



NZQA 2781 - Manage Computer Data - Generic Computing

Programme Title:	Generic Computing		
Module Title:	Manage and protect data in a personal computer system		
Content Provider:	Software Educational Resources Limited (SERL)		
	Version: 5	Level: 2	Credits: 3

Overview

People credited with this unit standard are able to demonstrate: file management; the importance of data protection and application of appropriate data protection techniques; and knowledge of the principles and practice of ethics in the storage and transfer of data.

Content Outline

File Management

- Windows Explorer
- Managing Files and Folders
- Files
- View Options
- Creating New Folders
- Cut, Copy and Paste
- Selecting
- Rename and Delete
- Saving and Naming Files

Search

- Accessing Search
- Search Options

Backup

- Backup Basics
- Backing Up Files
- Restoring Files

Data Protection

- Unauthorised Access
- Log-in/Log Off
- Computer Viruses
- Internet and Email Risks
- Other Threats to Data

Ethics in Computing

- Data Handling
- Protecting Privacy
- The Privacy Act
- Governmental Access
- Copyright
- Copyright Issues
- Internet Copyright
- Software Licensing
- Freeware/Shareware

Assessment / Certification / Qualification

What is Intuto offering?

1. Online test/assessment; theory based only, where % score and number of attempts is recorded.
2. NZQA paper based assessments; candidate and assessor copies – for site implementation, marking and submission to NZQA for moderation.

Suggested Learning Hours

Estimated time for completion of 'NZQA 2781 - Manage Computer Data' is thirty (30) hours.