

Subject:	Digital Technologies		
NCEA Level:	Three		
Teacher to Contact:	Mrs S Nolan	Code: DGT330	

Standard		Title	Credits
US 112	I	Produce information using word processing functions.	5
US 2785	I	Create a computer spreadsheet to provide a solution for organisation use.	5
US 2787	I	Produce a computer flat file database to provide solutions for organisation use.	6
US 2789	I	Produce desktop published documents for organization use.	6
US 2797	I	Demonstrate knowledge of the principles of computer networks.	4
US 5956	I	Create images using a computer.	3
US 12886	I	Customise software features to manipulate text for generic text and information management.	6
US 25268	I	Create a website for a stakeholder using a dedicated web-authoring tool.	5

I means the Unit Standard is assessed internally.

What will I learn?

To further enhance ability to input and manipulate information and create and present words and images in a variety of ways to produce digital media which have visual appeal using applications in order to communicate efficiently with the intended audience.

Individual programmes of work are negotiated at the beginning of the year depending on the student's prior knowledge. The above standards are an example of what is available for students to attempt. It is anticipated that students will work through relevant units of work according to their needs at a pace which suits their skill level and ability. It is not intended that students complete all the standards listed above.

How will I learn?

Practical and theoretical use of computers covering Microsoft Word, Excel, Access, Publisher, Dreamweaver, Photoshop Illustrator and the Internet.

What should I have already done?

Level 2 Digital Technologies or similar.

Where does the subject lead?

Successful students may go onto University and Tertiary qualifications.

How is the course assessed?

Internally assessed Unit Standards.

Other details: (costs, field trips etc)

Course fee: \$30.00

Stationery: One Clear file (40 page)

End of course qualifications.

Credits towards the National Certificate of Educational Achievement Level 3.

National Certificate in Computing Level 3 (excludes US12886).