

Otumoetai College

NCEA Computing Level 1 – (L1COMP) 2018

COMPUTING – L1COMP					(TIC: Mr Walker)
<i>Course Relationship to the National Vocational Pathways</i>					
Construction & Infrastructure 0	Manufacturing & Technology 9	Primary Industries 14	Services Industries 12	Social & Community Services 0	Creative Industries 9
Course Entry	Entry is open, but subject to approval by the HOD.				
Course Overview	Students will complete the Computing Unit Standards that will develop skills and knowledge to commence the national certificate of computing level 2 (user fundamentals) in year 12. In the workforce, this qualification carries a lot of weight and is recognised by all tertiary institutions. Topics will include word processing, desktop publishing, web design, business presentations, database and spreadsheets.				
Assessment	Students will be assessed to Computer Unit standard with up to 18 Level 1 credits available				
Cost Materials	Consumables including paper exceeding the initial student paper allowance				\$20.00

Course 'Aims' to give the students a foundation in computing that will allow them to use available software effectively and prepare for National Certificate in Computing Level 2 and other computing opportunities.

Assessment Programme		
This course is based on unit standards, which must be completed 100% accurately and will marked as achieved or not achieved.		
101	Version 7 - Develop and use keyboarding skills to enter text - next review date December 2019.	3
102	Version 7 - Consolidate keyboarding skills and produce accurate text based documents - next review date December 2019.	3
12883	Version 7 - Enter and manage text for generic text and information management - next review date December 2019.	4
18743	Version 5 - Produce a spreadsheet from instructions using supplied data - next review date December 2021.	2
5946	Version 8 - use computer technology to create and deliver a presentation from given content - next review date December 2021.	3
2792	Version 8 - Produce simple desktop published documents using templates - next review date December 2021.	2
18734	Version 6 - Create a web [age using a template - next review date December 2021.	2

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
- Take part in home learning – use resources and links to expand your knowledge.
- Ask for help
- Follow class rules
- Ask questions