

# NEW ZEALAND CERTIFICATE IN Computing –User Fundamentals (Level 2): NZQA REF 2591

## Technical Information

### Units, Credits and Outcomes mapping

#### Level 2, 40 credits

**Entry Requirements:** None

**Education Pathway:** This qualification provides a pathway into a range of higher-level qualifications. This may include further study in a variety of areas at Level 3 or higher, such as the:

- New Zealand Certificate in Computing (Intermediate User) (Level 3) [Ref: 2592]
- New Zealand Certificate in Business (Administration and Qualification Reference 2591 Page 2 of 7 © New Zealand Qualifications Authority 2015 Technology) (Level 3) [Ref: 2452]
- New Zealand Certificate in Information Technology Essentials (Level 4) [Ref: 2594] - NCEA and vocational pathways.

This qualification can complement other qualifications in specific industries. Graduates may also be equipped to attempt optional industry certifications at the appropriate level.

**Employment Pathway:** This qualification may assist graduates to obtain entry-level positions in a range of industries.

Qualification outcomes	Credits required	Outcome Conditions
1. Use the main features, functions and settings of common digital devices and software to create, access, organise, present and store information and data relevant to the context.	20	Programmes must include: <ul style="list-style-type: none"> <li>• Word processing, spreadsheets, presentations, and may include other application software;</li> <li>• File and folder management;</li> <li>• Use of a range of digital devices.</li> </ul>
2. Use internet and common digital devices and software to connect with other users and devices.	10	Programmes must include: <ul style="list-style-type: none"> <li>• Browsers and search engines;</li> <li>• Communication and collaboration tools such as email, messaging, conferencing, texting, forums, social media, connectivity apps;</li> <li>• Recognising and applying conventions of online etiquette.</li> </ul>
3. Demonstrate knowledge of the types and purpose of common computing hardware, software and terminology to assist with choosing the right tool for the task.	5	Programmes must include: <ul style="list-style-type: none"> <li>• Technologies and systems – networks, operating systems, hardware and application software;</li> <li>• A range of common computing terms, abbreviations and symbols.</li> </ul>
4. Recognise basic security risks and compliance requirements when using digital devices and software, and identify procedures and solutions to implement basic security in	3	Programmes must include: <ul style="list-style-type: none"> <li>• Awareness of and compliance with relevant legal requirements, such as information privacy; copyright, Health and Safety; software licensing;</li> <li>• Recognising and addressing basic security risks, including the transparency and accessibility of information and maintaining basic security requirements.</li> </ul>
5. Trouble-shoot and fix simple or routine computing and connectivity problems.	2	Programmes must include: <ul style="list-style-type: none"> <li>• Using problem solving techniques to identify cause of issue and fix where appropriate;</li> <li>• Knowing when to seek help.</li> </ul>

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

Unit	Title	OUTCOMES					Level	Credit
		1	2	3	4	5		
<b>All of these units can be included for Outcome 1</b>								
29769	Use the main features and functions of a word processing application for a purpose. <b>MS OFFICE WORD</b>	✓					2	3
29770	Use the main features and functions of a spreadsheet application for a purpose. <b>MS OFFICE EXCEL 2016</b>	✓					2	3
29771	Use the main features and functions of a presentation application for a purpose. <b>MS OFFICE POWERPOINT 2016</b>	✓					2	2
29772	Manage files and folders using digital devices. <b>WINDOWS 10, ANDROID</b>	✓					2	2
29773	Produce digital images for a range of digital media. <b>GIMP</b>	✓					2	3
29774	Use the main features and functions of a desktop publishing application to create documents. <b>MS OFFICE PUBLISHER 2016</b>	✓					2	3
29775	Use the main features and functions of a web authoring and design tool to create a website. <b>BLUEGRIFON</b>	✓					2	3
29776	Use the main features and functions of an HTML editor to create a website. <b>HTML5 &amp; CSS3</b>	✓					2	4
29777	Use the main features and functions of a database application to create and test a database <b>MS OFFICE ACCESS 2016</b>	✓					2	3
29778	Use the main features and functions of a schematic diagram application to create diagrams. <b>DRAW.IO</b>	✓					2	2
<b>All of these units must be included for Outcome 2</b>								
29780	Configure and use contemporary and emerging digital devices. <b>WINDOWS 10, ANDROID, IOS</b>		✓				2	3
29781	Use the internet and common digital devices and software to gather information and connect with other users and devices.		✓				2	7
<b>All of these units must be included for Outcome 3</b>								
29782	Demonstrate knowledge of computing hardware, software and terminology to select digital tools for specified purposes.			✓			2	5
<b>All of these units must be included for Outcome 4</b>								
29783	Implement basic security when using digital devices and software.				✓		2	3
<b>All of these units must be included for Outcome 5</b>								
29783	Implement basic security when using digital devices and software.					✓	2	2