Digital Technologies
Level 1 Computing & Information Management (1CIM)

Description:

Information Management is the efficient and effective use of digital tools for communicating, managing, processing, manipulating and presenting information within an organisation. The students will be using software applications to produce effective outcomes.

Content:

- **File Management –** develop suitable computer file management systems
- **Word Processing –** use **MS Publisher** and **MS Word** to create documents which are fit for the purpose and intended audience
- **Communication** – use clear and effective communication techniques to produce effective outcomes
- **Spreadsheets** –use **MS Excel** to format numerical data including graphs and formulae, to produce an effective outcome
- **Design** – effectively use **MS Publisher** or **MS Word** to develop presentation techniques to impart information
- **Draw/Paint** – use **MS Publisher** or **MS Word** to develop basic drawing skills
- **Research** – combine information from multiple sources to inform an audience

Assessment: Assessment is based on the following Achievement and Unit Standards:

Reg No.	Achievement /Unit Standard Title	Level	Credits	Method	Domain
AS 90031	Use standard operating and file management procedures	1	2	I	IM
AS 90032	Access and process information from different media	1	4	I	IM
AS 90033	Apply a decision-making model to produce a solution from a given brief	1	4	I	IM
AS 90034	Communicate information by extracting it from provided material and composition directly onto the keyboard	1	4	E	IM
AS 90035	Manage information using text and spreadsheet applications	1	4	E	IM
AS 90036	Apply design principles to produce documents	1	4	E	IM
US 111	Use a word processor	2	5	I	IP
US 16678	Key in at 25 words per minute	2	1	I	IP
US 18743	Produce and use a spreadsheet	1	2	I	C
	TOTAL		**30**		

(Key: Method = internally or externally assessed; IM = Text & Information Management – General Education, IP = Business Information Processing, C = Generic Computing)

Qualifications:

NCEA Level 1- up to 30 credits (internal and external) including Unit Standards Level 1 - and Level 2 (internal assessments only).

Entry Requirements: An interest in using the computer to create digital material.
Students can take both 11 CIM and 11 DTM