

Digital Technologies Level 2 Business Technology (2BTC)

Description: The aim of this course is to provide students with an opportunity to demonstrate the application of digital tools for the management and presentation of information.

Content: This course has four main areas of study:
An introduction, Basic Web Design, Digital Story telling and effective and appropriate use of the internet and web functions such as e:mail.

Skill Development:

- Use a range of software applications to produce effective and professional outcomes to meet briefs
- Apply effective presentation techniques (audio and visual) to communicate information
- Learn to use the internet and web 2.0 tools efficiently and appropriately
- Learn to effectively apply data transformation techniques

Generating and Developing Ideas:

- Use Visual diaries to plan and sketch the look and function of an outcome
- Apply design techniques using creative and effective visual communications

Assessment: Assessment is based on the following Unit Standards:

Reg No.	Unit Standard Title	Level	Credits	Method	Domain
US 2781	Manage and protect data in a personal computer system	2	3	1	C
US 25662	Use digital communication technologies	2	3	I	C
US 5940	Produce a presentation using a desktop presentation computer application	2	3	I	C
US 25655	Create a web site using a dedicated web authoring tool to meet a set brief	2	3	I	C
US 2784	Create and use a computer spreadsheet to solve a problem	2	3	I	C
US 2788	Produce desktop published documents to meet a set brief	2	5	I	C
TOTAL			20		

(Key: Method = Internally or Externally assessed; T = Technology – General Education, C = Generic Computing)

Qualification: NZQA Generic Computing Unit Standards Level 2 20 credits

Entry Requirements: An interest in Digital Technology and learning new software.

Equipment Needed: Clearfile, visual diary, USB Memory Stick