

THE NZQA NATIONAL  
CERTIFICATE IN:

# BUSINESS - ADMINISTRATION AND COMPUTING (LEVEL 3)

## 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 and Computing Level 3 (Version 4).

### NCBAC (L3) PACK

(A minimum 60 credits of which 40 are at level 3 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

(5 credits)

Unit	L	C	Title
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 45 credits from sets A to E and the balance from sets A to G. 40 credits must be Level 3 or above)

#### SET A

You require a minimum of 25 credits from any domain in the Business Administration Sub-field. Below is a list which Instant can currently offer that meet this criteria:

Unit	L	C	Title
108	3	5	Apply text processing skills to produce business documents
112	3	5	Produce business or organisation information using word processing functions
122	3	5	Provide office reception services
123	3	5	Use office information, copying, and telecommunication systems
328	3	4	Identify the requirements for a financial administration record system for an entity
334	3	4	Demonstrate knowledge of and operate inventory systems
12886	3	6	Customise software features and create document templates for generic text and information management
12887	3	6	Integrate text and images and manage multiple files for generic text and information management
16679	3	1	Key in text at 35 words per minute (wpm)

Continued over page...

# BUSINESS - ADMINISTRATION AND COMPUTING (LEVEL 3)

Resources for the NZQA National Certificate in Business - Administration and Computing Level 3 (Version 4), continued...

## SET B

You require a minimum of 10 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
2785	3	5	Create a computer spreadsheet to provide a solution for organisation use
2787	3	5	Produce a computer database to provide a solution for organisation use
2789	3	6	Produce desktop published documents for organisation use (MS Publisher)
2797	3	4	Demonstrate knowledge of the principles of computer networks
5947	3	3	Use computer technology to solve a specified problem
5954	3	5	Automate processes in a computer application using a scripting language
25657	3	6	Create a website for a stakeholder using a mark-up language
25658	3	5	Create a website for a stakeholder using a dedicated web-authoring tool
25661	3	3	Design and assemble an interactive media product without scripting
25782	3	6	Investigate the use of Information and Communications Technology in an organisation

## SET C

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

Unit	L	C	Title
1296	3	3	Interview in an informal one-to-one situation
1297	4	5	Interview in a formal situation
1304	3	2	Communicate with people from other cultures
1307	3	3	Speak to a specified audience in a predictable situation
1312	3	3	Give oral instructions in the workplace
2990	3	4	Read text to research information
9681	3	3	Contribute within a group/team which has an objective(s)
9694	3	5	Analyse and apply principles of communication process theory
9705	3	3	Give and respond to feedback on performance
11097	3	3	Listen to gain information in an interactive situation

Continued over page...

# BUSINESS - ADMINISTRATION AND COMPUTING (LEVEL 3)

Resources for the NZQA National Certificate in Business - Administration and Computing Level 3 (Version 4), continued...

## SET D

You require a minimum of 3 credits at level 2 or above from the Communication Skills Sub-field – Writing domain. Below is a list which Instant can currently offer that meet this criteria:

Unit	L	C	Title
1279	3	3	Write in plain English
3488	2	6	Write business correspondence for a workplace
3491	3	4	Write a report
3492	2	3	Write a short report

## SET E

You require a minimum of 3 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
376	3	2	Employ customer service techniques to accommodate customer behavioural styles in a workplace
378	3	3	Provide customer service for international visitors
11815	3	3	Answer customer enquiries on the telephone in a wide range of contexts
11816	3	4	Respond to customer enquiries by writing in a range of contexts
11818	3	2	Demonstrate and apply product and/or service knowledge

## SET F

Any units from the Accounting, Business Environment, Business Operations & Development, Financial Management, Management Sub-fields; any units from the Public Sector Core Skills domain or from the Maori Office Systems domain: to make up the balance of 60 credits (40 of which must be at level 3 or above). Below is a list which Instant can currently offer that meet this criteria:

Unit	L	C	Title
8085	3	4	Demonstrate knowledge of quality and its management
8087	3	5	Use core quality management tools (Workplace Assessment for Adults)
19796	4	6	Demonstrate knowledge of employment law
22857	3	3	Analyse a marketing issue in a business organisation and evaluate potential solutions
22858	3	3	Evaluate the impact of change on business organisations' operations and strategic objectives
22859	3	3	Analyse a human resource management issue in a business organisation and evaluate potential solutions

Continued over page...

THE NZQA NATIONAL  
CERTIFICATE IN:

# BUSINESS - ADMINISTRATION AND COMPUTING (LEVEL 3)

Resources for the NZQA National Certificate in Business - Administration and Computing Level 3 (Version 4), continued...

## SET G

Any units at level 3 or above from the Work & Study Skills Domain to make up the balance of 60 credits (40 of which must be at level 3 or above). Below is a list which Instant can currently offer that meet this criteria:

Unit	L	C	Title
4251	3	2	Plan a career pathway
12384	3	2	Demonstrate knowledge of analytical and global thinking styles
20588	3	2	Demonstrate knowledge of the Left Brain/Right Brain model of metacognition
20589	3	3	Apply knowledge of Kolb's Experiential Learning model of metacognition

## BUSINESS ADMIN & COMPUTING (LEVEL 3) SPECIAL PACKAGE DEAL

• **COMPLETE PACK**  
2 compulsory + 15 units

15% off each unit

Approximate Pricing  
Folder & CD      CD Only  
\$4,848              \$3,860

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