NZ Certificate in Computing (Level 2) Course Options

NZQA Ref 2591

Qualification Option 1

Unit	Name		Cr	\[Outcomes covered\] 1	2	3	4	5	Totals
29769	Use the main features and functions of a word processing application for a purpose.	MUST DO	3	3					3
29770	Use the main features and functions of a spreadsheet application for a purpose.	MUST DO	3	3					3
29771	Use the main features and functions of a presentation application for a purpose.	MUST DO	2	2					2
29772	Manage files and folders using digital devices.	MUST DO	2	2					2
29773	Produce digital images for a range of digital media.	Option 1	3	3					3
29774	Use the main features and functions of a desktop publishing application to create documents.	Option 1	3	3					3
									0
29776	Use the main features and functions of an HTML editor to create a website.	Option 1	4	4					4
									0
									0
29780	Configure and use contemporary and emerging digital devices.	MUST DO	3		3				3
29781	Use the internet and common digital devices and software to gather information and connect with other users	MUST DO	7		7				7
29782	Demonstrate knowledge of computing hardware, software and terminology to select digital tools for specified	MUST DO	5			5			5
29783	Implement basic security when using digital devices and software.	MUST DO	3				3		3
29784	Troubleshoot, fix and escalate simple or routine computing and connectivity problems	MUST DO	2					2	2
		TOTALS	**20**	**10**	**5**	**3**	**2**		**40**
		NEEDED	**20**	**10**	**5**	**3**	**2**		
		DIFFERENCE	**0**	**0**	**0**	**0**	**0**		

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Qualification Option 2

Unit	Name		Cr	Outcomes covered					Totals
				1	2	3	4	5	
29769	Use the main features and functions of a word processing application for a purpose.	MUST DO	3	3					3
29770	Use the main features and functions of a spreadsheet application for a purpose.	MUST DO	3	3					3
29771	Use the main features and functions of a presentation application for a purpose.	MUST DO	2	2					2
29772	Manage files and folders using digital devices.	MUST DO	2	2					2
29773	Produce digital images for a range of digital media.	Option 2	3	3					3
									0
									0
29776	Use the main features and functions of an HTML editor to create a website.	Option 2	4	4					4
29777	Use the main features and functions of a database application to create and test a database	Option 2	3	3					3
									0
29780	Configure and use contemporary and emerging digital devices.	MUST DO	3		3				3
29781	Use the internet and common digital devices and software to gather information and connect with other users	MUST DO	7		7				7
29782	Demonstrate knowledge of computing hardware, software and terminology to select digital tools for specified	MUST DO	5			5			5
29783	Implement basic security when using digital devices and software.	MUST DO	3				3		3
29784	Troubleshoot, fix and escalate simple or routine computing and connectivity problems	MUST DO	2					2	2
		TOTALS		20	10	5	3	2	40
		NEEDED		20	10	5	3	2	
		DIFFERENCE		0	0	0	0	0	

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Qualification Option 3

Unit	Name		Cr	Outcomes covered					Totals
				1	**2**	**3**	**4**	**5**	
29769	Use the main features and functions of a word processing application for a purpose.	MUST DO	3	3					3
29770	Use the main features and functions of a spreadsheet application for a purpose.	MUST DO	3	3					3
29771	Use the main features and functions of a presentation application for a purpose.	MUST DO	2	2					2
29772	Manage files and folders using digital devices.	MUST DO	2	2					2
29773	Produce digital images for a range of digital media.	Option 3	3	3					3
									0
29775	Use the main features and functions of a web authoring and design tool to create a website.	Option 3	3	3					3
29776	Use the main features and functions of an HTML editor to create a website.	Option 3	4	4					4
									0
									0
29780	Configure and use contemporary and emerging digital devices.	MUST DO	3		3				3
29781	Use the internet and common digital devices and software to gather information and connect with other users	MUST DO	7		7				7
29782	Demonstrate knowledge of computing hardware, software and terminology to select digital tools for specified	MUST DO	5			5			5
29783	Implement basic security when using digital devices and software.	MUST DO	3				3		3
29784	Troubleshoot, fix and escalate simple or routine computing and connectivity problems	MUST DO	2					2	2
		TOTALS	**20**	10	5	3	2		**40**
		NEEDED	**20**	10	5	3	2		
		DIFFERENCE	**0**	0	0	0	0		

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Qualification Option 4

Unit	Name		Cr	Outcomes covered					Totals
				1	2	3	4	5	
29769	Use the main features and functions of a word processing application for a purpose.	MUST DO	3	3					3
29770	Use the main features and functions of a spreadsheet application for a purpose.	MUST DO	3	3					3
29771	Use the main features and functions of a presentation application for a purpose.	MUST DO	2	2					2
29772	Manage files and folders using digital devices.	MUST DO	2	2					2
									0
29774	Use the main features and functions of a desktop publishing application to create documents.	Option 4	3	3					3
29775	Use the main features and functions of a web authoring and design tool to create a website.	Option 4	3	3					3
29776	Use the main features and functions of an HTML editor to create a website.	Option 4	4	4					4
									0
									0
29780	Configure and use contemporary and emerging digital devices.	MUST DO	3		3				3
29781	Use the internet and common digital devices and software to gather information and connect with other users	MUST DO	7		7				7
29782	Demonstrate knowledge of computing hardware, software and terminology to select digital tools for specified	MUST DO	5			5			5
29783	Implement basic security when using digital devices and software.	MUST DO	3				3		3
29784	Troubleshoot, fix and escalate simple or routine computing and connectivity problems	MUST DO	2					2	2
		TOTALS	20	10	5	3	2		40
		NEEDED	20	10	5	3	2		
		DIFFERENCE	0	0	0	0	0		

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Qualification Option 5

Unit	Name		Cr	Outcomes covered					Totals
				1	2	3	4	5	
29769	Use the main features and functions of a word processing application for a purpose.	MUST DO	3	3					3
29770	Use the main features and functions of a spreadsheet application for a purpose.	MUST DO	3	3					3
29771	Use the main features and functions of a presentation application for a purpose.	MUST DO	2	2					2
29772	Manage files and folders using digital devices.	MUST DO	2	2					2
									0
29774	Use the main features and functions of a desktop publishing application to create documents.	Option 5	3	3					3
									0
29776	Use the main features and functions of an HTML editor to create a website.	Option 5	4	4					4
29777	Use the main features and functions of a database application to create and test a database	Option 5	3	3					3
									0
29780	Configure and use contemporary and emerging digital devices.	MUST DO	3		3				3
29781	Use the internet and common digital devices and software to gather information and connect with other users	MUST DO	7		7				7
29782	Demonstrate knowledge of computing hardware, software and terminology to select digital tools for specified	MUST DO	5			5			5
29783	Implement basic security when using digital devices and software.	MUST DO	3				3		3
29784	Troubleshoot, fix and escalate simple or routine computing and connectivity problems	MUST DO	2					2	2
		TOTALS	20	10	5	3	2		40
		NEEDED	20	10	5	3	2		
		DIFFERENCE	0	0	0	0	0		

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Qualification Option 6

Unit	Name	Cr	Outcomes covered					Totals
			1	2	3	4	5	
29769	Use the main features and functions of a word processing application for a purpose.	MUST DO 3	3					3
29770	Use the main features and functions of a spreadsheet application for a purpose.	MUST DO 3	3					3
29771	Use the main features and functions of a presentation application for a purpose.	MUST DO 2	2					2
29772	Manage files and folders using digital devices.	MUST DO 2	2					2
								0
								0
29775	Use the main features and functions of a web authoring and design tool to create a website.	Option 6 3	3					3
29776	Use the main features and functions of an HTML editor to create a website.	Option 6 4	4					4
29777	Use the main features and functions of a database application to create and test a database	Option 6 3	3					3
								0
29780	Configure and use contemporary and emerging digital devices.	MUST DO 3		3				3
29781	Use the internet and common digital devices and software to gather information and connect with other users	MUST DO 7		7				7
29782	Demonstrate knowledge of computing hardware, software and terminology to select digital tools for specified	MUST DO 5			5			5
29783	Implement basic security when using digital devices and software.	MUST DO 3				3		3
29784	Troubleshoot, fix and escalate simple or routine computing and connectivity problems	MUST DO 2					2	2
		TOTALS	20	10	5	3	2	40
		NEEDED	20	10	5	3	2	
		DIFFERENCE	0	0	0	0	0	