

# Edgecumbe College



# Level 1 Course Booklet 2012

# PLANNING YOUR FUTURE

The purpose of this booklet is to assist you to make informed choices in 2012, so that you achieve success in your chosen subjects and courses. It is important that you choose your subjects carefully and not just select because your friends are doing the course.

The course selection that you undertake in Term Three will be used by the school to work out what subjects will be offered in 2012. An unwise decision now may result in the course you really wanted to do not being offered next year.

For those taking External Exams the final decision on which subjects you do next year may have to be made after you get your results in January 2012 and satisfy course pre requisites.

<b>Year 11</b>	Students will study for the National Certificate of Educational Achievement Level 1 by gaining credits from Achievement Standards and/or Unit Standards. It is compulsory that students study courses in <b>English and Mathematics this year. A course in a Science is strongly recommended.</b> All other subjects are optional.
<b>Year 12</b>	Students will study for the National Certificate of Educational Achievement Level 1 and/or 2, and/or National Certificates. They should know which of their subjects continue into Year 13 courses. <b>Students must study a course in English or Maori.</b> All other subjects are optional.
<b>Year 13</b>	Students will study for the National Certificate of Educational Achievement Level 1, 2 and/or 3, and National Certificates. They need to consider career, polytechnic or university requirements when they choose their subjects <b>There are no compulsory subjects</b>

## Choice of Subjects

A parent/guardian/caregiver must consent to the choice of subjects by signing the selection forms. Any changes during the year must be through the students Kaitiaki and have the permission of the parents and teachers concerned.

## For New Students

### Enrolment Interview

A parent/guardian/caregiver must be present at the interview when a course is being discussed and selected.

### Placement in English and Mathematics Courses

A student will be placed in a class based on the combination of advice from the previous school, diagnostic or summative tests and an interview with a teacher.

# NATIONAL QUALIFICATIONS AND CERTIFICATES

## National Certificate of Educational Achievement (NCEA)

### NCEA Level 1 - requires students to gain 80 or more credits

- A full year's subject course generally offers about 20 credits.
- Students may study up to 6 full year courses.
- Achievement Standards and Unit Standards credits may be included in the NCEA Level 1 Certificate.
- Achievement Standards are awarded at Achieved, Merit and Excellence levels. Unit Standards are awarded at Credit (Achieved) only.
- Some Achievement Standards are assessed internally (in the school) and some are assessed at the end of the year in an external exam.
- Unit Standards are all assessed internally.
- As part of the Level 1 requirements you must gain enough Literacy and Numeracy credits. This can be done in one of two ways you must gain enough Literacy and Numeracy credits. This can be done in one of two ways.

**Unit standards** – Three unit standards worth a total of 10 credits need to be completed for both Literacy and Numeracy. Evidence can be collected from any subject and is used to create a portfolio's which demonstrates competency in the required Literacy and Numeracy skills.

**Achievement standards** – Achievement standards in a variety of subjects are signposted as counting towards Literacy or Numeracy competency. More details of the list can be found on the student I drive in the NCEA file.

A student needs to gain 10 or more credits in Standards that count towards Literacy and 10 or more credits that count towards Numeracy in order to gain the competency standard required for NCEA Level 1

### NCEA Level 2 – requires students to gain 80 credits

- You need a minimum of 80 credits of which 60 credits must be at Level 2 or above
- Credits may be achieved from either Achievement Standards or Unit Standards.

### NCEA Level 3 - requires students to gain 80 credits

- You need a minimum of 80 credits of which 60 must be at Level 3 or above.
- If considering applying for University the following year it is **strongly advised** that you study five Level 3 subjects in Year 13. **Students who take four or more Level 3 subjects are entitled to choose a study line.**
- **Level 3 is becoming the bench mark for entry into many University courses (see the section on University entrance which is later on in this booklet).**

### Unit Standards (U.S)

- Some of the Level 1, 2 and 3 courses offer only Unit Standards. These courses are identified on the subject index with U.S. They provide credits for NCEA.

**Some Level 1, 2 and 3** courses offer National Certificates.

**Certificates offered at Edgecumbe College are: (teacher responsible)**

- National Certificate in Computing Levels 2 & 3 (See Mr. Hall)
- National Certificate of Business and Computing Levels 2 & 3 (See Mr. Hall)
- National Certificate in Tourism Level 2 (See Mr. Lynch)
- National Certificate in Mechanical Engineering Technology Level 1 (see Mr. van Veen)
- NZ Certificate in Agriculture Level 2 (see Mr. Baldwin)
- National Award in Outdoor Experiences Level 2 (See Ms. Barnes)

The correct units must be studied to satisfy NZQA requirements for a National Certificate

**Endorsement of Certificates**

The National Certificate of Educational Achievement (NCEA) maybe endorsed with the words” Merit” or “Excellent” for any level. To gain a Merit endorsement students’ need to gain 50 or more credits at a Merit level. To gain an Excellence endorsement students’ need to gain 50 or more credits at the Excellence level. Credits gained in a higher level can count down to enable you to gain a lower level endorsement.

Note that Unit Standards will not give you credits towards Merit or Excellence endorsement.

**Subject (Course) Endorsement**

Students will gain an endorsement for a course where they achieve:

- 14 or more credits at Merit or Excellence.
- At least 3 credits need to be from externally assessed standards and 3 from internally assessed standards See note below).
- Credits can only be counted once in a single school year .i.e. credits gained as a Year 10 student can not be counted for subject endorsement in Year 11.

**Note:**

Physical Education, Religious Studies and Level 3 Visual Arts will be exempt from the requirement to gain external assessed credits.

**Scholarship**

Scholarship provides recognition and monetary reward to top secondary school students. Scholarship exams enable candidates to be assessed against challenging standards, and are demanding for the most able candidates in each subject. They are externally assessed and are an additional set of exams. They do not attract credits, nor contribute towards a qualification, but the fact that a student has gained a Scholarship appears on their Record of Achievement. Students can enter up to 3 Scholarship exams without any extra charge to the normal NZQA fees.

# ENTRANCE TO UNIVERSITY

## Minimum standards

- Gaining 14 credits at level 3 in **three** approved subject areas (see list below)
- Or 14 credits at Level 3 in **two** subjects and 14 credits in no more than two approved subjects or domains.

### Plus

- a minimum of 14 numeracy credits at Level 1 or higher in Mathematics
- a minimum of 8 literacy credits at Level 2 or higher in English or Te Reo Māori; 4 credits must be in Reading and 4 credits must be in Writing. The literacy credits need to be from a schedule of approved Achievement Standards and Unit Standards (**for more detail see your Kaitiaki or English/Maori teacher**).

More detailed information on University Entrance and list of approved subjects can be found at <http://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/>

## Approved Subjects

Accounting	Geography	Painting (Practical Art)
Agriculture & Horticulture	German	Photography (Practical Art)
Biology	Graphics	Physical Education
Chemistry	Health Education	Physics
Chinese	History	Printmaking (Practical Art)
Classical Studies	History of Art	Samoan
Computing	Indonesian	Science
Cook Islands Māori	Japanese	Sculpture (Practical Art)
Dance	Korean	Social Studies
Design (Practical Art)	Latin	Spanish
Drama	Mathematics with Calculus	Technology
Economics	Statistics and Modelling	Te Reo Māori <b>or</b> Te Reo Rangatira
English	Media Studies	
French	Music Studies	

Credits can be accumulated over more than one year. Where a Unit Standard and an Achievement Standard assess the same learning outcome they are mutually exclusive for the NCEA qualifications and university entrance purposes. You can check these out by visiting the web site [http://www.nzqa.govt.nz/qualifications-standards/standards/standards-exclusion-list/#\\_msocom\\_6](http://www.nzqa.govt.nz/qualifications-standards/standards/standards-exclusion-list/#_msocom_6) or see your subject teacher or Mr. Murphy (the NZQA liaison officer).

## Course Overview at Edgecumbe College

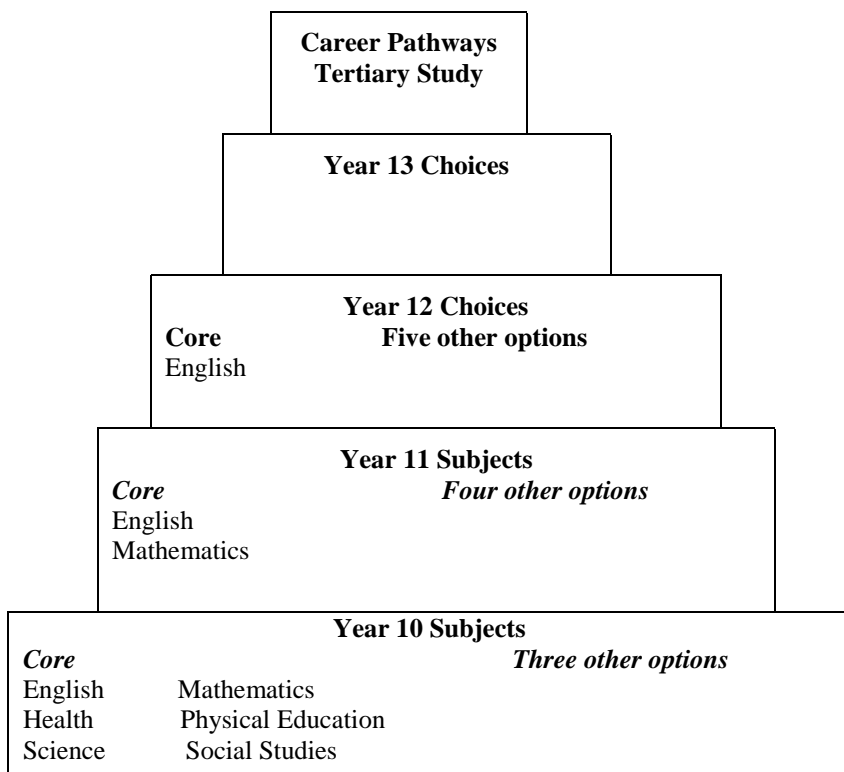
Area	Year 9	Year 10	Level 1	Level 2	Level 3
<b>The Arts</b>	Art Practical	Art Practical	Visual Arts	Visual Arts (Painting, Photography)	Visual Arts (Painting, Photography, Print, Sculpture)
	Maori Performing Arts Music	Maori Performing Arts Music Drama	Maori Performing Arts Music Studies Drama	Maori Performing Arts Music Studies Drama	Maori Performing Arts Music Studies Drama
<b>Languages</b>	English	English	English General E.Communication E. Elementary Media Studies Other Languages Te Reo Maori	English .General E.Communication E. Elementary Media Studies Other languages Te Reo Maori	English  Other languages Te Reo Maori
	Japanese Te Reo Maori	Japanese Te Reo Maori			
<b>Health and Physical Education</b>	Physical Education	Physical Education	Physical Education Outdoor Physical Education	Physical Education Outdoor Physical Education Recreational Physical Edu.	Physical Education
	Health	Health	Health		
<b>Mathematics</b>	Mathematics	Mathematics	Mathematics  Maths Applied	Mathematics	Maths with Calculus Statistics and Modelling
<b>Science</b>	Science	Science	Science Science Applied  Human Biology Environmental Studies Agriculture Horticulture	Biology Chemistry Physics Electronics Environmental Studies Agriculture Horticulture	Biology Chemistry Physics Electronics  Agriculture Horticulture
	Horticulture	Horticulture			
<b>Social Science</b>	Social Science	Social Science	Social Science Geography History	Social Science Geography History Tourism	Social Science Geography History Tourism
<b>Technology</b>	Fabric Food and Nutrition	Fabric Food and Nutrition	Fabric Food and Nutrition Hospitality	Fabric Food and Nutrition Hospitality	Fabric Food and Nutrition
	Graphics Metal Wood	Graphics Metal  Wood	Graphics Mechanical Engineering Wood	Graphics Mechanical Engineering Wood	Graphics Construction and Materials
<b>Business Studies</b>		Enterprise Studies	Accounting Economics Office Administration	Accounting Economics Office Administration	Accounting Economics Office Administration
	Information and Communication Technology	Information and Communication Technology	Information and Communication Technology Digital Technologies	Information and Communication Technology Digital Technologies	Information and Communication Technology
<b>Vocational</b>		Career Education	Drivers Education	Driver Education Employment Skills Gateway Star Courses Trade Academy	Gateway Star Courses Trade Academy

# COURSE SELECTION

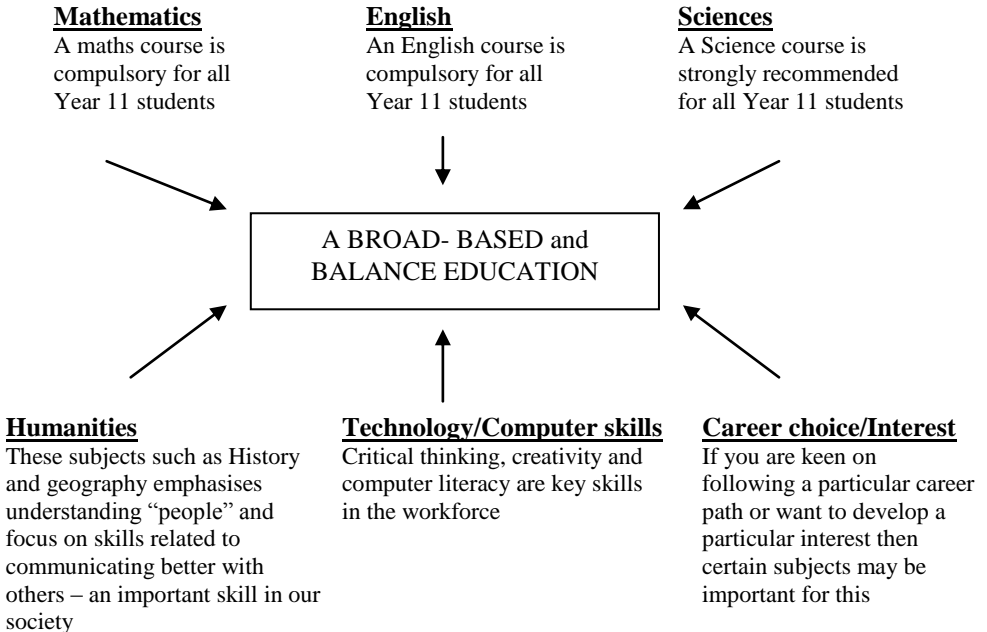
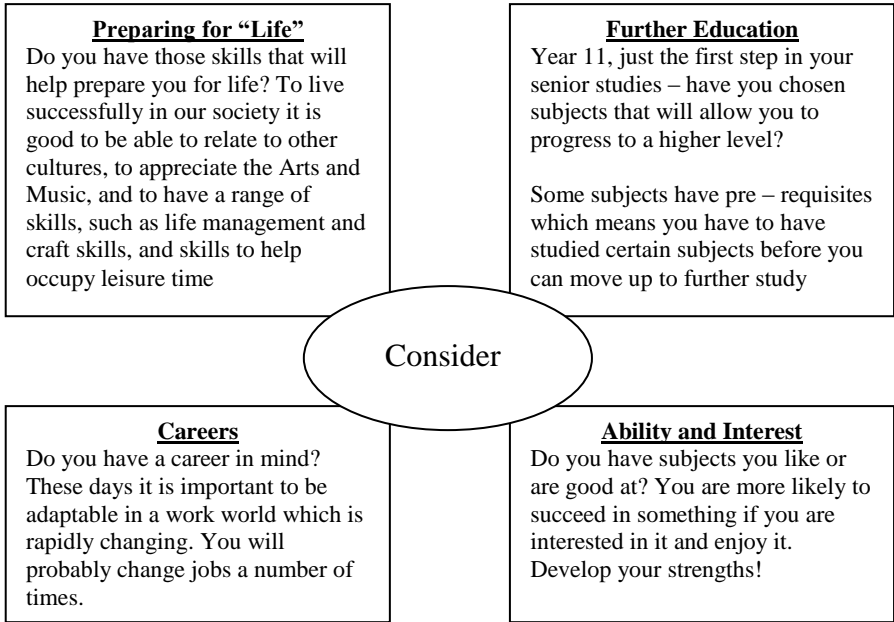
Before you choose your subjects for next year write down the subjects you are doing this year in the relevant box below.

Select the subjects you want for 2012 using the 2012 course book. The subjects listed on the grid below are compulsory. Write them in the relevant box.

Use the booklet and the course overview on the next page to plan the subjects you would like to do in the following years.



# WHAT TO CONSIDER WHEN CHOOSING A SUBJECT



# EDGECUMBE COLLEGE 2012

## Year 11 Course Selection

*This is a copy of the form you will complete and hand to your tutor teacher. Do not write in the booklet*

### CHOICES YOU MUST MAKE:

You must choose six full year course/subjects plus one “backup”. Two half year courses can be combined to make a full year course. State the level you will study at.

Your selection will be checked by the HOD of each subject, so make sure you have checked the pre-requisites for each subject/level from the course booklet.. If in doubt talk to your Kaitiaki or HOD of the subject concerned..

In Year 11 English is compulsory. The appropriate English course will be selected for you based on your Year 10 work and results.

In Year 11 Mathematics is compulsory for a minimum of two terms. If you only wish to do two terms select a half year course for the second semester. If you wish to do a whole year, write in MATHS. The appropriate Mathematics course will be selected for you based on your Year 10 work and results.

### Your choices:

Please list your subjects in order of importance to you. **Complete all columns of the table.**

First Semester (Term 1 & 2)			Second Semester (Term 3 & 4)	
	Subject code	Level	Subject code	Level
1	ENGLISH		ENGLISH	
2	MATH			
3				
4				
5				
6				

### Back up Subject

7				
Is there a subject you would like to do that is not in the course book?				

### Remember

A year long course in English is compulsory at Year 11

At Year 11 Maths is compulsory either a full years course or one semester.

A Science is recommended at Year 11

**Unless subject teachers request or external results warrant no changes to course selection will occur in the first 6 weeks of term 1.**

Your course selection will be checked by either your Tutor teacher or Kaitiaki.

# VISUAL ARTS 1 (1ART)



**Target Year Group** Year 11

**Duration and Timing** One Timetable Block – Full year Course

**Description** Students work on a major theme with an emphasis on drawing and painting. Printing and Art research are also covered leading towards completion of folios and other Achievement Standards.

## The Arts

**Assessment** A number of internal assessments are available. These play a supporting role to the folio which is externally assessed.

**Pre-requisites** Year 10 Art Course or HOD discretion

**Leads on to** NCEA Level 2 Painting (2ART) and or Photography (2PHT), Design, Printmaking.

**Fees** \$50

### Achievement Standards Assessed

Title	AS/US	Number	Level	Int. or Ext	No of credits
Investigate Maori and European art work from established practice	AS	90018	1	I	3
Use drawing processes and procedures	AS	90019	1	I	5
Generate and develop ideas in making art works	AS	90020	1	E	12
Extend ideas in other media and techniques to produce new work	AS	90021	1	I	4
Total					24

# DRAMA 1 (1DRA)



**Target Year Group** Year 11

**Duration and Timing** One Timetable Block - Full Year Course

**Description** This course develops student understanding of dramatic elements, conventions, skills and processes.

**The Arts**

**Assessment** A range of internal assessment tasks will take place during the year. Two external Achievement Standards will be assessed in an end of year three hour exam

**Pre-requisites** Successfully complete Year 10 or HOD discretion.

**Leads on to** NCEA Level 2 Drama (2DRA)

**Fees** Nil

## Achievement / Unit Standards Assessed

Title	AS/ US	Number	Level	Int or Ext	No of credits
Apply drama techniques in a dramatic context	AS	90006	1	I	4
Devise and perform a drama	AS	90997	1	I	5
Demonstrate understanding of features of a drama/theatre form.	AS	90998	1	E	4
Select and use features of a drama/theatre form in a performance	AS	90999	1	I	4
Demonstrate understanding of a significant play.	AS	91000	1	I	4
Perform an acting role in a scripted production	AS	90009	1	I	5
Demonstrate understanding of the use of drama aspects within live performance.	AS	90011	1	E	4
Total					30

# MAORI PERFORMING ARTS 1 (1MPA)



<b>Target Year Group</b>	Year 11
<b>Duration and Timing</b>	One Timetable Block – Full Year Course
<b>Description</b>	Course includes knowledge of tikanga, , performance skills research and costume. ensemble.
<b>Assessment</b>	Internal assessment during the year
<b>Pre-requisites</b>	HOD Approval
<b>Leads on to</b>	Level 2 Maori Performing Arts (2MPA)
<b>Fee</b>	Nil

## The Arts

### Unit Standards Assessed

Title	AS/US	Number	Level	Int/Ext	Credit
Demonstrate performance components of Maori performing arts	US	22752	1	I	3
Demonstrate knowledge of people associated with Maori performing arts	US	22753	1	I	3
Demonstrate knowledge of the origins of Maori performing arts	US	22754	1	I	4
Demonstrate knowledge of a Maori performing arts costume ensemble	US	22755	1	I	3
Demonstrate knowledge of whakaraka	US	15019	2	I	3
<b>Total</b>					<b>16</b>

# MUSIC STUDIES 1 (1MUS)



## The Arts

**Target Year Group** Year 11

**Duration and Timing** One Timetable Block - Full Year Course.

**Description** Course includes Performance, Composition, Aural Skills, and Music Knowledge.

**Assessment** Internal assessment during the year with external assessments at the end of the year.

**Pre-requisites** Ability to perform on a solo instrument (voice is an instrument) at grade 2-3 level or as approved by HOD.

**Leads on to** NCEA Level 2 Music (2MUS).

**Fees** \$50 per year (\$12.50 per term) for those students receiving tuition from itinerant tutors.

### Achievement Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
Perform as a Soloist	AS	90012	1	I	6
Perform as a Group	AS	90013	1	I	3
Compose pieces of music	AS	90014	1	I	6
Aurally identify musical elements	AS	90015	1	E	3
Demonstrate knowledge of music works	AS	90017	1	I	4
Total					22

# ENGLISH COMMUNICATION (1ENC)



## Languages

**Target Year Group** Year 11

**Duration and Timing** One Timetable Block - Full Year Course

**Description** This course offers students the opportunity to improve their understanding of English, and build practical communications skills. Only the standards offered through the portfolio are counted towards the NCEA literacy component.

**Assessment** A range of internal assessment tasks will take place during the year. There is no external examination attached to this course.

**Pre-requisites** Student has completed a Year 10 programme or HOD discretion.

**Leads on to** NCEA Level 1English (1ENE)

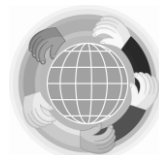
**Fees** Nil

### Communication Unit Standards

Title	AS/ US	Number	Level	Int or Ext	No of credit
Letter writing	US	10792	1	I	3
Express ideas	US	1273	1	I	4
Fill in a form	US	3483	1	I	2
Complete an incident report	US	3490	1	I	3
Read texts practical purpose	US	25060	1	I	6
Read independent texts	US	29070	1	I	3
Literacy portfolio including writing, speaking and reading	US	26622 26625 26624	1	I	4 3 3
Total					29

**Note:** This is part one of a two year course. Students will be enrolled in 1ENE in the following year.

# ENGLISH ELEMENTARY (1ENE)



## Languages

**Target Year Group** Year 11

**Duration and Timing** One Timetable Block - Full Year Course

**Description** This course offers students the opportunity to improve their understanding of English, meet the Level 1 NCEA literacy requirement, and build practical communications skills.

**Assessment** A range of internal assessment tasks will take place during the year. There is no external examination attached to this course.

**Pre-requisites** Student has completed a Year 10 programme or HOD discretion.

**Leads on to** NCEA Level 1 English (1ENG) and NCEA Level 2 Alternative English (2ENA)

**Fees** Nil

### Achievement / Unit Standards Assessed

Title	AS/ US	Number	Level	Int or Ext	No of credit
Construct and deliver an oral text	AS	1.6	1	I	3
Create a visual text	AS	1.7	1	I	3
Explain significant connection(s) across texts, using supporting evidence	AS	90057	1	I	4
Reading log	AS	1.10	1	I	4
Close reading of visual text	AS	90058	1	I	3
Total					17

**Note:** Other internal and/or external papers may be offered to students who perform well in these standards.

# ENGLISH GENERAL (1ENG)



**Target Year Group** Year 11

**Duration and Timing** One Timetable Block - Full Year Course

**Languages**

**Description** This course covers the three strands - Written, Visual and Oral Language - which cover creative and formal writing, reading, exploring, thinking critically using a variety of written, oral and visual texts.

**Assessment** A range of internal assessment tasks will take place during the year. External Achievement Standards will be assessed in an end of year three hour exam

**Pre-requisites** Student has successfully completed a Year 10 programme or HOD discretion

**Leads on to** NCEA Level 2 English (2ENG)

**Fees** Nil

## Achievement / Unit Standards Assessed

Title	AS/ US	Number	Level	Int or Ext	No of credits
Show understanding of specified aspect(s) of studied written text(s), using supporting evidence	AS	90052	1	E	4
Show understanding of specified aspect(s) of studied visual or oral text(s), using supporting evidence.	AS	90053	1	E	4
Show understanding of significant aspects of unfamiliar written text(s) through close reading, using supporting evidence.	AS	90054	1	E	4
Produce creative writing	AS	90055	1	I	3
Produce formal writing	AS	90056	1	I	3
Explain significant connection(s) across texts, using supporting evidence.	AS	90057	1	I	4
Close reading of visual texts	AS	90058	1	I	3
Total					25

**Note:** Not all US / AS listed above will offered in any one class in any given year. Standards will be offered at the teacher's discretion, in consultation with the class. The focus of this course is English based standards.

# MEDIA STUDIES 1 (1MED)



**Target Year Group** Year 11

**Duration and Timing** One Timetable Block - Full Year Course

**Languages**

**Purpose** To provide an opportunity for students to develop and explore an interest in newspaper, radio, television and film.

**Description** Media Studies is about the active exploration, analysis, creation, and enjoyment of the media and its products

**Assessment** A range of internal assessment tasks will take place during the year. External achievement standards will be offered to capable students.

**Pre-requisites** Student has successfully completed a Year 10 English or Social Science Programme or HOD discretion.

**Co-requisite** NCEA Level 1 English

**Fees** \$10

## Achievement / Unit Standards Assessed

Title	AS/ US	Number	Level	Int or Ext	No of credits
Demonstrate understanding of how Individuals interact with the media.	1.1	Achievement standards Numbers to be advised in 2012	1	I	3
Demonstrate understanding of selected elements of media text(s).	1.2		1	I	3
Produce a design and plan for a media product using a specified range of conventions.	1.5		1	I	3
Complete a media product using a specified range of convention, from a design and plan.	1.6		1	I	6
aWrite media texts for a specific target audience	1.8		1	I	3
<b>Optional</b>					
Demonstrate understanding of the media coverage of a current issue or event.	1.3		1	E	4
Demonstrate understanding of a media genre	1.4		1	E	4

**Note:** The course will focus on internals. Externals will only be offered to capable students .A total of 18 definite credits offered

# TE REO MAORI 1 (1MAO)



Languages

**Target Year Group** Year 11

**Duration and Timing** One Timetable Block - Full Year Course

**Description** Comprises of internal and external components covering the skills of reading, writing, speaking and listening.

**Assessment** Two internal assessments will take place during the year. External Achievement Standards will be assessed in an end of year three hour exam. A Unit Standard is also available.

**Pre-requisites** Those students who have successfully completed the Year 10 Te Reo Maori course or HOD approval required.

**Leads on to** NCEA Level 2 Te Reo Maori (2MAO)

**Fees** Nil

## Achievement / Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
Whakarongo i te reo o tona ao	AS	90131	1	I	6
Korero i te reo o tona ao	AS	90132	1	I	6
Panui ie reo o tona ao	AS	90133	1	E	6
Tuhituhi iI te reo o tona ao	AS	90134	1	E	6
Tohu i nga whakautu	US	7261	1	I	3
Total					27

# OTHER LANGUAGES 1 (1XXX)



## Languages

<b>Target Year Group</b>	Year 11, 12 and 13
<b>Duration and Timing</b>	One Timetable Block - Full Course
<b>Description</b>	Other languages such as Japanese and Spanish are available by correspondence. Students independently work through a series of booklets and return them to the Correspondence School for marking. A high level of interest and motivation is needed in the subject for the student to succeed.
<b>Assessment</b>	A range of internal assessment tasks will take place during the year. External Achievement Standards will be assessed in an end of year three hour exam
<b>Pre-requisites</b>	Mr Bennett is the teacher contact for the Correspondence School. An application needs to be made to him for consideration.
<b>Leads on to</b>	NCEA Level 2
<b>Fees</b>	Depends on the course

**Most courses will offer around 20 credits and be a range of internal and external assessments.**



# HEALTH 1 (1HEA)



**Target Year Group** Year 11

**Duration and Timing** One Timetable Block – **Half Year Course**

**Description** This course offers students the opportunity to improve their understanding of health with a focus on the hauora philosophy. It seeks to develop student’s understanding of healthy being and an appreciation of self and others.

**Assessment** A range of internal assessment tasks will take place during the semester. There is no external examination attached to this course.

**Pre-requisites** Student to have completed a Year 10 health programme.

**Fees** Nil

## Achievement / Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
Demonstrate understanding of strategies for promoting positive sexuality.	AS	90974	1	I	4
Demonstrating understanding of ways in which well-being can change and strategies to support well-being during times of change.	AS	91097	1	I	4
Take action to enhance an aspect of personal well-being.	AS	90971	1	I	3
Total					11

**Note:** Other internal standards may be offered to students who perform well in these standards.

# OUTDOOR PHYSICAL EDUCATION (1OPE)



Physical Education

**Target** Year 11

**Duration** Full Year

**Description** Students work toward SFRITO Outdoor Recreation unit standards and NCEA Physical Education achievement standards at level 6 of the New Zealand Curriculum. Participation is focused on developing the attitudes, values and physical skills to enjoy challenges in a variety of outdoor pursuits and adventure-based learning activities. Personal and social development is fostered by students learning to demonstrate interpersonal skills, self-management and safe practice when participating in outdoor physical activities.

**Assessment** A range of theory and practical internal assessments take place throughout the year.

**Pre-requisites** Ability to swim 100m unaided and demonstrate aquatic survival skills.

**Leads on to** 2PED and 2OPE)

**Fees** \$75 per term estimate.

Title	AS/US	Number	Level	Int or Ext	Credits
Demonstrate kayaking skills on sheltered or slow moving water	US	20818	1	I	2
Experience rock climbing	US	20210	1	I	1
Experience and complete abseiling sessions	US	20157	1	I	1
Mountain bike on easy to intermediate terrain	US	20137	1	I	1
Demonstrate and show understanding of responsible behavior for safety during outdoor education activities	AS	90968	1	I	3
Demonstrate self-management strategies and describe the effects on participation in physical activity	AS	90970	1	I	3
Participate actively in a variety of physical activities and explain factors that influence own participation	AS	90962	1	I	5
Demonstrate interpersonal skills in a group and explain how these skills impact in others	AS	90966	1	I	4
Total					20

# PHYSICAL EDUCATION (1PED)



**Target Year Group** Year 11

**Duration and Timing** One Timetable Block - Full Year Course

Physical Education

**Description** Developing foundation knowledge, skills and understanding of Physical Education and Health. Students complete theory and practical units in physical activity and hauora/wellbeing, structure and function of the body, sports education, skill learning and qualities of movement.

**Assessment** A range of theory and practical internal assessment tasks will take place during the year.

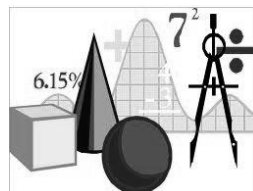
**Pre-requisites** Full participation and completion of all Year 9 & 10 Physical Education and Health units

**Leads on to** NCEA Level 2 Physical Education (2PED)

**Fees** Transport and fees for off-site practical assessments to be advised.

Title	AS/US	Number	Level	Int or Ext	No of credits
Demonstrate and describe responsible behavior for safety during outdoor education activities	AS	90968	1	I	3
Describe the function of the body as it relates to the performance of physical activity	AS	90963	1	I	5
Take purposeful actions to assist others to participate in physical activity	AS	90969	1	I	2
Demonstrate inter-personal skills in a group and explain how these skills impact on others.	AS	90966	1	I	4
Demonstrate quality movement in the performance of a physical activity.	AS	90964	1	I	3
Demonstrate strategies to improve the performance of a physical activity and describe the outcomes.	AS	90967	1	I	3
Participate in a variety of physical activities and explain factors that influence own participation	AS	90962	1	I	5
Total					22

# APPLIED MATHEMATICS (1MAP)



**Target Year Group** Year 11 students who have difficulties with this subject.

**Duration and Timing** One Timetable Block – Full Year Course

## Mathematics

**Description** This course offers the 10 Numeracy credits required for the award of NCEA Level 1. These standards cover knowledge and skills in Number, Measurement and basic Statistics.

**Assessment** A range of internal assessment tasks will take place during the course. Evidence will be gathered throughout the course.

**Pre-requisites** None

**Leads on to** This course is a terminating course.

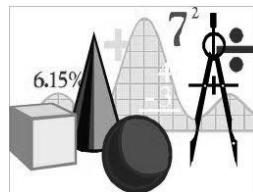
**Fees** None

### Achievement / Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
Number – Use number to solve problems	US	26623	1	I	4
Measurement – Use measurement to solve problems	US	26627	1	I	3
Statistics – Interpret statistical information in context	US	26626	1	I	3
				Total	10

Further skills and knowledge may be studied if there is time and need. The number of extra credits will vary.

# MATHEMATICS 1 (1MAT)



## Mathematics

**Target Year Group** Students who wish to continue with Mathematics for one more year but not necessarily into Year 12 or who need to have 14 Level 1 Mathematics credits for University Entrance.

**Duration and Timing** One Timetable Block - Full Year Course

**Description** This course offers credits from Achievement Standards according to students' understanding and needs.

**Assessment** A range of internal assessment tasks will take place during the year. One or two External Achievement Standards will be assessed in an end of year exam of up to 3 hours.

**Pre-requisites** Students must have an interest in improving mathematical understanding and be willing to commit to a full year course of study. They must also have shown good work habits in Year 10.

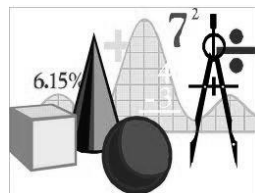
**Leads on to** This is a terminating course unless a student shows a flair for the subject and wishes to follow the NCEA Level 2 academic course or transfer to 1MAX to upgrade the level of study.

**Fees** School generated homework book is prescribed. \$8.00 (approx.)

### Possible Achievement Standards to be assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
Numeracy Standards will be covered in this course.	US	26623 26626 26627	1	I	10
Numeric Reasoning	AS	1.1	1	I	3
Apply linear algebra to solve problems	AS	1.4	1	I	4
Solve Measurement Problems	AS	1.5	1	I	2
Apply transformation geometry.	AS	1.9	1	I	3
Use statistical enquiry cycle to investigate bivariate data.	AS	1.11	1	I	3
Demonstrate understanding of chance and data.	AS	1.12	1	I	4
Total will depend on the standards chosen					16 – 24
Alternatives are available if there is a need.					

# MATHEMATICS 1 (1MAX)



**Mathematics**

**Target Year Group** Year 11 or 12  
 Students who wish to continue with mathematics into the senior school or need 14 Level 1 Mathematics credits for University Entrance.

**Duration and Timing** One Timetable Block - Full Year Course

**Description** This course offers credits from Achievement Standards according to students' understanding and needs.

**Assessment** A range of internal assessment tasks will take place during the year. The two External Achievement Standards will be assessed in an end of year exam of up to 3 hours.

**Pre-requisites** Students must have demonstrated the understanding and work ethic required for studying at senior level. Entry by HOD invitation

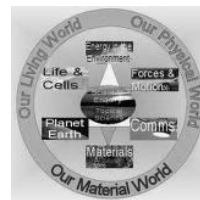
**Leads on to** NCEA Level 2 Mathematics (2MAX) (depending on achievement).

**Fees** Homework Book is prescribed - \$15.00 (approx.)

## Possible Achievement Standards to be assessed

Title	AS/US	Number	Level	I or E	No of credits
Numeric Reasoning	AS	1.1	1	I	4
Algebraic Methods	AS	1.2	1	E	4
Solve Measurement Problems	AS	1.5	1	I	3
Solve Measurement Problems involving Right-Angled Triangles	AS	1.7	1	I	3
Investigate a given multivariate data set using the statistical enquiry cycle.	AS	1.10	1	I	4
Demonstrate understanding of chance and data	AS	1.12	1	E	4
	AS	1.13	1	I	3
Total (approximately)					25
Not all of these standards will be covered in the time available.					

# APPLIED SCIENCE (1SCA)



## Science

**Target Year Group** Year 11

**Duration and Timing** One Timetable Block –  
**Full or Half Year Course**

**Description** This course is for students who wish to complete a science but do not wish to pursue a Level 2 course the following year.

**Assessment** The course is Achievement Standard based and is internally assessed. There is no external exam at the end of the year.

**Pre-requisites** Year 10 Science

**Leads on to** NCEA Level 1 Science (1SCI)

**Fees** Nil

### Achievement / Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
Standards are yet to be set. They will be chosen in consultation with the class from the new science matrix and will cover topics in Biology, Chemistry, Physics, Geology and Astronomy.					

# SCIENCE 1 (1SCI)



**Target Year Group** Year 11

**Duration and Timing** One Timetable Block - Full Year Course

**Science**

**Description** This course covers aspects of Biology (Living World), Chemistry (Material World) and Physics (Physical World). Depending on time Geology and Astronomy (Planet Earth and Beyond) may be studied as an optional extra.

**Assessment** External Achievement Standards will be assessed in an end of year three hour exam. Internal Achievement Standards will be assessed during the year.

**Pre-requisites** Achievement in Year 10 Science or HOD approval

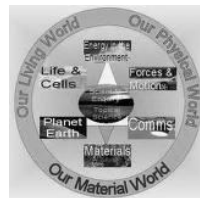
**Leads on to** NCEA Level 2 Biology (2BIO), and/or Level 2 Chemistry (2CHE) and/or Level 2 Physics (2PHY).

**Fees** Course Manual \$20

## Achievement / Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
Demonstrate understanding of aspects of mechanics	AS	AS90940	1	E	4
Aspects of Acids and Bases	AS	AS90941	1	E	4
Implications of the use of carbon compounds as fuels	AS	AS90945	1	I	4
Biological ideas relating to genetic variation	AS	AS90948	1	E	4
Interactions between humans and micro-organisms	AS	AS90950	1	I	4
TOTAL					20

# AGRICULTURE 1 (1AGR)



**Target Year Group** Year 11 and 12

**Duration and Timing** One Timetable Block - Full Year Course

**Description** This course is a combination of practical and theory Unit Standards that count towards NCEA Level 1 and New Zealand Certificate in Level 2 Agriculture. It includes farm visits, Windows to Dairying, Field Days trip and on site practical courses. **Science**

**Assessment** Assessment is internal via an external provider. A range of providers may be used as appropriate, including Taratahi Agricultural Training Centre, Telford Agricultural Training Centre and the BOP Polytechnic. Unit standards will be chosen in conjunction with students and parents.

**Pre-requisites** Students should have successfully completed Year 10 Science and/or Horticulture course. Otherwise HOD approval is required.

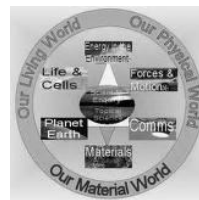
**Leads on to** NCEA Level 2 Agriculture (2AGR) and Level 2 New Zealand Certificate in Agriculture.

**Fees** As required for field trips.

**Achievement / Unit Standards Assessed** Note: DKO = Demonstrate Knowledge of

Title	AS/US	Number	Level	Int or Ext	No of credits
Protect health and safety in the work place	US	497	1	I	1
DKO soil properties	US	14	2	I	4
DKO pasture production	US	16	2	I	4
DKO safe handling and health problems of dairy cattle, associated with milking	US	18191	2	I	3
DKO how cows milk	US	18192	2	I	2
DKO farm dairy design	US	18193	2	I	2
Describe the legal requirements and occupational hazards associated with tractor use	US	19044	2	I	4
DKO the safe operation of a motorcycle & ATV	US	19057	2	I	4
DKO non-electric fences and hazards in fencing	US	19126	2	I	2
Total					24

# ENVIRONMENTAL STUDIES (1EVS)



## Science

**Target Year Group** Year 11

**Duration and Timing** One Timetable Block - Full Year Course

**Description** This course studies the diversity, characteristics and management of local biological communities e.g. coastal, bush, wetlands and introduced versus native species.

**Assessment** Students may select from a range of Unit Standards and / or Achievement Standards. All standards are internally assessed.

**Pre-requisites** Teacher in Charge (TIC) approval.

**Leads on to** NCEA Level 2 Environmental Studies (2EVS) and NCEA Level 2 Biology (2BIO)

**Fees** As required for fieldwork and EVS Biozone book and internet access.

### Achievement / Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
Compare the diversity and organization of different biological communities	US	6294	1	I	4
Describe methods for the management of introduced species.	US	6297	1	I	4
Describe how people apply biological principles to plant or animal	US	6299	1	I	3
Demonstrate knowledge of adaptations and relationships in a biological	US	18970	1	I	2
TOTAL					13
<b>Optional:</b>					
Carry out a practical investigation with direction	AS	90161	1	I	4
Describe ecological characteristics found in two biological communities	AS	90161	1	I	3

# HORTICULTURE 1 (1HOR)



**Target Year Group** Year 11

**Duration and Timing** One Timetable Block - Full Year Course

**Description** Students learn about plant processes, propagation and management. Also the properties and management of soils, the impact of horticultural systems and landscaping are covered.

**Assessment** A range of achievement standards will be available. The choice of standards will be decided after negotiation with students.

**Pre-requisites** Those students who have successfully completed the Year 10 Science and/or Horticulture course or HOD approval required.

**Leads on to** NCEA Level 2 Agricultural (2AGR) or NCEA Level 2 Horticultural Science (2HOR).

**Fees** As required for Field Trips.

## Achievement / Unit Standards Assessed

Title	AS	#	Level 1	Int or Ext	No of credits
Demonstrate practical skills used in agricultural or horticultural production.	AS	90157	1	I	4
Demonstrate knowledge of crop management practices.	AS	90155	1	I	4
Demonstrate knowledge of basic plant propagation techniques.	AS	90923	1	I	4
Demonstrate knowledge of horticultural plant management practices and related plant physiology.	AS	90924	1	E	5
Demonstrate knowledge of soil management practices.	AS	90919	1	E	4
Demonstrate knowledge of the impact on the environment of primary production management practices.	AS	90160	1	I	3
Design a landscape plan that reflects user requirements.	AS	90922		I	3
Demonstrate knowledge of the geographic distribution of agricultural and horticultural primary production in New Zealand.	AS	90920		I	3
Total					30

# HUMAN BIOLOGY 1 (1HBI)



## Science

**Target Year Group** Year 11 & 12

**Duration and Timing** One Timetable Block - **Half Year Course**

**Description** This course studies aspects of the human body, organ systems, their functions and environmental effects.

**Assessment** Students may select from a range of Unit Standards all internally assessed. There are optional Achievement Standards which are externally assessed are available.

**Pre-requisites** Open Entry

**Leads on to** NCEA Level 2 Biology (2BIO)

**Fees** As required for fieldwork.

### Achievement / Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
Describe the structure and function of a selected human organ system	US	6295	1	I	5
Describe links between human organ systems	US	6301	1	I	4
Discuss the biological effects of food and other activity choices on the human body	US	6302	1	I	4
Describe and discuss human reproduction	US	6303	1	I	4
Total					17
<b>Optional:</b>					
Describe the functioning of human digestive and skeleton-muscular systems	AS	90166	1	E	4
Describe the functioning of the human reproductive system	AS	90179	1	E	3
Describe functioning of human circulatory, respiratory and excretory systems	AS	90178	1	E	6

# HISTORY 1 (1HIS)



**Target Year Group** Year 11

**Duration and Timing** One Timetable Block - Full Year Course

**Social Sciences**

**Description** An NCEA Level 1 course with 24 credits available (12 credits internally assessed). Course topics are by negotiation to suit the class. The choice is wide and NZ History with Maori perspectives is available. The NZ Curriculum alignment of History topics will be in place.

**Assessment** A range of internal assessment tasks will take place during the year. External Achievement Standards will be assessed in an end of year three hour exam.

**Pre-requisites** Nil

**Leads on to** NCEA Level 2 History (2HIS)

**Fees** Field work

## Achievement / Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
Carry out Historical Research	AS	91001	1	I	4
Communicate Historical Ideas	AS	91002	1	I	4
Interpret Historical Sources	AS	91003	1	E	4
Understanding different perspectives	AS	91004	1	I	4
Describe causes and consequences of an Historical event	AS	91005	1	E	4
Describe how a significant event affected New Zealand	AS	91006	1	E	4
Total					24

# GEOGRAPHY 1 (1GEO)



**Target Year Group** Year 11

**Duration and Timing** One Timetable Block - Full Year Course

**Social Sciences**

**Description** There are eight topics in this course leading to 24 credits in total. 16 are internally assessed. The focus is People in Environments: natural hazards, resource use, skills and population. The NZ curriculum alignment of Geography topics will be in place.

**Assessment** A range of internal assessment tasks will take place during the year. External Achievement Standards will be assessed in an end of year 3 hour exam.

**Pre-requisites** Open Entry

**Leads on to** NCEA Level 2 Geography (2GEO)

**Fees** Field Work

## Achievement / Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
Extreme natural events in the environment	AS	91007	1	E	4
Population Concepts	AS	91008	1	E	4
Sustainable use of an Environment	AS	91009	1	I	3
Geographic Skills	AS	91010	1	E	4
Geographic Research	AS	91011	1	I	4
Contemporary Geographic Issue	AS	91012	1	I	3
Aspects of a Geographic Global topic	AS	91013	1	I	3
Apply spatial analysis to solve a Geographic Problem	AS	91014	1	I	3
<b>Total</b>					28

# SOCIAL SCIENCES 1 (1SSS)



**Target Year Group** Year 11

**Social Sciences**

**Duration and Timing** One Timetable Block - Full Year Course

**Description** The course offers at least 20 credits of which 15 are internally assessed. Students will consider their participation in the world as informed, critical, and responsible citizens.

**Assessment** Teacher guidance will allow students to choose their own assessments and styles. Group work will be allowed. Both external and internal assessments are available.

**Pre-requisites** Open entry (for Year 11, 12 or 13 students). Internet access at school is highly desirable.

**Leads on to** NCEA Level 2 Social Studies.

**Fees** Field Work

## Achievement / Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
Describe how cultures change	AS	91039	1	E	4
Conduct a Social Inquiry	AS	91040	1	I	4
Describe Social Change Consequences	AS	91041	1	E	4
Report on personal involvement in a social justice and human rights action	AS	91042	2	I	4
Describe a social justice and human rights action	AS	91043	2	I	4
Total					20

# TECHNOLOGY FABRIC 1 (1TCF)



**Duration and Timing** One Timetable Block - Full Year Course

## Technology

**Description** The course aims to develop the students' design skills within the Technology curriculum, while still targeting the skills required for construction of projects. Projects are assigned each term and range from household items to basic garment construction.

**Pre-requisites** Satisfactory completion of the Year 10 course and HOD approval.

**Leads on to** Level 2 Technology Fabric (2TCF)

**Fees** \$80 per year.  
Fabric and patterns are to be supplied by the school.  
Students may wish to opt to pay for their own fabric and patterns rather than pay the fees.

## Projects and Assessment

Title	AS	Number	Level	Int or Ext	No of credit
The choices will be related to the new technology Curriculum that is being developed. They are all based on the technical processing of ideas and development of personal skills.					

# TECHNOLOGY FOOD AND NUTRITION 1 (1TCN)



## Technology

**Duration and Timing** One Timetable Block - Full Year Course

**Description** The course is aimed to further develop skills the student has achieved and to the new technology curriculum. NCEA Level 1 Achievement Standards will be used.

**Pre-requisites** Satisfactory completion of the Year 10 course and HOD approval.

**Leads on to** Level 2 Home Economics and Technology

**Fees** \$100 per year

### Achievement/Unit Standards assessed

Title	AS or US	Number	Level	Int or Ext	No of credits
Addressing a food handling issue	AS	90959	1	I	5
Cultural foods	AS	90958	1	I	5
Meeting an individual's food needs	AS	90956	1	I	5
How society influences food choices	AS	90960	1	E	4
How packaging influences food choices	AS	90961	1	E	4
<b>Total</b>					<b>23</b>

# HOSPITALITY 1 (1HOS)



<b>Target Year Group</b>	Year 11	<b>Technology</b>
<b>Duration and Timing</b>	One Timetable Block – Full Year Course	
<b>Description</b>	This is an industry pre-training course for Chef School or Hospitality work. It is introducing the students to Commercial Cookery. They will be working in a simulated commercial kitchen and learning the basic skills required for this.	
<b>Leads on to</b>	NCEA Level 2 Hospitality	
<b>Fees</b>	\$100 per year (\$3 per week). The fees are high as the coffee machine is expensive to use on products, as are the meat and cheese courses. These all have to be examined twice. Fees must be paid at the beginning of each term.	
<b>Pre-requisite</b>	HOD approval	
<b>Work Assessments</b>	All assessments must be passed in both the theory and practical (twice) to gain an Achieved grade.	

<b>Topic</b>	<b>US</b>	<b>Number</b>	<b>Level</b>	<b>Int or Ext</b>	<b>No of credits</b>
Food Hygiene	US	15620	1	I	6
Cheese and Egg Cookery	US	19770	1	I	2
Meat and meat cookery	US	15900	1	I	4
Fruit and vegetable cookery	US	15901	1	I	3
Using the coffee machine Assessed at Level 2					
Total					15

# TECHNOLOGY GRAPHICS 1 (1GAD)



**Target Year Group** Year 11

**Technology**

**Duration and Timing** One Timetable Block – Full Year Course

**Description** This course develops the student’s skill level and understanding of the design process, instrumental drawing, modelling and a range of modes and media techniques used in graphic communication.

**Assessment** A range of internal assessment tasks will take place during the year.  
Work for External Achievement Standards will be sent off for external moderation at the beginning of Term 4.

**Pre-requisites** Those students who have successfully completed the Year 10 Graphics course and/or with HOD approval.

**Leads on to** NCEA Level 2 Graphics (2GAD)

**Fees** \$22.50 per term

## Achievement / Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
Use rendering techniques to communicate the form of design ideas.	AS	91066	1	I	3
Produce freehand sketches that communicate design ideas.	AS	91063	1	E	3
Produce instrumental, multi-view working drawings to communicate design ideas.	AS	91064	1	E	3
Produce instrumental paraline drawings to communicate design ideas.	AS	91065	1	E	3
Use the work of an influential designer to inform design ideas.	AS	91067	1	I	3
Undertake development of design through graphics practice	AS	91068	1	I	6
Promote an organized body of work to an audience using visual communication techniques	AS	91069	1	I	4
Total					25

# TECHNOLOGY MECHANICAL ENGINEERING 1TME



**Target Year Group** Year 11

**Duration and Timing** One Timetable Block - Full year course

**Technology**

**Description** The course is made up of Competenz ITO unit standards in Mechanical Engineering Technology. It encourages students to make design solutions using a variety of skills, materials and projects. It also includes skill building and skill development for careers in general engineering and related industries. This course can lead to a National Certificate in Mechanical Engineering Technology Level 1 if student obtains a total of 16 credits in other approved areas (English, Mathematics, Sciences) making a total of 40 credits.

**Assessment** A range of internal assessment tasks using ITO Unit Standards, will take place during the year.

**Pre-requisites** Those students who have successfully completed the Year 10 Technology Metal course or HOD approval.

**Leads on to** NCEA Level 2 Technology Mechanical Engineering Technology 2 (2TMEA)

**Fees** \$22.50 per term

## Achievement / Unit Standards Assessed

Title	AS/ US	Number	Level	Int or Ext	# of credit
Demonstrate knowledge of safety practices	US	22926	1	I	2
Demonstrate basic engineering workshop skills	US	22923	1	I	12
Develop a simple product.	US	22924	1	I	10
Measure using non-complex devices in an engineering workshop.	US	4433	1	I	2
Total					26
<b>Additional Options for 2012</b>					
Construction and mechanical technologies to implement basic procedures using resistant materials to make a specified product	AS	91057	1	I	6

# TECHNOLOGY BUILDING AND CONSTRUCTION (1TBC)



**Target Year Group** Year 11

**Duration and Timing** One Timetable Block - Full Year course

**Technology**

**Description** This course is made up of Unit Standards. It encourages students to make design solutions using a variety of skills, materials and projects. It also includes skill building and skill development for careers in wood related industries. Students will be studying Building, Construction and Allied Trades Skills (BCATS) units of work.

**Assessment** A range of internal assessment tasks using Unit Standards will take place during the year.

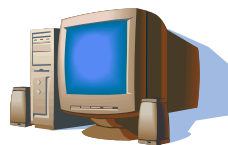
**Pre-requisites** Those students who have successfully completed the Year 10 Technology Wood course or HOD approval.

**Leads on to** NCEA Level 2 Technology Wood (2TBCA)

**Fees** \$22.50 per term

Title	AS/US	Number	Level	Int or Ext	No of credits
Identify, select, use and maintain hand tools used for construction.	US	12927	1	I	6
Knowledge of and apply safe working practices	US	24352	1	I	2
Knowledge of construction and manufacturing materials	US	24355	1	I	4
Apply elementary workshop procedures and processes	US	24356	1	I	8
Total					20
<b>Additional Options for 2012</b>					
Construction and mechanical technologies to implement basic procedures using resistant materials to make a specified product	AS	91057	1	I	6

# ACCOUNTING 1 (1ACC)



**Target Year Group** Year 11

**Duration and Timing** One Timetable Block - Full Year Course

**Business Studies**

**Description**

To develop students understanding of the role of accounting in society as a financial language for individuals, community organisations and businesses.

To provide students with knowledge of the principles, processes and systems of accounting.

To enable students to apply financial knowledge and skills to Practical.

**Assessment**

A range of internal assessment tasks will take place during the year. External Achievement Standards will be assessed in an end of year three hour exam.

**Pre-requisites** Nil

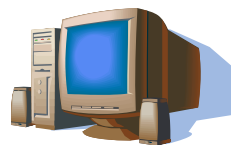
**Leads on to** NCEA Level 2 Accounting (2ACC)

**Fees** \$3.00 per term & Student Workbook

## Achievement / Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credit
Demonstrate understanding of accounting concepts for small	AS	90976	1	E	3
Process financial transactions for a small entity	AS	90977	1	I	5
Prepare financial statements for sole proprietors	AS	90978	1	E	5
Prepare financial information for a community organisation's annual	AS	90979	1	I	4
Interpret accounting information for sole proprietors	AS	90980	1	E	4
Make a financial decision for an individual or group	AS	90981	1	I	3
Demonstrate understanding of cash management for a small entity	AS	90982	1	I	4
Total					23

# ECONOMICS 1 (1ECO)



**Target Year Group** Year 11

**Duration and Timing** One Timetable Block - Full Year Course **Business Studies**

**Description** In this course students learn about producer and consumer choices, interactions between households and firms, how economic decisions are made, and the effects these choices have on individuals and the economy. Students will be introduced to the way producers work and the concept of a market which determines prices and allocates scarce resources. We are all involved in economics as producers or consumers and this course provides an understanding of our different roles in this process.

**Assessment** A range of internal assessment task will take place during the year. External Achievement Standards will be assessed in an end of year three hour exam

**Pre-requisites** Nil

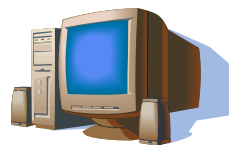
**Leads on to** NCEA Level 2 Economics (2ECO)

**Fees** Student Workbook - estimated \$20.00

## Achievement / Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
Demonstrate understanding of consumer choices, using scarcity and/or demand	AS	90983	1	E	4
Demonstrate understanding of decisions a producer makes about production	AS	90984	1	I	5
Demonstrate understanding of producer choices using supply	AS	90985	1	E	3
Demonstrate understanding of how consumer, producer and/or government choices affect society, using market	AS	90986	1	E	5
Demonstrate understanding of a government choice where affected groups have different viewpoints	AS	90987	1	I	4
Demonstrate understanding of the interdependence of sectors of the New Zealand economy	AS	90988	1	I	3
Total					24

# DIGITAL TECHNOLOGIES 1 (1DTC)



**Target Year Group** Year 11

**Business Studies**

**Duration and Timing** One Timetable Block - Full or Half Year Course

**Description** This course enables students to achieve Level 1 Achievement Standards credits and obtain a course endorsement in Digital Technologies. The course includes components of Electronics & controls, Programming & software (Computer Science), Business technology (Digital Information), Digital media, Digital environments & systems (Digital infrastructure), Digital society, Digital concepts & tools.

**Assessment** A range of internal assessment tasks will take place during the year. External Achievement Standards will be assessed in an end of year 3 hour exam. **The course is not individualised so students undertake assessments at set times.** This course is designed for Academic Students wishing to further their education in areas of Digital Technology at higher education. Students will be expected to do a minimum of **ONE** external standard.

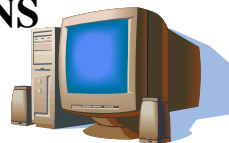
**Pre-requisites** Nil

**Leads on to** Level 2 Digital Technologies (2DTC) or Level 2 Information and Communication Technology (2ICT)

**Fees** Printing and Internet connection.

Title	AS/US	Number	Level	Int or Ext	No of credits
Demonstrate understanding of basic concepts of information management	AS	DT 1.27	1	E	3
Implement basic procedures to produce a specified digital information outcome	AS	DT 1.28	1	I	4
Demonstrate understanding of basic concepts of digital media	AS	DT1.29	1	E	3
Implement basic procedures to produce a specified digital media outcome	AS	DT 1.30	1	I	4
Demonstrate understanding of basic concepts	AS	DT 1.31	1	E	3
Construct an algorithmic structure for a basic	AS	DT 1.32	1	I	3
Select and use planning tools to guide the use of resources when developing an outcome	AS	DT 1.2	1	I	4
Total					24

# INFORMATION & COMMUNICATIONS TECHNOLOGY 1 (1ICT)



**Target Year Group** Year 11

**Duration and Timing** One Timetable Block - Full or Half Year Course **Business Studies**

**Description** This course enables students to achieve Level 1 credits and commence the National Certificate in Computing Level 2, (30 credits).  
The course includes simple computer use managing and protecting data, spreadsheets, internet, e-mail and creating and designing web pages. Students wishing to go on to higher education should consider taking Level 1 Digital Technologies (1DTC) instead of this course.

**Assessment** A range of internal assessment tasks will take place during the year. The course is individualised so students undertake assessments when the necessary pre-learning has taken place

**Pre-requisites** Nil

**Leads on to** Level 2 Information and Communication Technology (2ICT) or Digital Technologies (2DTC)

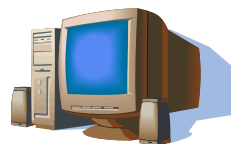
**Fees** Printing and Internet connection.

## Achievement / Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
Demonstrate and apply knowledge of a personal computer system	US	2780	1	I	3
Produce simple desktop published documents using templates	US	2792	1	I	2
Use computer technology to create and deliver a presentation from given content	US	5946	1	I	3
Create a web page using a template	US	18734	1	I	2
Produce a spreadsheet from instructions using supplied data	US	18743	1	I	2
Find information using the Internet	US	18758	1	I	2
Create a web page using a mark-up language with a text editor	US	25659	1	I	2
Total					16

Other units may be available to students who complete this course early.

# CERTIFICATE IN OFFICE ADMINISTRATION (1ADM)



**Target Year Group** Year 11 and 12  
**Duration and Timing** One Timetable Blocks – Full Year Course

**Business Studies**

**Description** This course prepares the student for entry into the workforce within an office/administrative environment.

**Assessment** A range of internal assessment tasks will take place during the year.

**Leads on to** Level 2 Certificate in Office Administration (2ADM)  
 National Certificate in Business Administration Level 2

**Pre-requisites** Nil

**Fees** Printing and internet connection

## Unit Standards Assessed

US Number	Title	Level	No. of credits
<b>Core Generic</b>			
4249	Demonstrate care and timeliness as an employee	1	3
10781	Produce a plan for own future directions	2	3
12349	Demonstrate time management	2	3
<b>Business Administration</b>			
101	Develop and use keyboarding skills to enter text	1	3
111	Use a word processor to produce documents	2	5
16678	Key in text at 25 words per minute (wpm)	1	1
327	Document business transactions	2	4
121	Use office administration and communication systems	2	5
<b>Computing / Information Management</b>			
2792	Produce simple desktop published documents using templates	1	2
18743	Produce a spreadsheet from instructions using supplied data	1	2
12883	Enter and manage text for generic text and information management	1	3
<b>Accounting / Service Sector Skills</b>			
7364	Manage Personal Finances	1	3
7363	Process financial information using a cash-based system	1	3
56	Attend to customer enquiries face-to-face and on the telephone	1	2
62	Maintain personal presentation in the workplace	2	2
64	Perform calculations for the workplace	1	2
<b>Level 1 total credits 24</b>		<b>Level 2 total credits 22</b>	
<b>Optional – Business Information Processing</b>			
115	Write at 40 words per minute and transcribe notes to produce required information	1	10
116	Write shorthand at 60 words per minute and transcribe to produce required information	2	10

*Other Unit Standards may be available on request.*

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## Subjects

### Arts

1ART Visual Art .....	9
1DRA Drama .....	10
1MPA Maori Performing Arts .....	11
1MUS Music Studies .....	12

### Business Studies

1ACC Accounting .....	41
1ADM Certificate in Office Administration .....	45
1DTC Digital Technologies .....	43
1ECO Economics .....	42
1ICT Information and Communications Technology .....	44

### Health and Physical Education

1HEA Health.....	20
1OPE Outdoor Physical Education .....	21
1PED Physical Education.....	22

### Languages

1ENC English Communication .....	13
1ENE English Elementary .....	14
1ENG English General.....	15
1MAO Te Reo Maori .....	17
1MED Media Studies .....	16
1XXX Other Languages.....	18

### Mathematics

1MAP Applied Mathematics.....	23
1MAT Mathematics .....	24
1MAX Mathematics .....	25

### Science

1AGR Agriculture .....	28
1EVS Environmental Studies .....	29
1HBI Human Biology .....	31
1HOR Horticulture.....	30
1SCA Applied Science.....	26
1SCI Science .....	27

### Social Science

1GEO Geography.....	33
1HIS History .....	32

1SSS Social Science.....	34
<b>Technology</b>	
1GAD Graphics.....	38
1HOS Hospitality .....	37
1TCE Technology Mechanical Engineering .....	39
1TCF Technology Fabric .....	35
1TCN Technology Food and Nutrition .....	36
1TCW Building and Construction.....	40
<b>Vocational</b>	
1DRE Driver Education .....	19

### Quick Find – Level 1

#### Half-Year Courses

- **two** half year courses need to be selected for one choice.

- Applied Science 1 (1SCA)
- Drivers Education (1DRE)
- Information and Communications Technology (1ICT)
- Digital Technology (1DTC)
- Human Biology 1 (1HBI)
- Health (1HEA)