

THE NZQA NATIONAL
CERTIFICATE IN:**COMPUTING** (LEVEL 2)**Save Time and Money!**

Instant Education Solutions' unit standard delivery packages are a complete teaching and assessment solution for institutions assessing the NZQA National Certificate in Computing Level 2 (Version 5).

**NCC (L2) PACK**

(minimum 43 credits)

Each Folder Includes:

- Teaching Guide
 - Assessment Guide with answers and Assessment Schedule
 - Learner workbook with unlimited reproduction rights for up to four sites
 - NZQA Unit Standard and Accreditation and Moderation Action Plan
- You have everything you need to start teaching.*

The Teaching and Assessment Guide includes special notes for teachers, and red letter answers for activities, so you always know what is going on. You can photocopy the Learner Workbook as many times as you like – saving money and time.

COMPULSORY UNIT STANDARDS

(6 credits)

Unit	L	C	Title
2780	1	3	Demonstrate and apply knowledge of a personal computer system
2781	2	3	Manage and protect data in a personal computer system

ELECTIVE UNIT STANDARDS

(minimum of 18 credits)

SET A

You require a minimum of 18 credits at Level 2 from the Computing sub- field. Below is a list which Instant can currently offer that meet this criteria:

Unit	L	C	Title
2784	2	3	Create and use a simple computer spreadsheet to solve a problem
2783	2	3	Demonstrate knowledge of the components of personal computer systems
2786	2	3	Create and use a simple flatfile database to solve a problem
2788	2	5	Produce a simple desktop published document to meet a set brief
2790	2	3	Use and maintain personal computer peripherals
2791	2	3	Integrate spreadsheet and DB data into a WP document to solve a problem
5940	2	3	Produce a presentation using a desktop presentation computer application
5957	2	2	Produce simple schematic diagrams using a computer application
5961	2	3	Demonstrate an understanding of digitising still images for multimedia computer applications
6743	2	2	Demonstrate an understanding of ergonomic principles for computer workstations
18740	2	3	Create a simple computer program to the spec. of a given brief
20332	2	3	Use the Internet for information retrieval in an organisation
25655	2	3	Create a website using a dedicated web-authoring tool to meet a set brief
25656	2	3	Create a website using a mark-up language to meet a set brief
25662	2	3	Use digital communications technologies

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THE NZQA NATIONAL
CERTIFICATE IN:**COMPUTING (LEVEL 2)***Resources for the NZQA National Certificate in Computing Level 2 (Version 5), continued...*

(Minimum of 5 credits)

SET B

You require a minimum of 5 credits at level 2 or above from the Business Information Processing or Text Information Management – Generic domains. Below is a list of what Instant can currently offer that meets this criteria:

Unit	L	C	Title
103	2	3	Use data entry skills to input computer data
107	2	5	Apply language and text processing skills to produce communications
111	2	5	Use a word processor to produce documents
16678	2	1	Key in text at 25 words per minute (wpm)
12884	2	3	Create documents and manage files for generic text and information management
12885	2	6	Create and enhance documents combining text and images for generic text and information management

SET C

The balance of credits to achieve a minimum of 40 credits at level 2 may come from anywhere on the NQF. See Instant's catalogue for options.

**COMPUTING (LEVEL 2)
SPECIAL PACKAGE DEAL**

- **COMPLETE PACK**
12 folders. Two Compulsory units

15% off each unit

Approximate Pricing	
Folder & CD	CD Only
\$3,594	\$2,828

Examples prices only – prices will vary according to the units chosen. All prices exclude postage and GST