

Digital Technologies

School of Digital Technologies

Programme Guide 2022

Course of study and programme specific completion requirements.

This programme guide provides you with specific programme information and course summaries for the NZ Certificate in Digital Media Design (Level 4) programme offered in Digital Technologies. Prior to selecting your courses and occurrences, please ensure that you work with both this enrolment guide (PG4a) and the latest version of the timetable. Both documents are available online <http://www.manukau.ac.nz/fobitguide>.

For the programme in this guide we recommend you bring your own laptop. Please see page 4 for the recommended minimum specifications.

PROGRAMME OFFERED:

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If you require information about the progress of your enrolment contact:

Ask Me!  Student Services Centre 0800 62 62 52 enquiries@manukau.ac.nz

If you require help planning your course of study:

Ask Me!  Student Services Centre 0800 62 62 52 enquiries@manukau.ac.nz

Some programmes require you to refer to this information during the academic year. We recommend that you file this document for safe keeping.

SCHOOL OF DIGITAL TECHNOLOGIES

MIT Manukau Campus, Ask Me! Atrium, Ground Floor, Corner of
Manukau Station Road and Davies Avenue Private Bag 94 006,
Auckland 2241

0800 62 62 52 | manukau.ac.nz | enquiries@manukau.ac.nz

NEW ZEALAND CERTIFICATE IN DIGITAL MEDIA DESIGN

LEVEL 4 NZ2629

Method of study	Full-time
Qualification	New Zealand Certificate
Duration	19 weeks full time
Start dates	February, July
Credits	60
Cost (2021 Fees)	\$3300 (approx.)

To graduate with the New Zealand Certificate in Digital Media Design (Level 4) you must complete four compulsory courses (60 credits):

813.421	Introduction to Digital Media and Design
813.422	Communication, Ethical Working and Project Management
813.423	Delivering a Design Brief in the Workplace
813.424	Video Creation and Editing in the Workplace

ABOUT THE PROGRAMME

The New Zealand Certificate in Information Technology Essentials consists of four level 4 courses that are completed full-time.

You will learn to create your own digital media and make your dream a reality as you work for industries including advertising, web design, in-house design studios, news media.

You will study in-class at MIT Otara except for courses with work-based components where your study will comprise of:

80% in-class at MIT

20% industry-aligned project work.

ENTRY REQUIREMENTS

General

Open entry for Domestic students

There are no academic requirements that need to be met to enter this programme.

International students: English Language Entry Requirements

For the minimum English language requirements refer to the requirements set out in the *NZQF Programme and Accreditation Rules*

<https://www.nzqa.govt.nz/providers-partners/ga-system-for-teos/english-international-students/>

International students will generally be required to provide evidence of English language proficiency, for this programme an IELTS General or Academic score of 5.5 with no band score lower than 5 is required. Equivalent acceptable evidence can be seen at the following NZQA link: <https://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/nzqf-related-rules/the-table/>

Provisional Entry

Students who have attained the age of 20 years and do not hold the minimum entry requirements for a programme will be eligible to be enrolled as a student where their previous educational, work or life experience indicates they have a reasonable likelihood of success. Students who have not attained the age of 20 years and do not hold the required minimum entry requirements for a programme may also be eligible to enrol in exceptional circumstances. Such decisions will be made by the Director/Head of School.

Applicants will be accepted in order of application.

COURSE SUMMARIES

NEW ZEALAND CERTIFICATE IN DIGITAL MEDIA DESIGN

LEVEL 4

813.421 Introduction to Digital Media and Design

Advance knowledge of the key areas of digital media and design, including digital media types and purposes and software used.

813.422 Communication, Ethical Working and Project Management

Embed good practice of communication and ethical working and foundation project management.

813.423 Delivering a Design Brief in the Workplace

Apply communication, ethical working and project management in an organisational environment.

813.424 Video Creation and Editing in the Workplace

Work with clients in an organisational environment to capture digital moving images and independently post-process them.

BRING YOUR OWN DEVICE

You will have access to MIT's Mac lab and Fleximode computers in class, but it is recommended you also have your own computer or laptop to work on projects outside class hours and a subscription to Adobe's creative suite for the duration of the course.

If you need to purchase a new laptop

If you do not currently own a laptop or are thinking of buying a new one, we recommend you purchase one with the following specifications, or better, to future proof your needs and ensure a great experience.

- .. Windows 10 (or Mac OS 10.13 High Sierra or higher)
- .. i5 dual core or equivalent processor
(i5 or equivalent if you are an IT student)
- .. at least 8GB of Ram
- .. 320GB or greater hard drive
- .. Wireless capability 802.11n dual band
- .. At least a 13 inch screen
- .. Up-to-date antivirus software

If you currently own a laptop

Be sure that it has these minimum specs or above, to use at MIT Manukau. The minimum specs are;

- .. A 10 inch screen or larger
- .. at least 8GB of ram
- .. 50GB free space minimum
- .. Windows v7.0 or higher (XP will not work)
- .. Apple Mac 10.13 (High Sierra) or higher
- .. Wireless capability 802.11n dual band
- .. CPU meets vendor OS minimum requirements.
(Please note for IT students CPU must be i5 or equivalent).

COMPUTER USER REGULATIONS

The Manukau Institute of Technology Computer User Regulations applies to all students.

<https://www.manukau.ac.nz/campus-facilities/campuses/mit-manukau/student-guide>

ACADEMIC TRANSCRIPT

You can request an official transcript of your Academic Record by emailing **StudentRecordRequests@manukau.ac.nz** There is a fee for an academic transcript. The processing time for issue of an academic transcript may be up to five working days however there is an option for an urgent request. There will be an extra charge for this.

NOTE: Every effort is made to ensure that this Programme Guide is correct at the time of printing. However, the School of Digital Technologies reserves the right to make any changes that may be necessary.

GRADE TABLE

PASS GRADES

A+	90 – 100
A	85 – 89
A-	80 - 84
B +	75 - 79
B	70 - 74
B-	65 - 69
C+	60 - 64
C	55 – 59
C-	50 - 54

FAIL GRADES

D	40 – 49
E	0-39
F	Not passed compulsory assessment
FCW	Failed Course Work

NON-GRADED RESULTS

CP	Conceded Pass
AP	Aegrotat Pass
NC	Did not complete the course
W	Withdrawn from course
X	Exemption
CC	Cross credit from qualification/experience
RPL	Recognition of prior Learning