

# Cyberwaka Training Accredited Units Available for National Certificate in Computing

| Assessment Material available current are marked in Green!                              |       |           |   | In Person | OnLine | Blended | NatCertCompLv2 | Mapping                      | Compulsory /Elective |
|---|-------|-----------|---|-----------|--------|---------|----------------|------------------------------|----------------------|
| Assessment Material to be developed as required are marked in Blue!                     |       |           |   |           |        |         |                |                              |                      |
| <b>BUSINESS / Business Administration / BUSINESS INFORMATION PROCESSING</b>             |       |           |   |           |        |         |                |                              |                      |
|   | Unit  | Credits   |   |           |        |         |                |                              |                      |
| Level 2   | 111   | 5 Credits | Use a word processor to produce documents for a business or organisation  |           |        |         |                | ICDL                         | Elective B           |
| Level 3   | 112   | 5 Credits | Produce information using word processing functions (Pre Req Unit 111)  |           |        |         |                | Cloud Services Google Drive' | Elective C           |
| <b>BUSINESS / Business Administration / TEXT &amp; INFORMATION MANAGEMENT - GENERIC</b> |       |           |   |           |        |         |                |                              |                      |
|   | Unit  | Credits   |   |           |        |         |                |                              |                      |
| Level 2   | 12885 | 4 Credits | Create and enhance documents combining text and images for generic text and information management (Pre Req Unit 12883) |           |        |         |                | Cloud Services Google Drive' | Elective C           |
|   | 12884 | 3 Credits | Create electronic documents and manage a file for generic text and information management                               |           |        |         |                | Cloud Services Google Drive' | Elective C           |
| <b>HUMANITIES / Communication Skills / READING</b>                                      |       |           |   |           |        |         |                |                              |                      |
|   | Unit  | Credits   |   |           |        |         |                |                              |                      |
| Level 2   | 2989  | 3 Credits | Read and assess texts to gain knowledge   |           |        |         |                | Workbook                     | Literacy/Numerac     |
| Level 3   | 2990  | 4 Credits | Read texts to research information  |           |        |         |                | Workbook                     | Literacy/Numerac     |
| <b>COMPUTING AND INFORMATION TECHNOLOGY / Computing / COMPUTER SUPPORT</b>              |       |           |   |           |        |         |                |                              |                      |
|   | Unit  | Credits   |   |           |        |         |                |                              |                      |
| Level 3   | 18755 | 5 Credits | Identify and resolve users' minor computer problems   |           |        |         |                | IT Literacy Comp'Systems     | Elective C           |
|   | 18753 | 5 Credits | Recommend hardware for a single user personal computer and peripherals for organisation use                             |           |        |         |                | IT Literacy Comp'Systems     | Elective C           |
| <b>COMPUTING AND INFORMATION TECHNOLOGY / Computing / GENERIC COMPUTING</b>             |       |           |   |           |        |         |                |                              |                      |
|   | Unit  | Credits   |   |           |        |         |                |                              |                      |
| Level 2   | 2783  | 3 Credits | Demonstrate knowledge of the components of personal computer systems  |           |        |         |                | IT Literacy Comp'Systems     | Elective A           |
|   | 2784  | 3 Credits | Create and use a simple computer spreadsheet to solve a problem   |           |        |         |                | ICDL                         | Elective A           |
|   | 6743  | 2 Credits | Demonstrate an understanding of ergonomic principles for computer workstations  |           |        |         |                | ICDL                         | Elective A           |
|   | 2791  | 3 Credits | Integrate spreadsheet and database data into a word processed document to solve a problem                               |           |        |         |                | Cloud Services Google Drive' | Elective C           |
|   | 2781  | 3 Credits | Manage and protect data in a personal computer system   |           |        |         |                | ICDL/NZQA                    | Compulsory           |
|   | 2786  | 3 Credits | Create and use a computer database to solve a problem   |           |        |         |                | Cloud Services Google Drive' | Elective C           |
|   | 5957  | 2 Credits | Produce simple schematic diagrams using a computer application  |           |        |         |                | Cloud Services Google Drive' | Elective C           |
|   | 2790  | 3 Credits | Use and maintain personal computer peripherals  |           |        |         |                | IT Literacy Comp'Systems     | Elective A           |

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| 20332   | 3 Credits | Use the Internet for information retrieval in an organisation             |           |        |         |                | Cloud Services Google Drive' | Elective C           |
| 25655   | 3 Credits | Create a website using a dedicated web-authoring tool to meet a set brief |           |        |         |                | Cloud Services Google Drive' | Elective C           |
| 25656   | 3 Credits | Create a website using a mark-up language to meet a set brief             |           |        |         |                | Cloud Services Google Drive' | Elective C           |
| 25662   | 3 Credits | Use digital communications technologies                                   |           |        |         |                | ICDL                         | Elective A           |
| 5940  | 3 Credits | Produce a presentation using a desktop presentation computer application  |           |        |         |                | ICDL                         | Elective A           |
| <b>Level 3</b>  |           |   |           |        |         |                |                              |                      |
| 5954  | 5 Credits | Automate processes in a computer application using a macro facility       |           |        |         |                | Cloud Services Google Drive' | Elective C           |
| 2785  | 5 Credits | Create a computer spreadsheet to provide a solution for organisation use  |           |        |         |                | Cloud Services Google Drive' | Elective C           |
| 24872   | 3 Credits | Produce documents for a workplace using a computer                        |           |        |         |                | Cloud Services Google Drive' | Elective C           |
| 2797  | 4 Credits | Demonstrate knowledge of the principles of computer networks              |           |        |         |                | IT Literacy Network'Systems  | Elective C           |
| 5968  | 3 Credits | Discuss the social implications of information technology                 |           |        |         |                | IT Literacy                  | Elective C           |
| 5947  | 3 Credits | Use computer technology to solve a specified problem                      |           |        |         |                | IT Literacy Comp'Systems     | Elective C           |



# Cyberwaka Training Accredited Level 1 Units Required or Part of ICDL [33]

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| Level 1   | Unit  | Credits   |  |           |        |         |                |                          |                      |
|   | 12883 | 4 Credits | Enter and manage text for generic text and information management                                      |           |        |         |                | Pre Req Only 12885       | Elective             |
| <b>COMPUTING AND INFORMATION TECHNOLOGY / Computing / GENERIC COMPUTING</b>             |       |           |  |           |        |         |                |                          |                      |
| Level 1   | Unit  | Credits   |  |           |        |         |                |                          |                      |
|   | 2780  | 3 Credits | Demonstrate and apply knowledge of a personal computer system  |           |        |         |                | ICDL                     | Compulsory           |
|   | 18758 | 2 Credits | Find information using the Internet  |           |        |         |                | ICDL                     | Elective             |
|   | 5946  | 3 Credits | Use computer technology to create and deliver a presentation from given content                        |           |        |         |                | ICDL                     | Elective             |
|   | 5943  | 2 Credits | Investigate and operate leisure-oriented computer applications   |           |        |         |                | IT Literacy File Systems | Elective             |
| Note:   |       |           | <i>These Units do not credit towards National Certificate in Computing Level 2 but may be required</i> |           |        |         |                |                          |                      |

- [1] Knowledge Computer Systems ICDL SU Mapped.
- [2] Manage Data. ICDL Mapped SU.
- [3] Maintain Peripherals.
- [4] Word Processing ICDL Mapped SU Credits.
- [5] Systems management.
- [6] Data Management.
- [7] Knowledge Computer system.
- [8] Recommend Personal Computer System..
- [9] Internet.
- [10] Spreadsheets. ICDL Mapped SU Credits recommended for credit 2785.
- [11] Solve Problem..
- [12] Presentation.
- [13] DataBase. ICDL Mapped SU Credits.
- [14] Solve Problem.
- [15] Investigate Leisure Apps.
- [16] Network, Use DCT. ICDL Mapped SU Credits.
- [17] Data Management. Requires Credit 12883.
- [18] Presentation. ICDL Mapped SU Credits.
- [19] Data Management. Requires Credit 12883.
- [20] Word Processing. Requires Credit 111.
- [21] Word Processing.
- [22] Spreadsheets.
- [23] Spreadsheet macros.
- [24] Spreadsheet. Recommended Credit 2784.
- [25] Ergonomics ICDL Mapped SU.
- [26] Networks.
- [27] Internet.
- [28] Website.
- [29] Website.
- [30] Discuss Social..
- [31] Reading Skills.
- [32] Reading Research Skills.
- [33] These Units do not credit towards National Certificate in Computing Level 2.