

NEW ZEALAND CERTIFICATE IN COMPUTING

User Fundamentals - Level 2
NZQA Ref: 2591

atc instant
EDUCATION SOLUTIONS

**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**

STEP 1 Select all these required units = 30 CREDITS

		Level	Credit
<i>Word Processing</i>			
29769	Use the main features and functions of a word processing application for a purpose (MS OFFICE WORD 2016)	2	3
<i>Spreadsheets</i>			
29770	Use the main features and functions of a spreadsheet application for a purpose (MS OFFICE EXCEL 2016)	2	3
<i>Presentation</i>			
29771	Use the main features and functions of a presentation application for a purpose (MS OFFICE POWERPOINT 2016)	2	2
<i>File & Folder Management</i>			
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
<i>Internet and Digital Communication</i>			
29781	Use the internet and common digital devices and software to gather information and connect with other users and devices	2	7
<i>Knowledge of ICT</i>			
29782	Demonstrate knowledge of computing hardware, software and terminology to select digital tools for specified purposes	2	5
<i>Hardware and Software</i>			
29784	Troubleshoot, fix and escalate simple or routine computing and connectivity problems	2	2

STEP 2 Select at least 10 CREDITS from these units

		Level	Credit
<i>Graphics/Images</i>			
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
<i>Desktop Publishing</i>			
29774	Use the main features and functions of a desktop publishing application to create documents (MS OFFICE PUBLISHER 2016)	2	3
<i>Web Design</i>			
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
<i>Database</i>			
29777	Use the main features and functions of a database application to create and test a database (MS OFFICE ACCESS 2016)	2	3



For a complete certificate solution, visit www.instant.org.nz/comp2

MORE INFORMATION

Gaining Programme Approvals

The combination of standards selected for this qualification meet all qualification outcomes. A separate technical specification is available on our website to help gain programme approval.

Pricing Options

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

Entry Requirements

None.

Pathway to higher level qualifications

New Zealand Certificate in Computing (Intermediate User) (Level 3) [Ref: 2592]
New Zealand Certificate in Business (Administration and Technology) (Level 3) [Ref: 2452]
New Zealand Certificate in Information Technology Essentials (Level 4) [Ref: 2594]
NCEA and vocational pathways.

Transition Information

This qualification replaced the National Certificate in Computing (Level 2) [Ref: 0010]

Unit Standards

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 schools 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*

What's the next step?

For a free quote or further queries, simply phone your Instant Representative on **0800 864 863** or visit **www.instant.org.nz**