



YEAR 12 SUBJECTS - 2019

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Accounting - ACC2

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Accounting gives students the tools to make real life decisions in a constantly changing and uncertain world. It is the process of preparing and communicating financial information to a wide range of users. At this level, Accounting helps individuals and organisations to be accountable to stakeholders for their actions by investigating systems and processing data using the MYOB software programme.

Topics include: Accounting concepts. Inventory subsystem. Using accounting software. Financial statements. Interpreting accounting information. Accounts receivable subsystem.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
10	13	11	16			Yes
Prerequisites: 13 credits in Level 1 Accounting Where does this lead: Level 3 Accounting and Level 3 Consumer Citizenship Parental Contribution: Nil Days out of School: Nil						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology 4	Primary Industries	Services Industries 8	Social & Community Services	Creative Industries 19	

Art Painting or Printmaking - ART2

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Level 2 Art is a practical course developing skills in the fields of painting and printing. Students develop skills and knowledge in: Creative and critical thinking about making images, and; Extending understanding of methods and ideas.

Topics include: Use drawing methods to apply knowledge of conventions appropriate to painting or printmaking. Develop ideas in a related series of drawing appropriate to establishing painting or printmaking practice. Produce a systematic body of work that shows understanding of art-making conventions and ideas within painting or printmaking.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
8	12					Yes
Prerequisites: Level 1 Art including achievement in AS 90914 and AS90916, with the approval of the HOF Arts. Where does this lead: Level 3 Art Parental Contribution: Approximately \$100 Days out of School: 1						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries 20	



Art Visual Design - AVD2

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Level 2 Visual Design is a practical course developing skills in: Creative and critical thinking about making visual design to meet a design purpose. Extending understanding of methods and ideas.

Topics include: Use drawing methods to apply knowledge of conventions appropriate to design. Develop ideas in a related series of drawings appropriate to establish design practice. Produce a systematic body of work that shows understanding of art making conventions and ideas within design.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
8	12					Yes
<p>Prerequisites: Level 1 Art Visual Design including achievement in AS 90914 and 90916, with the approval of the HOF Arts. Where does this lead: Level 3 Visual Design Parental Contribution: Approximately \$65 Days out of School: Nil</p>						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	20

Automotive Engineering - AUT2

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This is a continuation of Level 1 Automotive. Students must have a genuine interest in Automotive as a possible career or recreational hobby. Students must have demonstrated they are capable of working safely in a practical environment as some industrial machines will be used.

Credits are made up from Industry Unit Standards which allow students to gain credits towards NCEA Level 2 and a career in Automotive Engineering. The course is a mixture of theoretical and practical assessment tasks.

Topics include: Identify the general locations and functions of motor vehicle systems and main components. Service automotive cooling systems. Service an automotive battery. Change the fluid and bleed a brake hydraulic system. Demonstrate knowledge of basic tuning on a four stroke petrol engine. Explain the operation of two and four stroke petrol and diesel engines. Carry out basic tuning on a four stroke petrol engine under supervision.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
22						No
<p>Prerequisites: It is an advantage to have completed Level 1 Automotive, however, students with an interest in Automotive Engineering will be considered by the discretion of the Teacher in Charge. Where does this lead: Level 3 Automotive Parental Contribution: Additional project costs Days out of School: Nil</p>						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	
	21	6				



Biology - BIO2

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This course is designed for students who wish to undertake careers that involve Biology. It is an introduction to basic Biology phenomena and leads to learning beyond school.

Note: Most universities recommend two sciences be taken by students wishing to enter a University Science Programme.

Topics include: Analyse biological validity of information presented to the public. Demonstrate understanding of genetic variation and change. Investigate a pattern in an ecological community, with supervision. Demonstrate understanding of life processes at the cellular level. Carry out a practical investigation in a biology context, with supervision.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
11	8	19				Yes
Prerequisites: Merit in the external Biology standard of Level 1 Science plus an Achieved in Chemistry or Physics. Where does this lead: Level 3 Biology Parental Contribution: Field Trip \$20, Course Book approximately \$35 Days out of School: 1						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	
		19		16		

Business Studies – BUS2

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In Business Studies, students develop their understanding of business theory and practices in a range of relevant contexts. Studying business contributes to the development of a culture of enterprise in New Zealand and supports our efforts to improve economic and community well-being.

Studying business enables students to appreciate the issues that challenge businesses and stake holders. In a rapidly changing world, it is important that citizens are able to make informed and rational decisions about business matters.

Topics include: Success factors. Internal factors. External factors. Market Research, Carry out a business activity. Cash flow forecasting.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
16	8					Yes
Prerequisites: 16 credits in Level 2 Business Studies or HOF Commerce discretion Where does this lead: Level 3 Business Studies Parental Contribution: \$25 Days out of School: 1 day						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	



Carpentry - CAR2

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On completion of this course, students should gain 24 credits at Level 2 towards Stage 1 BCITO National Certificate in Carpentry.

Topics include: Construct wooden garden furniture; Safe working practice; Use hand tools in basic woodwork; Portable power tools.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
24						No
<p>Prerequisites: Open to students who have satisfactorily completed Level 1 Carpentry and are willing to adhere to safe practice in the workshop, or at the discretion of HOF Technology. Where does this lead: Level 3 Carpentry Parental Contribution: \$135 Days out of School: Nil</p>						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	
24		12				

Catering and Hospitality - CHY2

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This course works towards credits for a Diploma in Hospitality Level 2 and Certificate in Cookery Level 2. It is aimed at students who are already working in the food industry as well as those who would like to work in the Hospitality Industry.

Topics include: Catering for functions; Food; Safety; Salads; Sandwiches; Baking; Frying; Grilling; Hot and cold drinks.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
24						No
<p>Prerequisites: 19 credits from Level 1 Food and Nutrition or consultation with Teacher in Charge. Students must be capable of working safely in a practical situation. Where does this lead: Level 3 Catering and Hospitality Parental Contribution: \$100 Days out of School: Some assessments are carried out after school hours.</p>						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	
			24			



Chemistry - CHE2

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This course is designed for students who wish to undertake careers that involve Chemistry. It is an introduction to basic Chemistry concepts and leads to learning beyond school.

Note: Most universities recommend two sciences be taken by students wishing to enter a University Science Programme.

Topics include: Carry out quantitative analysis. Demonstrate an understanding of bonding structure and energy changes. Demonstrate an understanding of chemical reactivity. Demonstrate an understanding of oxidation-reduction. Demonstrate understanding of the properties of selected organic compounds.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
10	13					Yes
<p>Prerequisites: Merit in both internal achievement standards for Chemistry and an achieved in one external. A reasonable standard of Mathematics is required. Where does this lead: Level 3 Chemistry Parental Contribution: \$40 Course book Days out of School: Nil</p>						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	
19	19	19	4	19	14	

Classics - CLS2

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Classical Studies aims to give students experiences with Greek and Roman civilisation. It is an ideal subject for students who want to gain a broad understanding of Greek and Roman myth, art, literature and philosophy. Students will develop a range of analytical, evaluative and written skills.

Topics include: Examine ideas and values of the classical world. Examine a significant event in the classical world. Demonstrate understanding of socio-political life in the classical world. Demonstrate understanding of the influence of aspects of the classical world on other cultures.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
10	10			20	10	Yes
<p>Prerequisites: Level 1 English or History – 12 or more Achievement Standard credits including at least 4 external credits. Where does this lead: Level 3 Classical Studies and/or History Parental Contribution: Nil Days out of School: Nil</p>						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	
					20	



Consumer Citizenship - CMC2

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Students will continue to explore the skills necessary to become financially literate New Zealanders. They will gain effective skills to better understand personal financial planning and management. They study personal income, deductions, tax, banking, insurance and the implications of independent living. Consideration is also given to the impacts of significant life events on their personal income at different life stages.

Topics include: Innovative thinking techniques. Consumer law. Living in rented accommodation. Banking products and services. Taxation and other deductions. Significant life events at different life stages. Insurance products and services.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
22						No
Prerequisites: 14 Credits in any Level 1 course Where does this lead: Level 3 Consumer Citizenship or Workplace Computing Parental Contribution: Nil Days out of School: Nil						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	
		4	2	3	16	

Dance - DCE2

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Students will continue to develop their knowledge of dance. This includes developing choreographic skills, understanding how to communicate their ideas effectively and how to improve their performance skills. They will look at Musical Theatre and Contemporary Dance and will experience a range of dance workshops with top NZ dance companies such as Footnote Dance, The Royal NZ Ballet and The New Zealand Dance Company.

Topics include: Choreograph a solo and/or group dance to communicate an intention. Perform an ethnic or social dance to communicate understanding of a style. Perform a theatre dance to communicate understanding of the dance. Perform a repertoire of dance. Interpretation of a dance performance.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
22	4					Yes
Prerequisites: Open based on the approval of the HOF Arts/TIC Dance Where does this lead: Level 3 Dance Parental Contribution: 0 Days out of School: 3						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	
					26	



Design and Visual Communication - DVC2

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This course covers three main areas of design: Spatial and Presentation.

It leads onto any field which includes design and complements areas where an understanding of working drawings is required such as Architecture, Product design, Building and Engineering.

Topics include: Communicate design ideas using visual communication techniques. Produce working drawings to communicate technical details of a design. Use the characteristics of a design movement or era to inform own design ideas. Develop a spatial design through graphics practice. Use visual communication techniques to present own design.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
19	7					Yes
Prerequisites: 16 Credits in Level 1 Design and Visual Communication or at the discretion of Teacher in Charge. Where does this lead: Level 3 Design and Visual Communication Parental Contribution: \$25 paper and materials fee Days out of School: Nil						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	
23	19	7	7		26	

Digital Technology Science - DTS2

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This course provides students with learning opportunities in a range of areas and computer applications. Students develop skills by completing projects in the areas of Programming, Computer Science and Digital Media. Students also gain essential Technological skills.

Students will be guided in their choices in creating a suitable programme from the options listed. Students who complete this course, and the DTS course offered in Year 13, will gain the necessary skills to complete a range of tertiary qualifications in the computing field.

Topics include: Develop a conceptual design for an outcome. Implement advanced procedures to produce a specified digital media outcome. Construct a modular algorithmic structure for an advanced task. Construct an advanced computer programme for a specified task. Select and use an advanced computer programme for a specified task. Demonstrate understanding of sustainability in design. Demonstrate understanding of advanced concepts from computer science.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
21	7					Yes
Prerequisites: Students will need to have satisfactorily completed Year 11 Digital Technology - Science. Where does this lead: Level 3 Digital Technology - Science Parental Contribution: Nil Days out of School: Nil						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	
14	14	10	8		24	



Drama - DRA2

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Students will work collaboratively to investigate, devise, perform and reflect upon the ways in which Drama has been used in the past and is used now to reflect and comment upon society. This course builds upon the skills learnt in Level 1 Drama and continues to build and foster creativity, confidence, communication, compassion, culture, collaboration and critical thinking, all which are important life skills and relevant to any job sector. Students will have the opportunity to perform to a range of audiences. Commitment to extra rehearsals is expected. Students will have opportunities to attend live theatre performances along with attending workshops by leading NZ theatre practitioners.

Topics include: Apply drama techniques in a scripted context. Devise and perform a drama to realise an intention. Perform features of a complex drama/theatre form. Perform a substantial acting role in a scripted production. Discuss drama elements, techniques, conventions and technologies within live performances.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
18	4			17	8	Yes
Prerequisites: A minimum of 18 credits, including Level 1 AS90006, AS90009 and/or approval from the HOF Arts/TIC Drama Where does this lead: Level 3 Drama Parental Contribution: \$30 Days out of School: 2						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	
			5		26	

Economics - ECO2

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Economics explores issues of sustainability, enterprise, citizenship and globalisation. It considers the factors that influences the well-being of people and aims to find solutions to improve peoples' standards of living within a global economy.

This course is strongly recommended if students intend pursuing a Commerce qualification at tertiary level, as recommended by Universities.

Topics include: Inflation. International trade. Economic growth. Statistical analysis of economic issues. Government policy. Analysis of economic issues.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
10	12			6	12	Yes
Prerequisites: 14 credits in Level 1 Economics or HOF Commerce discretion. Where does this lead: Level 3 Economics Parental Contribution: Nil Days out of School: Nil						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	
		4	22	6	22	



Engineering - EEN2

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The aim of this course is to provide a pathway for students to gain engineering skills. In particular, students will learn how to select, care and use engineering tools and machinery safely, select materials and use these skills on practical engineering tasks.

Topics include: Demonstrate knowledge of safety on engineering worksites. Select, use and care for engineering marking and equipment. Select, use and care for engineering dimensional measuring equipment. Implement advanced procedures using resistant materials. Assemble mechanic components under supervision. Select, use and maintain portable hand held engineering power tools. Select, use and care for engineering hand tools.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
25						No
<p>Prerequisites: Satisfactory completion of Year 11 Material Technology, Engineering or Automotive Engineering or a clear interest in entering the Engineering Trade with the discretion of the HOF Technology.</p> <p>Where does this lead: Currently no Level 3 Pathways</p> <p>Parental Contribution: \$105 + cost of additional components</p> <p>Days out of School: Nil</p>						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	
	21	10				

English - ENG2

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This course contains studies in literature and writing. Focussing on the analysis, it builds on the skills fostered in the Level One English course and develops critical thinking and analytical confidence. Students who have completed this course successfully are well prepared to face the challenges not only of Level 3 English, but also many of the Level 3 academic courses offered in other faculties.

Topics include: Analyse specified aspect(s) of studied written text(s), with supporting evidence. Use information literacy skills to form developed conclusions. Analyse aspects of visual and/or oral text(s) through close viewing and/or listening, supported by evidence. Analyse specific aspect(s) of studied visual or oral text(s), supported by evidence. Produce a selection of crafted and controlled writing.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
13	8			8	14	Yes
<p>Prerequisites: 16 credits in the Level 1 English mainstream course. Entry is at the HOF's discretion.</p> <p>Where does this lead: Level 3 English</p> <p>Parental Contribution: Nil</p> <p>Days out of School: Nil</p>						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	
21	16	21	21	14	9	



English Advanced - ENA2

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This challenging course comprises studies in advanced literature and writing. It builds on the skills fostered in the Level One English course and advanced programmes, and develops critical thinking and analytical confidence. Students who have completed this course successfully are well prepared to face the challenges not only of Level 3 English but also of many of the Level 3 academic courses offered in other faculties. Many students are also prepared to embrace the opportunities offered by the Year 13 Scholarship programme.

Topics include: Analyse specified aspect(s) of studied written text(s), with supporting evidence. Use information literacy skills to form developed conclusions. Analyse aspects of visual and/or oral text(s) through close viewing and/or listening, supported by evidence. Analyse specific aspect(s) of studied visual or oral text(s), supported by evidence. Produce a selection of crafted and controlled writing.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
13	8			8	14	Yes
Prerequisites: 16 credits in the Level 1 English mainstream or advanced course with at Merit level or higher. Entry is at the HOF's discretion. Where does this lead: Level 3 English Parental Contribution: Nil Days out of School: Nil						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	
21	16	21	21	18	9	

English for Academic Purposes - EAP

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Students who have a first language other than English, proven ability, and the need to prepare to enter a University are eligible to apply for this course. Students in this programme regularly gain success in the IELTS, TOEFL and other international examinations.

Topics include: Complete simple forms. Read and understand texts on familiar topics. Write simple texts on familiar topics. Write texts for practical purposes.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
26						No
Prerequisites: Available to students who have a first language other than English. Where does this lead: Nil Parental Contribution: Nil Days out of School: Nil						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	
0	0	0	0	0	0	



English for Speakers of Other Languages - ESOL

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Students who have a first language other than English are eligible to apply for this course. The course is designed to support access to the curriculum and help students develop English for interpersonal interaction.

Topics include: Complete basic forms on familiar topics. Read and understand simple texts on familiar topics. Demonstrate understanding of simple spoken information on familiar topics.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
28						No
Prerequisites: Available to students who have a first language other than English Where does this lead: English for Academic Purposes Parental Contribution: Nil Days out of School: Nil						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	
0	0	0	0	0	0	

English Foundation - ENF2

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This internally assessed course aims to develop existing English skills. Students will gain awareness of the features of written, visual and oral language and how they are used in communication, both every day and in the workplace.

Topics include: Be assertive in a range of situations. Participate in informal meetings. Write a short report. Be interviewed in a formal situation. Read texts to gain knowledge. Writing business letters and memoranda. Research a topic using oral, visual and written sources, and evaluate the research process.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
21						No
Prerequisites: Students will be selected by the HOF English based on their performance in their Year 11 class. Where does this lead: No further pathway. Parental Contribution: Nil Days out of School: Nil						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	
	3	12	3	12	15	



English Internal - ENI2

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This course continues to build the skills across the written, oral and visual strands. The goal of this course is to foster the acquisition of English skills through an entirely internal programme. Standards allow students to engage with analysis – the incremental step in Level 2 English.

Topics include: Produce crafted and controlled writing. Analyse significant connections across texts, with supporting evidence. Use information literacy skills to form developed conclusions. Analyse significant aspects of visual and/or oral text(s) through close viewing and/or listening, using supporting evidence. Form developed personal responses to independently read texts, supported by evidence.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
21				8	10	No
Prerequisites: Entry requires 14 credits at Level 1 and is at the HOF English discretion. Where does this lead: Level 3 English Internal Parental Contribution: Nil Days out of School: Nil						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	
22	16	22	22	18	9	

Fitness Studies - FIT2

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This course is an entry level qualification for the fitness industry and recognises the skills and knowledge required to function successfully at a basic level in the fitness environment. It consists of Unit Standards covering the key skill areas of customer service, safety, basic exercise prescription and good nutritional principles. The type of student this attracts suits individuals who do not see Sport Science as a viable career path at Cambridge High School. Students cannot take Fitness Studies and Sport Science.

Topics include: Demonstrate knowledge of health risk factors and disease, and monitor exercise stress. Relate human anatomy and movement to gym equipment and static stretching. Demonstrate correct technique when using basic gym equipment. Manage personal fitness with guidance. Demonstrate relevance of principles of nutrition. Demonstrate, instruct and monitor static stretching. Demonstrate, instruct and monitor safe and correct use of cardiovascular exercise equipment.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
21						No
Prerequisites: Interest in Fitness and developing Life Skills Where does this lead: Level 3 Fitness Studies Parental Contribution: \$10 Field Trip to WINTEC Days out of School: 1						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	
			16	3		



French - FRE2

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The aim of the course is to further develop confidence in speaking and writing French, and to learn more about French life and culture. Students may choose to participate in the Swiss-NZ Exchange programme. They will be offered an ice skating/French Café trip to Auckland and a trip to the cinema.

Topics include: Demonstrate understanding of a variety of French texts on familiar matters. Give a spoken presentation in French that communicates information, ideas and opinions. Interact using spoken French to share and justify information, ideas and opinions on different situations. Demonstrate understanding of a variety of written/visual French text(s) on familiar matters. Write a variety of text types in French for genuine purposes.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
14	10					Yes
Prerequisites: 15 credits in Level 1 French or the discretion of HOF Languages Where does this lead: Level 3 French Parental Contribution: Nil Days out of School: 1						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	
			15	5		

Gateway - GATE

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Gateway is available for students interested in a particular career or industry and are work ready. In addition, they will need to be self-motivated and have a positive attitude. Students will need to be well-organised and capable of maintaining their other subject's requirements despite time away from school.

Gateway supports students undertaking learning and assessment where possible in the workplace. They are required to gain a minimum of 20 workplace credits.

Students spend approximately one day per week in a workplace appropriate to their interests. It is an advantage for the student to hold a current driver's license.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
24						No
Prerequisites: LIMITED ENTRY. <u>Students and parents must have consulted with Mr Robinson before they put down Gateway on their subject choice form.</u> Where does this lead: No further pathways Parental Contribution: Nil Days out of School: 1 day per week in most cases in workplace learning.						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	
	3	2		2	4	



Geography - GEO2

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Year 12 builds on the skills and content learnt at Level 1. The Geographic Issue focuses the students on Animal Agriculture – Cowspiracy or Sustainable Land use. This eye opening study uses the Cowspiracy movie to highlight the energy and resource requirements for our meat and dairy consumption as well as the economic trade-offs. Students love this popular and confronting topic. The Global Study involves learning the location and reasons behind Global Poverty. Often students know there is a poverty problem but have never realised the many and varied reasons for certain countries and continents issues with development.

Maungatautari Mountain is the Level 2 Field Trip and Research topic. Understanding one of the Waikato’s most famous environments is the key to the study as students learn how this natural environment changes with the ever-increasing altitude. The External Examinations consist of Skills, which leads on from Level 1 and the study of a Large Natural Environment – The Amazon. This fascinating topic leads us from the snow-capped mountains in the west to the densely vegetated Rainforest in the East.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
11	12			8	8	Yes
Prerequisites: 18 Achievement Standard credits in Level 1 Geography and/or 18 Achievement Standard credits in Level 1 English. Where does this lead: Level 3 Geography Parental Contribution: Maungatautari Field Trip \$20 Days out of School: 2						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	
	4	7	19	3	4	

Health - HTH2

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Studying this course aims to allow students to meet and manage change in a positive way. To understand and appreciate the impact that individuals and groups can have on relationships by influencing behaviour, beliefs, decisions and a sense of self-worth. To use interpersonal skills effectively and to develop personally.

Students will have the opportunity to analyse societal issues that shape community health goals.

Topics include: Analyse an adolescent health issue. Evaluate factors that influence people’s ability to manage change. Take action to enhance an aspect of people’s wellbeing within the school or wider community. Analyse issue related to sexuality and gender to develop strategies for addressing the issues.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
15	5					Yes
Prerequisites: Open Entry Where does this lead: Level 3 Health Parental Contribution: \$75 Field Trip to Raglan for Manage Change Trip Days out of School: 1						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	
		15	15	15		



History - HIS2

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Students will learn a variety of History skills, for example, essay writing, how to analyse historical evidence and oral history, research, source and resource interpretation. The course content will involve in-depth studies of Conflict in the 20th Century, eg Berlin Wall and Cuba. A NZ topic revolves around the Maori Leader Te Kooti and involves a field trip to sites in the Taupo area.

Topics include: Carry out an inquiry for an historical event or place that is of significance to New Zealanders. Examine an historical event, or place, of significance to New Zealanders. Examine sources of an historical event of significance to New Zealanders. Interpret different perspectives of people in an historical event of significance to New Zealanders. Examine causes and consequences of a significant historical event.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
14	9			23	9	Yes
Prerequisites: 16 credits at Level 1 History or 16 credits in Level 1 English Where does this lead: Level 3 History and Level 3 Classical Studies Parental Contribution: \$30 approximately for a field trip relating to an internal assessment. Days out of School: 1						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	
	23		9			

Japanese - JAP2

[\(go back to Contents\)](#)

The aim of the course is to extend your ability to communicate in Japanese and provide a positive and enjoyable view of the way of life and culture in Japan. Exchanges to Japan are available. A trip to a restaurant may be offered.

Topics include: Demonstrate understanding of variety of spoken Japanese on familiar matters. Give a spoken presentation in Japanese that communicates information, ideas and opinions. Interact using spoken Japanese to share and justify information, ideas and opinions in different situations. Demonstrate understanding of variety of written/visual Japanese text(s) on familiar matters. Write a variety of texts types in Japanese for genuine contexts.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
14	10					Yes
Prerequisites: 15 credits in Level 1 Japanese or at the discretion of the HOF Languages. Where does this lead: Level 3 Japanese Parental Contribution: Nil Days out of School: Nil						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	
			15	5		



Materials Technology Engineering - MTE2

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This is an Achievement Standard course that is project-based.

Topics include: Select and use planning tools to manage the development of the outcome. Demonstrate understanding of the role of material evaluation in product development. Undertake effective development to make and trial a prototype. Develop a conceptual design for an outcome.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
16	4					Yes
Prerequisites: Satisfactory completion of Level 1 Materials Technology or HOF discretion Where does this lead: Level 3 Materials Technology - Engineering Parental Contribution: \$100 plus extra materials Days out of School: Nil						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	
20	18	20	4		20	

Materials Technology Fabric - MTF2

[\(go back to Contents\)](#)

This is a Level 2 Technology Achievement Standard course where students have the chance to plan and carry out a soft material based project.

Topics include: Select and use planning tools to manage the development of an outcome. Develop a conceptual design for an outcome. Undertake effective development to make and trial a prototype. Demonstrate understanding of the role of material evaluation in product development.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
20	4					Yes
Prerequisites: Successful completion of Year 11 Materials Technology Fabric, or by the discretion of the HOF Technology. Where does this lead: Level 3 Materials Technology Fabric Parental Contribution: \$40 plus the cost of materials Days out of School: Nil						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	
20	14	16			24	



Mathematics - MAT2

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This course is designed for Level 2 students and prepares students for both Level 3 Calculus and Level 3 Statistics and Modelling courses. It consolidates and extends the work completed in Level 1 Mathematics.

Topics include: Coordinate Geometry; Trigonometric relationships; Apply systems of equations in solving problems. Solve algebraic problems. Use statistical methods to make an inference. Demonstrate understanding of probability.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
11	8					Yes
<p>Prerequisites: 18 Level 1 Mathematics Achievement Standard credits of Merit and Excellence credits. Merit passes in Algebra or Graphs in Level 1. Where does this lead: Level 3 Statistical Modelling or Level 3 Mathematics with Calculus for high achieving students. Parental Contribution: Nil Days out of School: Nil</p>						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	
12	19	17	8	8	5	

Mathematics Advanced - MAA2

[\(go back to Contents\)](#)

This course is designed for Level 2 students who work at an advanced level of Mathematics. This course is assessed in the same way as 12MAT, however students will be encouraged to extend their abstract thinking.

Topics include: Coordinate Geometry; Trigonometric relationships; Apply systems of equations in solving problems. Solve algebraic problems. Apply calculus methods. Use statistical methods to make an inference. Demonstrate understanding of probability.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
9	13					Yes
<p>Prerequisites: Need 14 Level 1 Mathematics Achievement Standard credits at Merit or Excellence level with Merit or Excellence passes in ASts 91027 and 91028, as well as selection by HOF Mathematics. Where does this lead: Level 3 Mathematics with Calculus and Level 3 Statistics and Modelling Parental Contribution: Nil Days out of School: Nil</p>						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	
12	21	17	8	8	5	



Mathematics Internal - MAI2

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This course is designed to help Mathematics students wishing to extend upon their skills and knowledge from Level 1 Mathematics. The course focuses on the Internal Level 2 Achievement Standards.

Topics include: Coordinate Geometry. Apply Trigonometric Relationships. Use networks to find optimal solutions. Use statistical methods to make inferences. Conduct an experiment to investigate a situation. Investigate a situation involving elements of chance using a simulation. Apply sequences and series in solving problems.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
18						No
<p>Prerequisites: Students will need 14 Achievement Standard credits from Level 1 Mathematics. This class will be selected by the HOF of Mathematics.</p> <p>Where does this lead: Level 3 Mathematics Statistics Internal or Level 3 Statistics and Modelling if students successfully meet the requirements.</p> <p>Parental Contribution: Nil</p> <p>Days out of School: Nil</p>						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	
9	18	15	11	15	9	

Media Studies - MED2

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This academic course concentrates on a variety of aspects of the media such as: analysis of conventions of genre, viewing and producing media products, and evaluating media contexts.

Topics include: Demonstrate understanding of narrative in media texts. Complete a developed media product from a design and plan, using a range of conventions. Demonstrate understanding of representation in the media. Demonstrate understanding of an aspect of media genre. Demonstrate understanding of an ethical issue in the media. Produce a design and plan for a developed media product, using a range of conventions.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
20	4			4	4	Yes
<p>Prerequisites: Minimum of 14 Achievement Standard credits in Level 1 Media Studies or English and at the discretion of the Teacher in Charge of Media Studies.</p> <p>Where does this lead: Level 3 Media Studies</p> <p>Parental Contribution: Nil</p> <p>Days out of School: Nil</p>						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	
			3	3	24	



Music - MUS2

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The Year 12 Course is designed to meet the Level 7 curriculum objectives of the National Arts Curriculum. It allows students to achieve success with the Level 2 NCEA Music achievement standards, based on individual student needs and ability. The programme will continue to develop skills in: performance, composition, instrumentation and music technology.

This is achieved through a range of tasks which give each individual student the opportunity to develop to their full potential. Students follow pathways, based on their needs and abilities. Highly able students may be entered for more than the targeted 24 credits at Level 2.

Topics include: Solo performance. Group performance. Composition. Instrumentation and Digital music.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
27						No
<p>Prerequisites: Minimum of 20 Level 1 Achievement Standard credits and approval of the HOF Arts or TIC Music including ASs 91090, 91091, 91093, 91094. Where does this lead: Level 3 Music Parental Contribution: \$50 Days out of School: 2</p>						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	27

Outdoor Education - OED2

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A broad course encompassing a wide variety of practical outdoor activities, environmental studies encountered in Level 1 Outdoor Education.

Topics include: Navigate in good visibility. Undertake multiday tramps. Select, set up and maintain a mountain cycle or touring bike. Demonstrate top rope climbing skills. Mountain bike on intermediate to expert terrain. Demonstrate kayaking skills on Grade 2 white water. Demonstrate basic knowledge of the operation of pleasure craft by day.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
31						No
<p>Prerequisites: 16 credits in Level 1 Outdoor Education and TIC Outdoor Education, HOF Physical Education discretion. Where does this lead: Level 3 Outdoor Education Parental Contribution: \$320 Days out of School: 10</p>						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	0



Pathways - PWY

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This course aims to assist students to become independent learners and provide qualifications to support their knowledge.

The course assists students in looking towards a suitable career path, while retaining some mainstream subjects. The individual learning programmes establish practical empowerment for senior students. Aligning their chosen pathway with relevant Unit Standards, along with sector related standards.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
<p>Prerequisites: Open – <u>Students and parents must have consulted with Mr Robinson before they put down Pathways on their Subject Choice Form</u> and complete a signed application form prior to acceptance.</p> <p>Where does this lead: Not a University Approved Subject</p> <p>Parental Contribution: Costs will be incurred by the student if the course is not completed.</p> <p>Days out of School: Optional, Taster, Gateway</p>						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	

Performing Arts Technology - PFA2

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In Level 2, Students explore the concepts, design and practical elements of a range of stage lighting, stage sound, stage makeup and stage management. Practical and theoretical lessons require good self-management skills. Students will be expected to engage with various Performing Arts disciplines and to attend rehearsals and Tech Sessions.

Topics include: Stage lighting for Theatre, Music and Dance. Stage management. PA System Setup and Operation. Makeup Design. Prop Design Building.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
20						No
<p>Prerequisites: A Level 1 Performing Arts Course (Music, Dance or Drama) and approval of HOF Arts/TIC Music.</p> <p>Where does this lead: Level 3 Performing Arts Technology</p> <p>Parental Contribution: \$50</p> <p>Days out of School: 2</p>						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	19



Photography - PHO2

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Level 2 Photography is a practical course in digital photography. Students develop skills and knowledge in: Creative and critical thinking about making images, and; Extending knowledge of methods and ideas in photography.

Topics include: Demonstrate an understanding of methods and ideas from established practice appropriate to Photography. Develop ideas in a related series of drawings appropriate to established photography practice. Produce a systematic body of work that shows understanding of art making conventions and ideas within Photography.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
8	12					Yes
Prerequisites: Entry by approval of HOF based on Year 10 and 11 Art course completion, or other relevant courses. Where does this lead: Level 3 Photography Parental Contribution: Approximately \$90 Days out of School: Nil						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	20

Physical Education - PED2

[\(go back to Contents\)](#)

This is a practical skills based course with emphasis on physical activities and participation in sport education modules. This course includes: netball; first aid; co-operative games; traditional Maori games, dance and; international games.

Topics include: Manage first aid in emergency situations. Provide first aid. Provide resuscitation Level 2. Consistently demonstrate social responsibility through applying a social responsibility model in physical education. Perform a physical activity to achievement level of the physical education performance standards for Level 2 in an applied setting. Demonstrate understanding of group processes in physical activity.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
14						Yes
Prerequisites: Compulsory unless students select and are approved for a sixth subject. Where does this lead: Currently no further pathways Parental Contribution: Nil Days out of School: Nil						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	
	3		9	6	14	



Physics - PHY2

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This course is designed for students who wish to extend their knowledge of Physics and to undertake careers that involve Physics. It is an introduction to basic Physics phenomena.

Topics include: Investigation leading to a non-linear relationship. Demonstrate understanding of mechanics. Demonstrate understanding of electricity and electromagnetism. Demonstrate understanding of atomic and nuclear physics.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
7	12					Yes
<p>Prerequisites: Merit in the Physics external standard of Level 1 Science plus Achieved in Biology External. Achievement in Mathematics AS91027 is recommended. Where does this lead: Level 3 Physics Parental Contribution: \$30 course book Days out of School: Nil</p>						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	
23	23	20	4	23	3	

Psychology - PSY2

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This course introduces students to the world of psychology. Students will gain an understanding of psychology through examining topics that include Social Psychology and how we behave in groups, Motivation, Health Psychology, Ethics and Psychological experiments.

Topics include: Examine different psychological approaches used to explain behaviour. Examine how a psychological debate has changed over time. Conduct psychological research with guidance. Examine how theory is used in fields of psychological practice. Examine ethical issues in psychological practice.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
21				21		No
<p>Prerequisites: 16 credits of Level 1 English and discretion of HOF/TIC Psychology Where does this lead: Level 3 Psychology Parental Contribution: Nil Days out of School: Nil</p>						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	
				21		



Science - SCI2

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This internally assessed course is designed to further develop students' understanding of the world around them. Students will build on their knowledge of Earth and Space Science, Biology, Physics and Chemistry from their Level 1 Science studies. This course does not provide a pathway to Level 3 Biology, Chemistry or Physics.

Topics include: Carry out a practical investigation in a biology context with supervision; Investigate a pattern in an ecological community with supervision; Carry out procedures to identify ions in solution; Demonstrate understanding of Physics relevant to a selected context; Examine an Earth and Space Science issue and validity of information communicated to the public.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
18	0					No
<p>Prerequisites: Successful completion of any Level 1 Science course and recommendation by your Level 1 Science Teacher or HOF. Where does this lead: Level 3 General Science Parental Contribution: \$20 for Education Perfect Days out of School: Nil</p>						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	

Sport Science - SPS2

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This course is a mixture of theory and practical sessions designed to build on knowledge attained in Level 1 Sport Science. Topics of study include anatomy and biomechanics applied through skill analysis, creating a training programme for the Tough Guy/Gal challenge using methods and principles of training, analysis of risks through an overnight snorkel trip to the Coromandel Peninsula and development of leadership skills through planning a sports day for a local school.

Topics include: Evaluate leadership strategies that contribute to the effective functioning of a group. Describe how functional anatomy and biomechanical principles relate to performing physical activity. Examine the principles and methods of training and exercise physiology in relation to participation in physical activity. Perform a physical activity to meet the Physical Education Performance Standards for Level 2. Demonstrate knowledge of safety issues and apply safety management procedures. Plan, apply and review a physical activity event.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
23						Yes
<p>Prerequisites: 14 credits Level 1 English, 14 credits Level 1 Sports Science and HOF discretion. Where does this lead: Level 3 Sport Science Parental Contribution: \$135 Days out of School: 4</p>						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	
			19	6	19	



Te Reo Maori - MAO2

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The aim of this course is to extend the students' ability to communicate in Maori and give positive and enjoyable experiences in Maori life and culture. Topics include: Famous People, Travel, Treaty of Waitangi, Myths and Legends.

Topics include: Whakarongo I te reo o tona ao mohio. The student understands spoken language from a range of known contexts. Korero I te reo o tona ao mohio. The student is able to speak on a topic from a range of known contexts. Panui I te reo o tona ao mohio. The student understands written language from a range of known contexts. Tuhituhi I te reo o tona ao mohio. Writing text in Maori on an unfamiliar topic. Panui I nga tuhinga korero mo tetahi atu. Reading comprehension.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
19	6					Yes
<p>Prerequisites: Level 1 Te Reo Maori or at the discretion of the HOF Languages. Where does this lead: Level 3 Te Reo Maori Parental Contribution: Nil Days out of School: Nil</p>						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	
			19	6	19	

Tourism - TOU2

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This course aims to prepare students for introduction to Tourism, as they gain knowledge of the tourism industry and skills in communication, written English, computer applications and basic calculations.

Note: Students will only be eligible for the National Certificate if they have 8 Level 1 Mathematics credits and 6 Level 2 English credits.

Topics include: Perform calculations for a tourism workplace. Demonstrate knowledge of world tourism destinations. Demonstrate knowledge of the business of tourism. Demonstrate knowledge of destination New Zealand. Demonstrate knowledge of tourist characteristics and needs. Demonstrate knowledge of work roles in tourism. Demonstrate knowledge of the history of tourism.

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
27						No
<p>Prerequisites: Open entry, preferably 8 Level One English credits (4 reading and 4 writing) or in consultation with the HOF Social Sciences. Where does this lead: Level 3 Tourism Parental Contribution: \$50 - \$100 Days out of School: 1</p>						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	
			25			



Workplace Computing - WCM2

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This course is ideal for anyone who is involved in any business as it prepares students on the theoretical and practical aspects of the Information Technology associated with business. It covers a range of computer programmes giving the student an intermediate level of competence in these skills.

Topics include: Ergonomics, management of computer data, spreadsheets (using Excel), desktop publishing (using Publisher), text and information processing (using Word), business documents and presentations (using Power Point).

Internal	External	L1 Literacy	L1 Numeracy	UE Reading	UE Writing	Endorsement
25						No
<p>Prerequisites: 16 credits in any Level 1 course Where does this lead: Level 3 Workplace Computing Parental Contribution: Printing money Days out of School: Nil</p>						
Course Relationship to the National Vocational Pathways						
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries	
14	16	3	3	10	12	