

This course is made up mainly Level 2 Computing Unit Standards leading towards the National Certificate of Computing Level 2. There is a requirement to have passed US 2780 Level 1 to get the Certificate. Unit Standards can be found in 14 different industry areas of the NCEA. Qualifications which means that there are a large number of them. You must also remember that **Unit Standards require a 100% pass**. It is not possible to just get “achieved”. In Industry the philosophy is that you can either do it or you can’t. Doing parts of it is not considered good enough. The end result tends to be that some pass large numbers of credits while some get none.

Key Competencies in Computing

During the course you are developing the following skills with the aim of being a life long learner.

- **Using Language, symbols, text** – applies to all practical tasks and skills required to complete them. For example: The language of computing and use of software and hardware.
- **Thinking** – applies to problem solving in a range of contexts and planning the execution of tasks. Skills in the critical evaluation of the appropriateness of computer software in a variety of contexts. Collecting, analysing and organizing information. Problem solving.
- **Managing Self** – applies to managing the course tasks and assessments, meeting deadlines, having all necessary gear to suit the work being done. Overcoming difficulties by using the online help first, then help from near neighbour then help from teacher.
- **Relating to others** – positive work relationship to teacher and other students. Knowledge and understanding of the ethics of current and emerging computer based technologies and their effects on society. Working with others.
- **Participating and Contributing** – attempt all work offered with a view to completing it to the standard required and take part positively in class discussions relating to the work.

Approaches to Learning Computing. - note the subject of computing in future will be called Digital Technology.

‘The computer is a tool to complete tasks quickly and efficiently’.

Traditionally students studied computing by learning the applications eg. Word. There are now more and more applications available, with each being increasingly complex. Students are now being expected to use the computer to solve problems. There is a high degree of planning required as part of the technological problem solving process. You will be taught some of the basics of applications to get you started. You will be expected to learn other parts yourself to solve your problem. In the real world people now learn just sections of an application, when they want to solve a problem.

Year 12 - National Certificate of Computing Level 2 - The Requirements

For students to be eligible for The National Certificate In Computing Level 2, they are required to have completed the following

Compulsory Standards:

2780 - 3 credits Level 1 Describe and operate a personal computer system

2781 - 3 credits Level 2 Maintain and protect data (Yr 12 CoSc)

Plus 18 more Level 2 credits in Computing

Plus 5 more Level 2 credits in Business Information Processing – (either US107 or US111)

Plus 11 more Level 2 credits from any subjects

(You need a minimum number of 40 Level 2 Credits to get the Certificate)

Assessment

The content you cover has to be assessed to

- a. establish your level of understanding
- b. give you a recognisable qualification that you can use to enable you to move on in the Education world or to gain employment.

Unit Standards Available - 2011

US 111 US 107	Operate a word processor or Apply language and text processing skills to produce communications	5 credits 5 credits	Level 2 Level 2	Internal Internal
US 2781	Manage and protect data in a PC system.	3 credits	Level 3	Internal
US 2784	Create and use a computer spreadsheet to solve a problem	3 credits	Level 2	Internal
US 2786	Create and use a computer database to solve a problem	3 credits	Level 2	Internal
US 2788	Produce desktop published documents to meet a set brief	5 credits	Level 2	Internal
US 25655	Create a website using a dedicated web- authoring tool to meet a set brief	3 credits	Level 2	Internal

Having another go - further Reassessment Opportunities

Our policy is the following -

Under Unit Standards, you are entitled to re-sit your assessment activity providing you have made a good attempt the first time -ie. 95% of the assessment would need to be completed to qualify for this. If the teacher is concerned over your lack of understanding you will be required to sit another but similar assessment.

If you wish to re-sit an assessment, you may be required to do so in your own time.

Generally, if you don't ask for a resit, or if you don't turn up for it, you miss out.

Authenticity

We must be sure that the work is yours and that you did not get unauthorised help during the assessment. If your supervisor is not sure that the work is yours, they may ask you to demonstrate the required skill again before they will give you credit. In extreme cases, the work may not be accepted unless we are sure it is yours. Students may be asked to produce evidence that the work handed in is theirs. Having data files in their own data file, suitably labelled, is one way to do that.

All work must be your own. You must keep a copy of any work handed in on your own data file. This may be called upon if there is any doubt as to whether the work is your own. Be careful who you share work with because it may lead to you receiving no credits. Students will be asked on several occasions to sign authenticity declarations when handing work in. On a number of occasions you will also be asked to hand in working drafts.

BACKUP ISSUES

Students are expected to save all work on the file server. Work needs to be backed up regularly.

Internet Use

Students can be given up to 50 mb. a day – Initially all will start with 10. Students who misuse the privilege to use the Internet will have the access removed.

The College has been forced to implement a Policy of zero tolerance to:

- Placing pirated games on the College system.
- Loading games with all types of extra files onto the system
- Playing games when they should have been working

Students found loading games onto their U drives or any part of the College system will have their log on accounts removed for a period of time. At this point parents could be involved. Remember that in many large businesses the act of loading anything onto a company computer results in instant dismissal.

The College has concerns about the use of the Internet for Myspace and U tube. My Space has been used to bully younger students and U Tube uses up large amounts of the College bandwidth. While the College recognises that they are an important part of a student's life, it is their life out of College. Only on rare occasions will permission be given to use these sites.

Marking and Moderation.

Each assignment will have an associated marking schedule with it. If you feel that the marking hasn't been consistent then you will be given the opportunity to have it checked by another member of the staff. Students have the right to appeal their mark but it must be done within 48 hours of receiving it back from the teacher. Reassessment opportunities of all or part of a unit are at the discretion of the teacher. You may be required to resubmit the whole piece of work again or just sections. Work not seriously attempted cannot be resubmitted later. Units of work are held by the teacher, because a selection of them must be sent to Wellington to be compared with all other schools to ensure that the same standards are being met throughout New Zealand. Students who are absent must catch up in their own time.

Students are required to verify the sighting and acceptance of the grade awarded by signing the result slip attached to each internally assessed achievement assessment. These are to be retained by the College for record purposes. Students will also be asked to verify the final grades awarded that are submitted to N.Z.Q.A.

Student obligations

- To attend class.
- To keep up to date with the work.

Note – the new Technology courses put a lot more onus on the students to perform consistently. Students who fail to complete all parts of each Unit will find that they have failed the whole unit.

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