ICT
Solutions

CONTENTS

April 2017

atc instant
EDUCATION SOLUTIONS

IN·STANT *(*instənt*)*

prompt; immediate;
able to be used quickly
and easily

Introducing Instant Education Solutions

Our vision is to 'change lives through learning'. In essence we exist to help you. With over 15 years experience as specialists in the secondary and tertiary education sector, we know what it takes to make it in the ever changing world of education.

We specialise in the provision of assessment resource solutions, allowing you to relax and get on with the job of teaching. Whether you are a secondary school or tertiary training institution, we have the solution to ensure your success.

In a world of ever-increasing compliance, paperwork, and moderation, we take the hassle out of teaching. We save you time and money, and most of all, we give you peace of mind.

Product Quality

The quality of Instant's products and services is something we pride ourselves on. Every resource or service developed is carefully thought through and crafted to provide students with the best chance of success. Our resource developers are experienced writers in their fields of expertise and work hard to develop high quality assessments. The assessments created are not only pragmatic, but also technically competent.

Our product development process requires that the writer's work undergo a number of quality assurance checks and measures to ensure each outcome and grading requirement is covered correctly. Each assessment, where possible, is independently moderated. Also, all our teaching material is rigorously reviewed. This ensures that a complete and accurate learning package is delivered to you.

COMPUTING & TECHNOLOGY STANDARD MATRIX

PRODUCTIVITY, DIGITAL INFORMATION & INFORMATION MANAGEMENT

	DESKTOP PUBLISHING	DATABASE	SPREADSHEET	WORD PROCESSING	INFORMATION MANAGEMENT	PROJECT & PRESENTATION	INT... PRO... SO...
L1	US 2792		US 18743	US 101	US 12883		A...
L2	US 2788	US 2786	US 2784	US 107	US 12884		A...
	US 29774	US 29777	US 29770	US 111	US 12885		U...
		US 2791	US 2791				U...
				US 29769			
L3	US 2789	US 2787	US 2785	US 108	US 12886	US 5953	A...
	US 29792	US 29787	US 29786	US 112	US 12887 *(integrated)*	US 29790	U...
				US 24872 *(incl email)*		US 29793	U...
				US 29785			USs 29...
L4		US 18742		US 109			

BUSINESS ADMINISTRATION

	DATA ENTRY & TYPING SKILLS	BUSINESS SERVICES (WORD PROCESSING)	INFORMATION MANAGEMENT (WORD PROCESSING)	OFFICE ADMIN	DIGITAL DEVICES	HARDWARE	SO...
L1	US 101	US 101	US 12883			US 2780	US 2780
	US 102	US 102					
	US 16677						
L2	US 103	US 107	US 12884	US 121	US 29772	US 2783	
	US 16678	US 111	US 12885		US 29780	US 2790	
					US 29783	US 29782	US 29782
L3	US 16679	US 108	US 12886	US 122	US 29797	US 2797	US 2797
		US 112	US 12887 *(integrated)*	US 123			U...
		US 24872 *(incl email)*					
L4	US 16680	US 109					

(BY LEVEL AND SUBJECT AREA)

DIGITAL MEDIA / GENERIC TECH

INTEGRATED PRODUCTIVITY SOFTWARE	WEB DEVELOPMENT		VIDEO/MOTION GRAPHICS AND AUDIO	GRAPHICS/IMAGES	PRESENTATION	GENERIC TECH
						AS 91044 (L1)
						AS 91045 (L1)
US 91071	US 18734	AS 91072	AS 91072		US 5946	AS 91046 (L1)
	US 25659	AS 91073	AS 91073	US 5957		AS 91047 (L1)
US 91638	US 25655	AS 91369	AS 91369	US 29773	US 5940	AS 91354 (L2)
US 12885	US 25656	AS 91370	AS 91370	US 29778	US 29771	AS 91355 (L2)
US 2791	US 29775					AS 91356 (L2)
	US 29776					AS 91357 (L2)
US 91633	US 25657	AS 91635 WEB	US 29791		US 25661	AS 91608 (L3)
US 12887	US 25658		AS 91635 VID		US 29789	AS 91609 (L3)
US 24872	US 29788					AS 91610 (L3)
29785, 29786 & 29787						AS 91611 (L3)
US 113						

COMPUTING FUNDAMENTALS / PROGRAMMING

SOFTWARE	COMPUTER SUPPORT	ETHICS, LEGAL, HEALTH & SAFETY, SECURITY	INTERNET, DIGITAL COMMUNICATIONS & COLLABORATION	DATA MANAGEMENT	PROGRAMMING	
			US 18758			AS 91075
						AS 91076-S
						AS 91076-P
					US 18740	AS 91372
						AS 91373
	US 29784	US 2781	US 20332	US 2781		
		US 6743	US 25662	US 29772		
		US 29783	US 29781			
	US 29798	US 5968	US 25782	US 29797	US 18741	
US 5947		US 29794	US 29796		US 5954 *(macros - Word)*	
		US 29795				

UNIT STANDARDS

Unit Standard Delivery Packages

Instant offers single Unit Standard Delivery Packages to save you time and money. Each Delivery Package includes*:

- **Teacher's Guide**
- **Learner's Guide**
- **Assessment**
- **Assessment Schedule**
- **Sample Answers**

Any NZQA version changes published by Instant within 12 months of original purchase are provided free of charge. Any other upgrade is provided free of charge within 24 months of original purchase. All upgrades, including NZQA version upgrades, are made available at a discounted price, through the organisation or school's personalised 'Member's Library'.

Moderation Guarantee

Instant guarantees that if any assessment materials for Delivery Packages fail external moderation, we will modify and replace the Delivery Package free of charge, conditions apply.

Assessment Only Packs do not include the Teacher's Guide and Learner's Guide

New Look Layout available

- **Updated content**
- **New format**
- **E-PACKS (Paperless PDF solutions)**
- **New Zealand focus**

BUSINESS ADMINISTRATION

Unit #	Title	L	Cr
101	Develop and use keyboarding skills to enter text *(Word)* ^{OF}	1	3
102	Consolidate keyboarding skills and produce accurate text based documents *(Word)* ^{OF}	1	3
12883	Enter and manage text for generic text and information management *(Word)*	1	4
16677	Key in text at 15 words per minute (wpm)	1	1
103	Use data entry skills to input data ^{AC}	2	3
107	Apply text processing skills to produce communications in a business or organisational context *(Word)* ^{OF}	2	5
111	Use a word processor to produce documents for a business or organisation *(Word)* ^{OF}	2	5
121	Demonstrate and apply knowledge of office equipment and administration processes	2	5
12884	Create electronic documents and manage a file for generic text and information management *(Word)*	2	3
12885	Create and enhance electronic documents combining text and images for generic text and information management	2	4
16678	Key in text at 25 words per minute (wpm)	2	1
108	Apply text processing skills to produce business documents *(Word)*	3	5
112	Produce business or organisational information using word processing functions ^{OF}	3	5
122	Provide office reception services	3	5
123	Use office information, copying, and telecommunication systems	3	5
12886	Customise software features and create document templates for generic text and information management *(Word)* ^{OF}	3	6
12887	Integrate text and images and manage multiple files for generic text and information management *(Word/Excel/Publisher)* ^{OF}	3	6
16679	Key in text at 35 words per minute (wpm)	3	1
109	Apply text processing skills to produce specialist documents	4	6
16680	Key in text at 50 words per minute (wpm) *(Assessment Only)*	4	1

^{OF} *Available for MS Office 2013 (includes 2010) OR MS Office 2016*   ^{AC} *Available for MS Access 2007 OR MS Access 2010 OR MS Access 2013*

NEW! COMPUTING 2017

Unit #	Title	L	Cr
29769	Use the main features and functions of a word processing application for a purpose *OF*	2	3
29770	Use the main features and functions of a spreadsheet application for a purpose *OF*	2	3
29771	Use the main features and functions of a presentation application for a purpose *OF*	2	2
29772	Manage files and folders using digital devices *WN (includes Android and iOS)*	2	2
29773	Produce digital images for a range of digital media *(GIMP)*	2	3
29774	Use the main features and functions of a desktop publishing application to create documents *OF*	2	3
29775	Use the main features and functions of a web authoring and design tool to create a website *(BLUEGRIFFON)*	2	3
29776	Use the main features of an HTML editor to create a website *(HTML5 & CSS3)*	2	4
29777	Use the main features and functions of a database application to create and test a database *OF*	2	3
29778	Use the main features and functions of a schematic diagram application to create diagrams *(DRAW.IO)*	2	2
29780	Configure and use contemporary and emerging digital devices *WN (includes Android and iOS)*	2	3
29781	Use the internet and common digital devices and software to gather information and connect with other users and devices	2	7
29782	Demonstrate knowledge of computing hardware, software and terminology to select digital tools for specified purposes	2	5
29783	Implement basic security when using digital devices and software	2	3
29784	Troubleshoot, fix and escalate simple or routine computing and connectivity problems	2	2
29785	Use a word processing application to integrate images, spreadsheet and database data into documents *OF*	3	4
29786	Produce a spreadsheet for organisational use *OF*	3	3
29787	Produce and use a database to provide a solution for organisational use *OF*	3	3
29788	Develop and evaluate an interactive website for organisational use *(HTML5 & CSS3)*	3	5
29789	Use a presentation application to produce an interactive multimedia presentation *OF*	3	3
29790	Apply digital tools to create and monitor a project plan *(MS 2016 Project Professional)*	3	3
29791	Capture and prepare digital media for integration into other applications *(GIMP)*	3	2
29792	Use a desktop publishing application to produce documents *OF*	3	4
29793	Investigate, plan, design and create digital outcome solutions to meet the requirements of a specified brief	3	5
29794	Implement security solutions when using digital tools	3	5
29795	Apply ethical behaviour when using digital tools	3	5
29796	Collaborate effectively with others in a digital environment	3	7
29797	Synchronise data across digital devices and multiple platforms *WN (includes Android and iOS)*	3	2
29798	Troubleshoot, fix and escalate a range of common hardware and software problems *WN*	3	3

OF Available for Office365 AND/OR MS Office 2016   *WN Available for Windows 10*

CURRENT COMPUTING

Unit #	Title	L	Cr
2780	Demonstrate and apply knowledge of a personal computer system	1	3
2792	Produce simple desktop published documents using templates (Publisher) OF	1	2
5946	Use computer technology to create and deliver a presentation from given content (Powerpoint) OF	1	3
18734	Create a web page using a template	1	2
18743	Produce a spreadsheet from instructions using supplied data OF	1	2
18758	Find information using the Internet	1	2
25659	Create a web page using a mark-up language with a text editor	1	2
2781	Manage and protect data in a personal computer	2	3
2783	Demonstrate knowledge of the components of personal computer systems	2	3
2784	Create and use a computer spreadsheet to solve a problem OF	2	3
2786	Create and use a computer database to solve a problem OF	2	3
2788	Produce desktop published documents to meet a set brief (Publisher) OF	2	5
2790	Use and maintain personal computer peripherals	2	3
2791	Integrate spreadsheet and database data into word processed documents to meet a set brief OF	2	3
5940	Produce a presentation using a desktop presentation computer application (Powerpoint) OF	2	3
5957	Produce schematic diagrams using a computer application (MS Paint)	2	2
6743	Demonstrate an understanding of ergonomic principles for computer workstations	2	2
18740	Create a simple computer program to meet a set brief (Visual Studio 2012)	2	3
20332	Use the Internet for information retrieval in an organisation (Not suitable for assessment by simulation)	2	3
25655	Create a website using a dedicated web-authoring tool to meet a set brief (BLUEGRIFFON)	2	3
25656	Create a website using a mark-up language to meet a set brief	2	3
25662	Use digital communications technologies	2	3
2785	Create a computer spreadsheet to provide a solution for organisation use OF	3	5
2787	Create and use a computer database to provide a solution for organisation use (Access) OF	3	6
2789	Produce desktop published documents for organisation use (Publisher) OF	3	6
2797	Demonstrate knowledge of the principles of computer networks	3	4
5947	Use computer technology to solve a specified problem	3	3
5953	Create and monitor a project plan using a computer application (MS Project 2007)	3	3
5954	Automate processes in a computer application using a scripting language	3	5
5968	Discuss the social implications of information technology	3	3
18741	Create a computer program to provide a solution (Visual Studio 2012)	3	6
24872	Produce documents for a workplace using a computer OF	3	3
25657	Create a website for a stakeholder using a mark-up language (HTML5 & CSS3)	3	6
25658	Create a website for a stakeholder using a dedicated web-authoring tool (BLUEGRIFFON)	3	5
25661	Design and assemble an interactive media product without scripting (Powerpoint) OF	3	3
25782	Investigate the use of Information and Communications Technology in an organisation	3	6
18742	Produce a relational database solution for organisational use (Access 2010)	4	8

OF Available for MS Office 2013 (includes 2010) OR MS Office 2016

ACHIEVEMENT STANDARDS

Instant's resources for Achievement Standards provide 'best practice' teaching and assessment for Achievement Standards. Quality assured assessment materials (with QAAM certification) mean you can be sure that your students are given the best opportunity to achieve at each level, and that the assessment schedule you are using is at the national standard.

Each achievement resource pack includes:

- Teacher's Notes
- Learner's Guide
- Teacher's Assessment Pack
- Learner's Assessment Pack

Materials include, where relevant:

- Briefs and scenarios which can be used as is, or adapted for the needs of your students.
- Exemplars and/or assessor's comments for all levels – to help support your assessment judgements, and your students' understanding of the requirements for each level.

Our teaching and learning materials provide teachers with the tools needed to support students to Excellence level. This includes, where relevant:

- Direct links to the assessment materials.
- Content and activities which help to ensure students have the knowledge and practice opportunities to achieve up to Excellence.
- Teacher's Guides include sample answers, additional information and resources for teachers.

QAAM Guarantee

Instant is one of the first organisations to offer NZQA pre-moderated assessments using the NZQA 'QAAM' (Quality Assured Assessment Materials) trademark. All assessment resources are required to be subjected to the scrutiny of a number of NZQA moderators, including the National Moderator for an academic subject area.

Only after the assessment resources are approved through this rigorous quality assurance process can the resources be considered 'fit for purpose'. Once this is achieved the QAAM trademark is granted to Instant for use.

**QUALITY ASSURED
ASSESSMENT MATERIALS**

"The key advantage of using assessment materials that have a QAAM trademark is that teachers will know that the assessment schedule they are using to make judgements are at the national standard and students will be completing assessment tasks that are fit for the purpose and give them the best opportunity to achieve at each level. … Assessment materials are quality assured to the same standard as an external examination paper"

– NZQA Website

Generic Technology Achievement Standards

Our resources for Level 3 Generic Technology have everything you need to support teaching, learning and assessment of the four 'Technological Practice' standards.

- Learning Guide with clear guidelines on how to undertake the different aspects of the development of a technological outcome, from planning to prototyping. This includes case studies from a wide range of different fields of technology.

- Teaching Guide with additional information for teachers, including clear indications of the 'step-ups' from Level 2 to Level 3 Generic Technology.

- NZQA QAAMed Assessment materials, including a detailed Assessment Schedule with annotated examples of student responses for all three grades (Achieved, Merit and Excellence).

AS #	Title	Cr
Level 3		
91608 *(GT3.1)*	Undertake brief development to address an issue within a determined context	4
91609 *(GT3.2)*	Undertake project management to support technological practice	4
91610 *(GT3.3)*	Develop a conceptual design considering fitness for purpose in the broadest sense	6
91611 *(GT3.4)*	Develop a prototype considering fitness for purpose in the broadest sense	6
Level 2		
91354 *(GT2.1)*	Undertake brief development to address an issue	4
91355 *(GT2.2)*	Select and use planning tools to manage the development of an outcome	4
91356 *(GT2.3)*	Develop a conceptual design for an outcome	6
91357 *(GT2.4)*	Undertake effective development to make and trial a prototype	6
Level 1		
91044 *(GT1.1)*	Undertake brief development to address a need or opportunity	4
91045 *(GT1.2)*	Use planning tools to guide the technological development of an outcome to address a brief	4
91046 *(GT1.3)*	Use design ideas to produce a conceptual design for an outcome to address a brief	6
91047 *(GT1.4)*	Undertake development to make a prototype to address a brief	6

Generic Technology - Assessment Resources

- The assessment resources are generic in the sense that they allow learners to develop a brief, select and use planning tools, develop a conceptual design, and undertake prototyping for any suitable technological outcome.

  The specific examples (including sample assessor's comments and exemplars) are based on a digital technologies outcome (eg website, database, computer program).

- Where applicable, a sample context or brief is provided. An indication is also given for how these Generic Technology standards can be linked to Digital Technologies standards.

  This will make it possible to effectively combine Generic Technology and Digital Technologies standards. For example, much of the work needed to create the digital technology outcome (eg DT1.41 or DT2.41) will overlap with the requirements for GT1.4 or GT2.4 (to make and test a prototype).

Digital Technologies
Achievement Standards (Level 1, 2 & 3)

AS #	Title	Cr
Level 3		
91633 (DT3.41)	Implement complex procedures to develop a relational database embedded in a specified digital outcome.	6
	Relational database embedded in a **database application**.	
91635 (DT3.43) *Web OR Video*	Implement complex procedures to produce a specified digital media outcome.	4
	Supplied brief is for a **dynamic website**. However, suggestions for alternative briefs (for edited video, motion graphics/animation and multipage desktop published document), also provided.	
Level 2		
91368 (DT2.41)	Implement advanced procedures to produce a specified digital information outcome with dynamically linked data.	6
	Word processed documents with dynamically linked data from a **database**. Suggestion for an alternative outcome given for a spreadsheet with dynamically linked data from a database.	
91369 (DT2.42)	Demonstrate understanding of advanced concepts of digital media.	4
	Suggestions given for a wide range of websites, motion graphics and print media/image manipulation outcomes which could be analysed. Sample assessor comments and exemplars for a movie trailer (ie video/motion graphics).	
91370 (DT2.43)	Implement advanced procedures to produce a specified digital media outcome.	4
	Multipage **website** – suggestions for alternative briefs (for edited video, motion graphics/animation and multipage desktop published document) also given.	
91372 (DT2.45)	Construct a plan for an advanced computer program for a specified task.	3
	This assessment is written in such a way that the same brief can be used for AS91373 (ie that the plan developed in 91372 could be for the programme coded for 91373). The exemplars are based on Python as the target language.	
91373 (DT2.46)	Construct an advanced computer program for a specified task.	3
	This assessment is written in such a way that the same brief can be used for AS91372 (ie that the plan developed in 91373 could be for the programme coded for 91372). The exemplars are based on Python as the target language.	
Level 1		
91071 (DT1.41)	Implement basic procedures to produce a specified digital information outcome.	4
	Brochure integrating spreadsheet data (ie **word processed document** and **spreadsheet**). Suggestions for alternative briefs (for presentations) also given.	
91072 (DT1.42)	Demonstrate understanding of basic concepts of digital media.	3
	Students asked to evaluate a **website**.	
91073 (DT1.43)	Implement basic procedures to produce a specified digital media outcome.	4
	Website – suggestions for alternative briefs (for other digital media outcomes) also given.	
91075 (DT1.45)	Construct a plan for a basic computer program for a specified task	3
	Brief is for a number game – feasible for any programming language (including a drag-and-drop language such as **Scratch**). Exemplars included pseudocode and flowcharts with Scratch as target language.	
91076 (DT1.46) *Scratch OR Python*	Construct a plan for a basic computer program for a specified task	3
	91076 (Scratch): As above (same brief as for DT1.45, so that both standards could be done together). Exemplars are for programme created in **Scratch**. 91076 (Python): As above. Exemplars provided for the programme created in **Python**.	

Digital Media Resources

Level 1 - 91072 (DT1.42) Demonstrate understanding of basic concepts of digital media.

- 91073 (DT1.43) Implement basic procedures to produce a specified digital media outcome.

Level 2 - 91369 (DT2.42) Demonstrate understanding of advanced concepts of digital media.

- 91370 (DT2.43) Implement advanced procedures to produce a specified digital media outcome.

Level 3 - 91635 (DT3.43) Implement complex procedures to produce a specified digital media outcome.

The resources for the 'Demonstrate understanding' standards focus on:

91072 – basic concepts of the following digital media – websites, video and desktop publishing

91369 - advanced concepts of the following digital media – websites, motion graphics and video.

Because these standards require students to demonstrate understanding, rather than actually create the outcomes, no specific software is required or focussed on.

The 'Implement' standards focus on:

91073 - how to implement basic procedures to produce the following digital media outcomes:

- Still images, graphics and animation – examples given are for GIMP
- Edited movies – examples given are for Microsoft Movie Maker
- Desktop Published documents – examples given are for Microsoft Office 2010 - Publisher
- Websites – using basic HTML and CSS

91370 - how to implement advanced procedures to produce the following digital media outcomes:

- Websites – using HTML 5 and CSS3
- Motion graphics and video – using Adobe CS5.5 (Premiere Pro, After Effects, Photoshop, etc)

91635 - how to implement complex procedures to produce the following digital media outcomes:

- **91635-WEB** Website - using WordPress as CMS
- **91635-VID** Using Adobe software (eg After Effects, Premiere Pro, Photoshop, etc).

Programming Resources

Level 1 - 91075 (DT1.45) Construct a plan for a basic computer program for a specified task

- 91076 (DT1.46) Construct a basic computer program for a specified task

Level 2 - 91372 (DT2.45) Construct a plan for an advanced computer program for a specified task.

- 91373 (DT2.46) Construct an advanced computer program for a specified task.

The resources for the 'planning' standards (**91075** and **91372**) focus on planning for Scratch (**91075**) and Python (**91075** and **91372**) as the target programming language.

The resources for the 'coding' standards (**91076** and **91373**) focus on:

91076-S - constructing a basic computer program in Scratch

91076-P - constructing a basic computer program in Python

91373 - constructing an advanced computer program in Python.

Digital Information Resources

Level 1 - 91071 (DT1.41) Implement basic procedures to produce a specified digital information outcome.

Level 2 - 91368 (DT2.41) Implement advanced procedures to produce a specified digital information outcome with dynamically linked data.

Level 3 - 91633 (DT3.41) Implement complex procedures to develop a relational database embedded in a specified digital outcome.

These resources focus on the typical basic (**91071**) advanced (**91368**) and complex (**91633**) procedures required to produce a digital information outcome.

The resources do not focus on giving step-by-step instructions for using the features of a particular digital information application. Instead, the focus is on the techniques, tools, procedures, etc which are typical to many digital information applications (including, for example, OpenOffice.org).

However, to illustrate these advanced techniques, tools, and procedures, screenshots from Microsoft Office 2010 products (Word, Excel, Access, etc) are used.

PTEs

Programme Approval can be a time consuming process: creating content and ensuring graduate outcomes are adhered to. At Instant Education Solutions, we have done the hard work for you. We have identified potential programme solutions using a unit standard/module approach. However, we don't assume that one solution fits all. Everyone is different and we understand that. So we have left the choice entirely up to you!

You may want to take a hold of and run with our 100% solution. We have a number of programme options for you to choose from for each qualification. Select the one that fits you the best. **Or maybe you want something more tailored to your unique needs?** No problem; simply identify the set of units/modules that work for you, or even just select individual units you think best suits your learners' needs. You can then determine your own additional specific content to ensure your programme is approved with minimum compliance issues.

Unit Standards and/or IES modules take the guesswork out of quality and ensure you are fit for purpose when it comes to moderation. If the shoe fits – wear it! We have even created a programme approval document to further help reduce time with preparing your programme application.

Our customer representative team are here to help you. Contact us now to help you prepare for success into the future.

Schools

The unit standards listed for the following qualifications directly contribute to completion of graduate outcomes. Selecting any of these unit standards gives you confidence that your learners are acquiring the transferrable skills needed for future success. Simply select the unit standards that best suit your learner's needs.

Gaining Programme Approvals

The combination of standards selected for each qualification meets all graduate outcomes. Separate programme specifications are available on our website to help gain programme approval. The specifications map each standard/module to the graduate outcomes and are ready to be copied straight into your course approval application.

Pricing Options

Different price options are available based on the unit standards selected. Contact us for a customised quote based on your unique needs.

Pathway and Transition Information

See our website for more details including pathways to higher level qualifications.

NEW ZEALAND CERTIFICATE IN BUSINESS ADMINISTRATION AND TECHNOLOGY *Level 3*

Level 3 - NZQA Ref: 2452

60 CREDITS

Three Programme Options

There are three possible options to achieve the graduate outcomes of this qualification. Download the matrix of these three options from our website link below.

If these three options do not suit your unique needs then select individual standards from the list below. You can then determine your own additional specific content to ensure your programme will meet the required qualification outcomes.

3 PROGRAMME OPTIONS

Unit #	Title	Level	Credit	✓
General				
121	Demonstrate and apply knowledge of office equipment and administration processes	2	5	☐
122	Provide office reception services	3	5	☐
123	Use office information, copying, and telecommunication systems	3	5	☐
3494	Write minutes for a formal meeting	3	3	☐
24872	Produce documents for a workplace using a computer	3	3	☐
376	Employ customer service techniques to accommodate customer behavioural styles in a workplace	3	2	☐
9681	Contribute within a team or group which has an objective	3	3	☐
Spreadsheets				
2785	Create a computer spreadsheet to provide a solution for organisation use	3	5	☐
Word Processing				
12886	Customise software features and create document templates for generic text and information management	3	6	☐
108	Apply text processing skills to produce business documents	3	5	☐
112	Produce business or organisational information using word processing functions	3	5	☐
12887	Integrate text and images and manage multiple files for generic text and information management	3	6	☐
Databases				
2787	Create and use a computer database to provide a solution for organisation use	3	6	☐
Desktop Publishing				
2789	Produce desktop published documents for organisation use	3	6	☐

NEW ZEALAND CERTIFICATE IN COMPUTING *Level 2*

User Fundamentals - Level 2 NZQA Ref: 2591

NEW!

40 CREDITS

6+ Programme Options

There are six possible options to achieve exactly 40 credits for the graduate outcomes of this qualification. Download the matrix of these options from our website link below. There are many possible options resulting in more than 40 credits. If these options do not suit your unique needs, then select individual standards from the list below. You can then determine your own additional specific content to ensure your programme will meet the required qualification outcomes.

6+ PROGRAMME OPTIONS

Unit #	Title	Level	Credit	✓
Word Processing				
29769	Use the main features and functions of a word processing application for a purpose (MS OFFICE WORD 2016)	2	3	☐
Spreadsheets				
29770	Use the main features and functions of a spreadsheet application for a purpose (MS OFFICE EXCEL 2016)	2	3	☐
Presentation				
29771	Use the main features and functions of a presentation application for a purpose (MS OFFICE POWERPOINT 2016)	2	2	☐
Data Management and Digital Devices				
29772	Manage files and folders using digital devices (WINDOWS 10, ANDROID)	2	2	☐
29780	Configure and use contemporary and emerging digital devices (WINDOWS 10, ANDROID, IOS)	2	3	☐
29783	Implement basic security when using digital devices and software	2	3	☐
Graphics/Images				
29773	Produce digital images for a range of digital media (GIMP)	2	3	☐
29778	Use the main features and functions of a schematic diagram application to create diagrams (DRAW.IO)	2	2	☐
Desktop Publishing				
29774	Use the main features and functions of a desktop publishing application to create documents (MS OFFICE PUBLISHER 2016)	2	3	☐
Web Development				
29775	Use the main features and functions of a web authoring and design tool to create a website BLUEGRIFFON	2	3	☐
29776	Use the main features and functions of an HTML editor to create a website HTML5 & CSS3	2	4	☐
Database				
29777	Use the main features and functions of a database application to create and test a database (MS OFFICE ACCESS 2016)	2	3	☐
Internet and Digital Communication				
29781	Use the internet and common digital devices and software to gather information and connect with other users and devices	2	7	☐
Hardware and Software				
29782	Demonstrate knowledge of computing hardware, software and terminology to select digital tools for specified purposes	2	5	☐
Computer Support				
29784	Troubleshoot, fix and escalate simple or routine computing and connectivity problems	2	2	☐

NEW ZEALAND CERTIFICATE IN COMPUTING *Level 3*

Intermediate User - Level 3 NZQA Ref: 2592

61 CREDITS

One Programme Option

There is one possible option to achieve the graduate outcomes of this qualification (based on unit standards available from Instant Education Solutions). Download the matrix of this option from our website link below. If this option does not suit your unique needs, then select individual standards from the list below. You can then determine your own additional specific content to ensure your programme will meet the required qualification outcomes.

1 PROGRAMME OPTIONS

Unit #	Title	Level	Credit	✓
Word Processing				
29785	Use a word processing application to integrate images, spreadsheet and database data into documents (Office 365/2016 Word,Excel, Access)	3	4	☐
Spreadsheets				
29786	Produce a spreadsheet for organisational use (Office 365/2016 Excel)	3	3	☐
Databases				
29787	Produce and use a database to provide a solution for organisational use (Office 365/2016 Access)	3	3	☐
Web Development				
29788	Develop and evaluate an interactive website for organisational use (HTML5 & CSS3; Notepad++)	3	5	☐
Presentations				
29789	Use a presentation application to produce an interactive multimedia presentation (Office 365/2016 PowerPoint)	3	3	☐
Project				
29790	Apply digital tools to create and monitor a project plan (Microsoft Office 2016 Project Professional)	3	3	☐
29793	Investigate, plan, design and create digital outcome solutions to meet the requirements of a specified brief	3	5	☐
Digital Media				
29791	Capture and prepare digital media for integration into other applications (GIMP)	3	2	☐
Desktop Publishing				
29792	Use a desktop publishing application to produce documents (Office 365/2016 Publisher)	3	4	☐
Security and Ethics				
29794	Implement security solutions when using digital tools	3	5	☐
29795	Apply ethical behaviour when using digital tools	3	5	☐
Teamwork and Collaboration				
29796	Collaborate effectively with others in a digital environment	3	7	☐
Digital Devices and Data Management				
29772	Manage files and folders using digital devices (Windows 10, Android, iOS)	2	2	☐
29780	Configure and use contemporary and emerging digital devices (Windows 10, Android, iOS)	2	3	☐
29797	Synchronise data across digital devices and multiple platforms (Windows 10, Android, iOS)	3	2	☐
Computer Support				
29798	Troubleshoot, fix and escalate a range of common hardware and software problems (Windows 10)	3	3	☐
Graphics and Images				
29778	Use the main features and functions of a schematic diagram application to create diagrams (DRAW.IO)	2	2	☐

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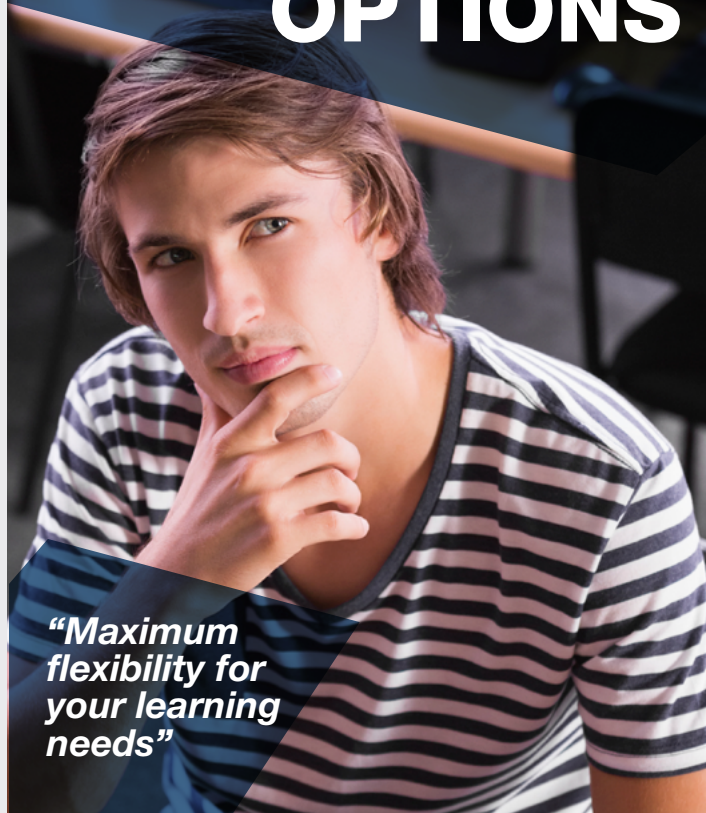

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