

New Zealand Certificate in Computing

User Fundamentals

Level

2

Credits

40

Programme Options

6+

NZQA Ref

2591

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.

STEP 1 Select all these required units = 30 CREDITS

		Level	Credit	✓
Word Processing				
29769	Use the main features and functions of a word processing application for a purpose (<i>MS OFFICE 365 WORD 2016</i>)	2	3	<input type="checkbox"/>
Spreadsheets				
29770	Use the main features and functions of a spreadsheet application for a purpose (<i>MS OFFICE 365 EXCEL 2016</i>)	2	3	<input type="checkbox"/>
Presentation				
29771	Use the main features and functions of a presentation application for a purpose (<i>MS OFFICE 365 POWERPOINT 2016</i>)	2	2	<input type="checkbox"/>
Data Management and Digital Devices				
29772	Manage files and folders using digital devices (<i>WINDOWS 10, ANDROID</i>)	2	2	<input type="checkbox"/>
29780	Configure and use contemporary and emerging digital devices (<i>WINDOWS 10, ANDROID, IOS</i>)	2	3	<input type="checkbox"/>
29783	Implement basic security when using digital devices and software	2	3	<input type="checkbox"/>
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	<input type="checkbox"/>
Hardware and Software				
29782	Demonstrate knowledge of computing hardware, software and terminology to select digital tools for specified purposes	2	5	<input type="checkbox"/>
Computer Support				
29784	Troubleshoot, fix and escalate simple or routine computing and connectivity problems	2	2	<input type="checkbox"/>

STEP 2 Select at least 10 CREDITS from these units

		Level	Credit	✓
Graphics/Images				
29773	Produce digital images for a range of digital media (<i>GIMP</i>)	2	3	<input type="checkbox"/>
29778	Use the main features and functions of a schematic diagram application to create diagrams (<i>DRAW.IO</i>)	2	2	<input type="checkbox"/>
Desktop Publishing				
29774	Use the main features and functions of a desktop publishing application to create documents (<i>MS OFFICE 365 PUBLISHER 2016</i>)	2	3	<input type="checkbox"/>
Web Development				
29775	Use the main features and functions of a web authoring and design tool to create a website (<i>BLUEGRIFFON</i>)	2	3	<input type="checkbox"/>
29776	Use the main features and functions of an HTML editor to create a website (<i>HTML5 & CSS3</i>)	2	4	<input type="checkbox"/>
Database				
29777	Use the main features and functions of a database application to create and test a database (<i>MS OFFICE 365 ACCESS 2016</i>)	2	3	<input type="checkbox"/>



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**