

THE NZQA NATIONAL  
CERTIFICATE IN:

# BUSINESS - ADMINISTRATION & COMPUTING (LEVEL 2)

## Save Time and Money!

Instant Education Solutions' unit standard delivery packages are a complete teaching and assessment solution for institutions assessing the NZQA National Certificate in Business Administration & Computing Level 2 (Version 6).

### NCBAC (L2) PACK

(A Minimum of 60 credits, of which 40 must be at level 2 or above)

#### Each Folder Includes:

- Teaching Guide
- Assessment Guide with answers and Assessment Schedule
- Learner workbook with unlimited reproduction rights for up to four sites
- NZQA Unit Standard and Accreditation and Moderation Action Plan

*You have everything you need to start teaching.*

The Teaching and Assessment Guide includes special notes for teachers, and red letter answers for activities, so you always know what is going on. You can photocopy the Learner Workbook as many times as you like – saving money and time.

### COMPULSORY UNIT STANDARDS

(8 credits)

Unit	L	C	Title
497	1	3	Demonstrate knowledge of workplace health and safety requirements
2781	2	3	Manage and protect data in a personal computer system
6743	2	2	Demonstrate an understanding of ergonomic principles for computer workstations

### ELECTIVE UNIT STANDARDS

(A minimum of 32 credits drawn as specified from each of Sets A to F.

**Plus** The balance of credits to meet the minimum of 60 credits, of which 40 are at level 2 or above drawn, anywhere from Sets A to G)

#### SET: A

You require a minimum of 10 credits from the Business Administration Services domain in the Business Administration Sub-field.

Below is a list which Instant can currently offer that meet this criteria:

Unit	L	C	Title
121	2	5	Demonstrate and apply knowledge of office equipment and administration processes
122	3	5	Provide office reception services
123	3	5	Use office information, copying and telecommunication systems
327	2	4	Document business financial transactions for an entity
328	3	4	Identify the requirements for a financial record system for an entity
329	2	3	Process financial information for cash transactions

#### SET: B

You require a minimum of 10 credits from the Business Information Processing domain in the Business Administration Sub-field. Below is a list which Instant can currently offer that meet this criteria:

Unit	L	C	Title
103	2	3	Use data entry skills to input data
107	2	5	Apply text processing skills to produce communications in a business or organisational context
108	3	5	Apply text processing skills to produce business documents
111	2	5	Use a word processor to produce documents for a business or organisation
16678	2	1	Key in text at 25 words per minute (wpm)

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Resources for the NZQA National Certificate in Business - Administration & Computing Level 2 (Version 5), continued...

## SET: C

You require a minimum of 5 credits from the Generic Computing domain in the Computing Sub-field. Below is a list which Instant can currently offer that meet this criteria.

Unit	L	C	Title
2784	2	3	Create and use a computer spreadsheet to solve a problem
2786	2	3	Create and use a computer database to solve a problem
2788	2	5	Produce desktop published documents to meet a set brief
2790	2	3	Use and maintain personal computer peripherals
2791	2	3	Integrate spreadsheet and database data into a word processed document to meet a set brief
5940	2	3	Produce a presentation using a desktop presentation computer application
5957	2	2	Produce schematic diagrams using a computer application
6743	2	2	Demonstrate an understanding of ergonomic principles for computer workstations
25655	2	3	Create a website using a dedicated web-authoring tool to meet a set brief
25656	2	3	Create a website using a mark-up language to meet a set brief
25662	2	3	Use digital communications technologies

## SET D

You require minimum of 2 credits from the Interpersonal Communications domain in the Communication Skills Sub-field. Below is a list which Instant can currently offer that meet this criteria:

Unit	L	C	Title
1299	2	4	Be assertive in a range of specified situations
1294	2	2	Be interviewed in a formal interview
1277	2	3	Communicate information in a specified workplace
9677	2	3	Participate in groups and/or teams to gather ideas and information
10791	2	3	Participate in an informal meeting

## SET E

You require minimum of 3 credits from the Writing domain in the Communication Skills Sub-field. Below is a list which Instant can currently offer that meet this criteria:

Unit	L	C	Title
1280	2	2	Use graphics in communication
3488	2	6	Write business correspondence for a workplace
3492	2	3	Write a short report

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Resources for the NZQA National Certificate in Business - Administration & Computing Level 2 (Version 5), continued...

## SET F

You require minimum of 2 credits from the Service Sector – Core Skills domain in the Service Sector Sub-field. Below is a list which Instant can currently offer that meet this criteria:

Unit	L	C	Title
57	2	2	Provide customer service
62	2	3	Maintain personal presentation and a positive attitude in a workplace involving customer contact

## SET G

### BUSINESS ADMINISTRATION – (any domain)

Unit	L	C	Title
12884	2	3	Create electronic documents and manage a file for generic text and information management
12885	2	4	Create and enhance electronic documents combining text and images for generic text and information management.

### CORE GENERIC – (any domain)

Unit	L	C	Title
377	2	2	Demonstrate knowledge of diversity in the workplace
1979	2	3	Describe the employment relationship and the application of employment law to that relationship
4252	2	2	Produce a targeted resume
4253	2	3	Demonstrate knowledge of job search skills
4255	2	4	Demonstrate knowledge of personal insurance options
4258	2	2	Describe ways of managing and coping with change
7117	2	2	Produce a plan to enhance own learning
7118	2	3	Manage own learning programme
7119	2	1	Describe memory processes and demonstrate a memory technique
7120	2	2	Demonstrate knowledge of note taking
7121	2	2	Demonstrate skills to search, access, and select information
7123	2	2	Apply a problem solving method to a problem
7127	2	2	Exercise informed choice in deciding on major goods or service purchase
10781	2	3	Produce a plan for own future directions
12349	2	3	Demonstrate knowledge of time management
12352	2	3	Describe aspects of one's own lineage, heritage, and cultural identity
12354	2	4	Describe implications of independent living, including renting and flatting
12355	2	2	Describe stress and ways of dealing with it
12383	2	3	Explore career options and their implications

### COMMUNICATION SKILLS – (any domain)

2989	2	3	Select, assess, and read texts to gain knowledge
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Resources for the NZQA National Certificate in Business - Administration & Computing  
Level 2 (Version 5).

## BUSINESS ADMIN & COMPUTING (LEVEL 2) SPECIAL PACKAGE DEAL

- **COMPLETE PACK**  
3 compulsory + 18 units

20% off each unit

### Approximate Pricing

Folder & CD	CD Only
\$5,696	\$4,496

*Examples prices only – prices will vary according to the units chosen. All prices exclude postage and GST.*