the Principal.

If your concern is not resolved, then you can request that the matter be taken to the Royal Business College Advisory Board for their decision.

If you are still not satisfied then you may take your case to the Appeals Authorities. Details as to how to make a complaint are listed in the Royal Business College Handbook.

REPORTING

You will receive a report on your achievements at the end of the first semester and at the end of your course. Your report will list the units that you have achieved and those that are in progress. The results are not confirmed however until they have been processed by NZQA.

COURSE QUALIFICATIONS on Graduation

At the completion of your course the College will apply on your behalf for your **NATIONAL DIPLOMA IN COMPUTING** from NZQA. This certificate will usually be posted to you directly, approximately 6 weeks after your final course end date. NZQA will also send you a record of learning which will state what unit standards you have passed. You can also access this information from the NZQA website.

ATTENDANCE

In order for you to do well at your studies you must attend classes regularly. An attendance register is kept by your teacher and reported as a percentage of the total classes held. No free extension of your course is possible and poor attendance will most certainly lead to more fees being due in order to complete the diploma. For International students, it is also important that a satisfactory level of attendance is maintained in order for NZIS to consider visa renewals and extensions.

SELF DIRECTED STUDY (SDS)

Students are expected to do Self Directed Study throughout the course. The computer labs are available for students to use during the college opening hours 8-30 am – 5.00pm
Please be aware that according to NZQA, 10 hours of work (lectures +SDS) is expected per credit earned!

HOLIDAYS

5.   All software remains the licence of Royal Business College. Any attempt to remove or copy any software will be considered serious misconduct and will be dealt with under the student disciplinary procedure.

6.   No software is to be added to any machine without the permission of the course tutor.

7.   All hardware is the property of Royal Business College. Any attempt to remove and/or alter any hardware will be considered serious misconduct and will be dealt with under the student disciplinary procedure.

8.   At the completion of the course, students will remove all profiles and passwords added during the course and configure the PC to the machine's original settings on day one of the course.

COURSE START DATES

The following modules of work make up the National Diploma in Computing. To complete all of the Unit Standards that make up the modules you will need to commit to a period of forty-two weeks full-time study.

The course is taught in 6 blocks of 7 weeks duration. Each block usually consists of 2 modules. Your teacher will give you the timetable for the modules.

Each module of study is made up of a number of Unit Standards. Each module will involve you in approximately fifty-four hours of classroom work and additional preparation and research in your own time. Each Block has one week for assessments, reassessments, resubmissions and is at the discretion of the teacher.

COURSE MODULES TIMETABLE

Please check with the College for the current timetable operating. Modules are arranged according to the needs of students and may vary depending on demand. Please ensure you know what module(s) you are expected to attend. The latest timetable is posted on the notice board for you.

COURSE OUTLINES

The following modules of work which are organized into 6 blocks make up the National Diploma in Computing. To complete all of the Unit Standards that make up the modules you will need to commit to a period of forty-two weeks full-time study.

Each module of study is made up of a number of Unit Standards. Each module will involve you in approximately fifty-four hours of classroom work and additional preparation and research in your own time. Each Block has one week for assessments, reassessments, resubmissions and is at the discretion of the teacher.

COURSE TIMES

The College offers a morning session (9.00am – 12.00pm) and afternoon session (12:30pm to 2:30 pm) The College is also open until 5:00pm Monday-Friday. This allows greatest flexibility for students who also have work commitments during the day. Self-directed study (SDS) is an important part of this course and students are free to study at college or at home for their SDS.

COURSE CONTENT

Subject	Unit Standard Number	Credits	Details
Business & Computing	US 6747	4	Explain the principles of business and the role of information technology: Fundamental business concepts; systems theory with respect to information systems; how information technology can be used in business; relationship between a business and its data requirements; principles of business planning and control
Software Development	US 6750	4	Demonstrate an Understanding computer software development: Computer system development life cycles; Range: waterfall, prototype; reviewing each stages in the Software development life cycle; Interpret models of information systems.
	US 7910	7	Demonstrate knowledge of computer data types and data structures
Networking/Business Comp	US 26227	7	Describe the purpose and construct of a local area network; create a local area network; demonstrate the operation of the local area network (LAN) to a user; and customise a LAN user interface.
Software Development	US 6836	5	Apply the principles of resolving problems for single and multi-user computer operating systems

Computer Hardware	US 6869	7	Demonstrate an understanding of hardware components for personal computers: Central processor, bus, memory, input and output devices, storage devices, and power supply; Compare and select personal computer hardware components
	US 6870	5	Assemble, test and dispatch a single-user personal computer and its peripherals from modules
	US 6871	5	Install a single personal computer and peripherals : Plan the installation of a single-user personal computer and peripherals; review of the computer installation specification identifies and explain the feasibility of the specification; plan identifies the time and resources required for the installation
Computer Maintenance	US 6872	5	Install single-user personal computer system software and applications software
	US 6873	10	Repair a personal computer to module level Diagnose faults with a personal computer; investigation of each fault verifies the report symptoms and identifies any further symptoms; cause(s) of the symptoms are identified using diagnostic procedures recommended by industry and according to the user's requirements
Application Support	US 6881	15	Assist a person to learn to use a computer application: Review of person's learning objectives identifies the scope and purpose of the assistance; review of learning objectives identifies and explains the feasibility of the objectives; analysis of current abilities identifies generic and application specific skill levels with respect to the scope of the

			assistance
Software Development	US6761	7	Demonstrate an understanding of the principles of computer programming
	US 6776	14	Demonstrate computer programming skills using an object-oriented language
Business Administration	US 9732	10	Manage text processing and production of business information
	US 110	8	Meeting procedures (note that only 40 credits are required and not all units will necessarily be taught)
	US 11648	7	Manage text processing and production of business information Meeting procedures (note that only 40 credits are required and not all units will necessarily be taught)

ROYAL BUSINESS COLLEGE

RBC Diploma in Computing Level 6

HANDBOOK 2014

> ➤ Resubmission is at the discretion of the Tutor. At least one resubmission is allowed.

APPEALS

> ➤ If you are not happy with an assessment decision then you should first discuss this with your tutor.

> ➤ If you are still not happy, then you can discuss the matter with the Principal.

> ➤ If your concern is not resolved, then you can request that the matter be taken to the Royal Business College Advisory Board for their decision.

> ➤ If you are still not satisfied then you may take your case to the Appeals Authorities. Details as to how to make a complaint are listed in the Royal Business College Handbook.

REPORTING
You will receive a report on your achievements at the end of the first semester and at the end of your course. Your report will list the modules that you have achieved and those that are in progress.

COURSE QUALIFICATIONS ON GRADUATION
In recognition of completing the course you will be awarded RBC Diploma in Computing (Level 6).

ATTENDANCE
In order for you to do well at your studies you must attend classes regularly. An attendance register is kept by your teacher and reported as a percentage of the total classes held. No free extension of your course is possible and poor attendance will most certainly lead to more fees being due in order to complete the diploma. For International students, it is also important that a satisfactory level of attendance is maintained in order for NZIS to consider visa renewals and extensions.

SELF DIRECTED STUDY (SDS)
Students are expected to do Self Directed Study throughout the course. The computer labs are available for students to use during the college opening hours 8-30 am – 5.00pm Please be aware that according to NZQA, 10 hours of work (lectures+SDS) is expected per credit earned!

HOLIDAYS
The College closes for 2 weeks at Christmas, 2 weeks in July and all public and relevant regional anniversary holidays. Students must apply for leave if they wish to be absent from classes outside these holiday breaks. Leave is considered on an individual merit basis by the Principal.

PLAGIARISM AND CHEATING
Plagiarism is the copying of someone else's work and passing it as your own. This will not be tolerated under any circumstances and will result in serious disciplinary action by the College.

5. Students have access to a network printer. The printer is only to be used for course related material and is not available for personal use without permission from Royal Business College staff. Any personal printing will be charged at 10 cents per page.

To ensure the integrity of the network and to safeguard Royal Business College intellectual property, the following rules apply:

1. All course material supplied over the network remains the intellectual property of Royal Business College. Any reproduction, illegal distribution and/or removal of any resources from the network are not permitted.
2. Altering or reconfiguring the network is not permitted.
3. Intentionally accessing other student's files or areas outside the student domain is not permitted.
4. Intentionally "locking access" to any part of the network is not permitted.

N.B. Royal Business College considers any breach of the above rules as serious misconduct and will deal with all violations under the student disciplinary procedure, and by notifying the appropriate authorities if necessary.

Computer Workstations – Hardware and Software

1. The class room is kept clean and tidy. A cleaning kit is supplied in each   classroom.

2. **No food or drink** is permitted on or near the workstation.

3. Any faults must be reported to the course tutor when first recognised.

4. Repairs and/or maintenance are only to be carried out under the supervision of the course tutor.

5. All software remains the license of Royal Business College. Any attempt to remove or copy any software will be considered serious misconduct and will be dealt with under the student disciplinary procedure.

6. No software is to be added to any machine without the permission of the course tutor.

7. All hardware is the property of Royal Business College. Any attempt to remove and/or alter any hardware will be considered serious misconduct and will be dealt with under the student disciplinary procedure.

8. At the completion of the course, students will remove all profiles and passwords added during the course and configure the PC to the machine's original settings on day one of the course.

DELIVERY OF THE COURSE
The following modules of work make up the RBC Diploma in Computing (Level 6). To complete all of the subjects that make up the modules you will need to commit to a period of 40 weeks full-time study. The course will be made up of 5 components. There will be 122 credits assessed on the 40 weeks course.

Each component will involve you in classroom work and additional preparation and research in your own time. Each component has one week for assessments, re-assessments, and re-submission which will be at the judgment of the Lecturer / Tutor.

COURSE MODULES TIMETABLE

Please check with the College for the current timetable operating. Modules are arranged according to the needs of students and may vary depending on demand. Please ensure you know what module(s) you are expected to attend. The latest timetable is posted on the notice board for you.

The College offers a morning session (9.00am – 12.00pm) and afternoon session (12:30pm to 2:30 pm). The College is also open until 5:00pm Monday-Friday. This allows greatest flexibility for students who also have work commitments during the day. Self-directed study (SDS) is an important part of this course and students are free to study at college or at home for their SDS.

MODULE Descriptions

Network Administration

> **COM26227:** Describe and create a local area network
> **Purpose:** People credited with this subject module are able to: describe the purpose and construct of a local area network; create a local area network; demonstrate the operation of the local area network (LAN) to a user; and customise a LAN user interface.

Delivery and Assessment Methods:
1. Assignments (one / two)

> **COM6741:** Administer a local area computer network
> **Purpose:** People credited with this subject module are able to: maintain the performance of a local area computer network (LAN); execute procedures on a LAN; administer security, maintain the supply of consumables, and plan capacity for a LAN; maintain the availability of a LAN, and control changes to a LAN. The performance of all outcomes is to a standard that is expected in a professional environment

Delivery and Assessment Methods:
1. Assignments (one / two)

Programming Language

> **COM6774:** Apply the principles of creating a computer program using a 3GL in a GUI environment.
> **Purpose:** People credited with this subject module are able to: demonstrate an understanding of a graphical user interface (GUI) environment; write a computer program using a third generation language (3GL) for a GUI environment; and test a computer program written using a 3GL for a GUI environment. The performance of all outcomes is to a standard that allows for further learning in this area.

Delivery and Assessment Methods:
1. Assignments (one)

2. Practical Exam (one)

➢ **COM6776:** Demonstrate computer programming skills using an object-oriented language.
Purpose: People credited with this subject module are able to: explain object-oriented computer program development techniques; and design, write, modify and test an object-oriented computer program. The performance of all outcomes is to a standard that allows for further learning in this area.

Delivery and Assessment Methods:
1. Assignments (one / two/ three)

Database Administration
➢ **COM6730:** Administer a multi-user computer database system.
Purpose: People credited with this subject module are able to: manage multi-user computer database software; manage database objects in a multi-user computer database; plan capacity for a multi-user computer database; review the operation of a multi-user computer database; and provide technical support for the use of a multi-user computer database. The performance of all outcomes is to a standard that is expected in a professional environment.

Delivery and Assessment Methods:
1. Assignments (one / two/ three)

Software Development
➢ **COM6786:** Plan and co-ordinate the development of a multimedia computer system.
Purpose: People credited with this subject module are able to: review client requirements for developing a multimedia computer application; analyse development needs; analyse the risks of development; design risk management plans; plan, schedule, and coordinate the development of a multimedia computer application. The performance of all outcomes is to a standard that is expected in a professional environment.

Delivery and Assessment Methods:
1. Assignments (one / two)

Generic Computing
➢ **COM6752:** Demonstrate an understanding of emerging computerized business information system.
Purpose: People credited with this subject module are able to describe and discuss emerging computerized business information systems. The performance of all outcomes is to a standard that allows for further learning in this area.

Delivery and Assessment Methods:
1. Assignments (one)

➢ **COM6760:** Plan and manage a project in the computer field
Purpose: People credited with this subject module are able to: produce a proposal for a project in the computer field; undertake and manage a project in the

computer field; demonstrate a professional attitude while undertaking a project in the computer field; and review a project in the computer field. The performance of all elements is to a standard that allows for further learning in this area.

Delivery and Assessment Methods:
1. Assignments (one / two)

The course consists of 122 credits and involves students committing to 1220 hours of learning. Student work is assessed by means of tests, research assignments and team based project work. Much student work involves applying course concepts in actual business case studies.

The course will be a full time 40 weeks program, completed over two semesters of 20 weeks each. This will equate to one full time academic year of study. Students will undertake 30 hours of study per week including self-directed studies.

Awarding of RBC Diploma in Computing (Level 6).
Every student who is enrolled in the course will be eligible for the award of the RBC Diploma in Computing (Level 6) when they have completed the following 5 blocks of the modules.

COURSE BLOCK STRUCTURE

Block A	Subject	Credits	Details
Network Administration	COM26227	07	Describe and create a local area network
	COM6741	15	Administer a local area computer network

Block B	Subject	Credits	Details
Programming Language	COM6774	14	Apply the principles of creating a computer program using a 3GL in a GUI environment
	COM6776	14	Demonstrate computing programming skills using an object-oriented language

Block C	Subject	Credits	Details
Database Administration	COM6730	20	Administer a multi-user computer database system

Block D	Subject	Credits	Details
Software Development	COM6786	15	Plan and co-ordinate the development of a multimedia computer system

Block E	Subject	Credits	Details
Generic Computing	COM6752	07	Demonstrate an understanding of emerging computerized Business information system
	COM6760	30	Plan and manage a project in the computer field

Appendix B
STEO Return

Qualification Details: ND5340 - Computing (Level 5)

Exit

Qualification Code	ND5340	Title	Computing (Level 5)
Qualification Status	Active	NZQF Level	5
First Taught	19/07/2004	Last Taught	

Provider | Royal Business College | 8352
Type | Private Training Establishment
Provider Status | Open/Funded/SDR

Study Details
Duration

Teaching Hours Weekly	18	FTE Teaching Weeks	42
Work Experience Weekly	0	Recess Weeks	2
Self-Directed Learning Weekly	10	FTE Gross Weeks	44

Learning Hours per | 1176
Number of Years | 1.0
Loan Fee Cap

DMA Info
Credits/Points | 0
NQF Credits | 120
Loan Cap Start Date

Provider Info
☐ Part-time
Loan Cap Update

QA

| Quality Approval Received | Y |
| Teacher Registration Board Approval | N |

Quality Approval Body | NZQA

MoE Approval

	Eligibility	Approval Date
EFTS Funding	Y	23/06/2004
Allowances	Y	23/06/2004
Loans	Y	23/06/2004

Allowances Approval Withdrawn

Loans Approval Withdrawn

EFTS Value Set | 1.0
Most recent reason for EFTS change | Meets criteria for SCF. Calculated on credit value of qualification. Falls within provider accreditation. Nic.

SAQ | 0.0181

Qualification Approval Review Date

Qualification Details: PC1731 - RBC Diploma in Computing

Exit

Qualification Code | PC1731   Title | RBC Diploma in Computing

Qualification Status | Active   NZQF Level | 6

First Taught | 9/01/2012   Last Taught |

Provider | Royal Business College | 8352

Type | Private Training Establishment

Provider Status | Open/Funded/SDR

Approvals | Study Details | DMA Info | Provider Info

Duration

Teaching Hours Weekly	20	FTE Teaching Weeks	40
Work Experience Weekly	0	Recess Weeks	2
Self-Directed Learning Weekly	10	FTE Gross Weeks	42

Learning Hours per | 1200   Credits/Points | 122

Number of Years | 0.0   NQF Credits | 0

Loan Fee Cap | Loan Cap Start Date |

Part-time ☐

Loan Cap Update

QA

Quality Approval Received | W   Quality Approval Body | NZQA

Teacher Registration Board Approval | N

MoE Approval

	Eligibility	Approval Date
EFTS Funding	W	19/12/2011
Allowances	W	19/12/2011
Loans	W	19/12/2011
Allowances Approval Withdrawn		13/01/2012
Loans Approval Withdrawn		13/01/2012

EFTS Value Set | 1.0   SAQ | 0.0

Most recent reason for EFTS change | NZQA docs cited.Qual title change approved as of 19/12/2011. Credits of 120/120 = 1.0 EFTS Value. The 3 x methods of convergence meets the LET. TCM Case#91035-PWXV.

Qualification Approval Review Date |

◄ ☰ ►