

**OTUMOETAI COLLEGE**  
**NCEA COMPUTING LEVEL 2 – (L2COMP) 2019**

<b>COMPUTING – L2COMP</b>					(TIC: Mr Walker)
<i>Course Relationship to the National Vocational Pathways</i>					
<b>Construction &amp; Infrastructure</b>	<b>Manufacturing &amp; Technology</b>	<b>Primary Industries</b>	<b>Services Industries</b>	<b>Social &amp; Community Services</b>	<b>Creative Industries</b>
<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>17</b>
<b>Course Entry</b>	Entry is open, but subject to approval by the HOD.				
<b>Course Overview</b>	Students will begin to learn skills and complete assessments that lead to the New Zealand Certificate in Computing (User Fundamentals) (Level 2). This certificate requires gaining 40 credits and is expected that students work to this qualification over 2 years; during year 12 most of the compulsory topics will be covered.				
<b>Assessment</b>	Students will be assessed to Computer Unit standard with up to 20 Level 2 credits available				
<b>Cost Materials</b>	Consumables including paper exceeding the initial student paper allowance				<b>\$20.00</b>

**Course 'Aims'** *develop computing skills and knowledge that are required in the modern workplace.*

<b>Assessment Programme</b>			
This course is based on unit standards, which must be completed 100% accurately and will be marked as achieved or not achieved.			
	Title	Level	Credits
<b>29769</b>	Use the main features and functions of a word processing application for a purpose.	2	3
<b>29770</b>	Use the main features and functions of a spreadsheet application for a purpose.	2	3
<b>29771</b>	Use the main features and functions of a presentation application for a purpose.	2	2
<b>29772</b>	Manage files and folders using digital devices.	2	2
<b>29774</b>	Use the main features and functions of a desktop publishing application to create documents	2	3
<b>29776</b>	Use the main features and functions of an HTML editor to create a website	2	4

**Assessment Opportunity and derived grades**  
 Unit standards are based on completing a project-style of assessment. The thinking and level of achievement has to be such that the student knows exactly what they are doing and they must be able to complete the assessment in its entirety. There will be opportunity to check that all the instructions have been followed before submitting the work for grading. All assessments will be conducted at the end of the learning experiences for each unit of work. All work will be done in class and under supervision. Students will sign off their work as either achieved or not achieved. A re-sit of an assessment is not an available option with this style of learning. Therefore, there are no **Derived Grades**.

**Work Deadlines and Lateness**

Where a deadline has been set as a requirement for a piece of assessment the teacher will, in fairness to the other students, penalise the late student's work. The penalty will prevent a student from gaining a merit or excellence. A note with an acceptable excuse for lateness will be accepted providing that it is handed in at least 48 hours prior to the deadline.

Refer to the College wide policy relating to absences on assessment dates.

**How to Appeal a Grade**

Appeals against internally assessed grades awarded should be made following the procedure outlined in the school policy on appeals. Students wishing to appeal a grade must do so within 48 hours of receiving notification of their assessed grade.

**Storage of Student Work**

The Business and ICT department will retain all student assessment material until it is no longer required by NZQA for moderation purposes.

**Authenticity**

Except where specified for some group tasks, all work is to be your own work and all assessment tasks will require a signed statement of authenticity from students. All submitted work must be correctly referenced.

**Marking and Moderation**

Students' work will be marked by their subject teacher following NCEA assessment schedules. For marking consistency, some assessment tasks may be marked by the same teacher for all classes, or two or more teachers may be given a different section of the assessment to mark for all students. Moderation will take place at the beginning and end of each assessment as per Otumoetai College specification.

**Resources and Texts**

Generally, the Business/IT Department will supply all text resources, and practical equipment. If students wish to use additional texts or resources, this is permissible.

**Student expectations**

- Ensure that you understand the assessment policy.
- Attend class
- Take responsibility for your work and hand in on time
- Ask for help
- Follow class rules
- Ask questions