

NZ Certificate in Computing (Level 3) Course Options

NZQA Ref 2592

Qualification Option 1

Unit	Name	Cr	Outcomes covered							Totals	
			1	2	3	4	5	6	7		
29785	Use a word processing application to integrate images, spreadsheet and database data into documents.	4	4								4
29786	Produce a spreadsheet for organisational use.	3	3								3
29787	Produce and use a database to provide a solution for organisational use.	3	3								3
29788	Develop and evaluate an interactive website for organisational use.	5	5								5
29789	Use a presentation application to produce an interactive multimedia presentation.	3	3								3
29790	Apply digital tools to create and monitor a project plan.	3		3							3
29791	Capture and prepare digital media for integration into other applications.	2	2								2
29792	Use a desktop publishing application to produce documents.	4		4							4
29772	Manage files and folders using digital devices.	2		2							2
29778	Use the main features and functions of a schematic diagram application to create diagrams.	2		2							2
29793	Investigate, plan, design and create digital outcome solutions to meet the requirements of a specified brief.	5		5							5
29794	Implement security solutions when using digital tools.	5			5						5
29795	Apply ethical behaviour when using digital tools.	5				5					5
29796	Collaborate effectively with others in a digital environment.	7					7				7
29780	Configure and use contemporary and emerging digital devices.	3						3			3
29797	Synchronise data across digital devices and multiple platforms.	2						2			2
29798	Troubleshoot, fix and escalate a range of common hardware and software problems.	3							3		3
			20	16	5	5	7	5	3		61
			20	15	5	5	7	5	3		
		DIFFERENCE	0	1	0	0	0	0	0		