

NZ Certificate in Business Administration and Technology (Level 3)

Course Options

NZQA Ref 2452

Qualification Option 1

Unit	Name		Cr	Outcomes covered									Totals		
				1	2	3	4	5	6	7	8	9			
121	Demonstrate and apply knowledge of office equipment and administration processes	MUST DO	5	4				1							5
122	Provide office reception services	MUST DO	5	2				2		1					5
123	Use office information, copying, and telecommunication systems	MUST DO	5	4						1					5
3494	Write minutes for a formal meeting	MUST DO	3	3											3
24872	Produce documents for a workplace using a computer	MUST DO	3	2		1									3
376	Employ customer service techniques to accommodate customer behavioural styles in a workplace	MUST DO	2	1						1					2
9681	Contribute within a team or group which has an objective	MUST DO	3				3								3
108	Apply text processing skills to produce business documents	OPTIONAL	5		3	1						1			5
112	Produce business or organisational information using word processing functions	OPTIONAL	5		3	1								1	5
12886	Customise software features and create document templates for generic text and information management	OPTIONAL	6		4	1				1					6
12887	Integrate text and images and manage multiple files for generic text and information management	OPTIONAL	6		4	1								1	6
2787	Create and use a computer database to provide a solution for organisation use	OPTIONAL	6		1	1		1	2			1			6
2789	Produce desktop published document for organisation use	OPTIONAL	6		1	1			2			1	1		6
TOTALS				16	16	7	3	4	4	4	4	3	3	3	60
NEEDED				16	16	7	3	4	4	4	4	3	3		
DIFFERENCE				0	0	0	0	0	0	0	0	0	0		

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Qualification Option 2

Unit	Name		Cr	Outcomes covered									Totals		
				1	2	3	4	5	6	7	8	9			
121	Demonstrate and apply knowledge of office equipment and administration processes	MUST DO	5	4				1							5
122	Provide office reception services	MUST DO	5	2				1		1	1				5
123	Use office information, copying, and telecommunication systems	MUST DO	5	4						1					5
3494	Write minutes for a formal meeting	MUST DO	3	3											3
24872	Produce documents for a workplace using a computer	MUST DO	3	2		1									3
376	Employ customer service techniques to accommodate customer behavioural styles in a workplace	MUST DO	2	1						1					2
9681	Contribute within a team or group which has an objective	MUST DO	3				3								3
2785	Create a computer spreadsheet to provide a solution for organisation use	OPTIONAL	5		3	1		1							5
112	Produce business or organisational information using word processing functions	OPTIONAL	5		3	1							1		5
12886	Customise software features and create document templates for generic text and information management	OPTIONAL	6		4	1				1					6
12887	Integrate text and images and manage multiple files for generic text and information management	OPTIONAL	6		4	1							1		6
2787	Create and use a computer database to provide a solution for organisation use	OPTIONAL	6		1	1		1	2		1				6
2789	Produce desktop published document for organisation use	OPTIONAL	6		1	1			2		1	1			6
TOTALS				16	16	7	3	4	4	4	3	3	3	3	60
NEEDED				16	16	7	3	4	4	4	3	3	3	3	
DIFFERENCE				0	0	0	0	0	0	0	0	0	0	0	

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Course Options

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Qualification Option 3

Unit	Name		Cr	Outcomes covered									Totals		
				1	2	3	4	5	6	7	8	9			
121	Demonstrate and apply knowledge of office equipment and administration processes	MUST DO	5	4				1							5
122	Provide office reception services	MUST DO	5	2				1		1	1				5
123	Use office information, copying, and telecommunication systems	MUST DO	5	4						1					5
3494	Write minutes for a formal meeting	MUST DO	3	3											3
24872	Produce documents for a workplace using a computer	MUST DO	3	2		1									3
376	Employ customer service techniques to accommodate customer behavioural styles in a workplace	MUST DO	2	1						1					2
9681	Contribute within a team or group which has an objective	MUST DO	3				3								3
2785	Create a computer spreadsheet to provide a solution for organisation use	OPTIONAL	5		3	1		1							5
108	Apply text processing skills to produce business documents	OPTIONAL	5		2	1						1	1		5
12886	Customise software features and create document templates for generic text and information management	OPTIONAL	6		4	1				1					6
12887	Integrate text and images and manage multiple files for generic text and information management	OPTIONAL	6		4	1							1		6
2787	Create and use a computer database to provide a solution for organisation use	OPTIONAL	6		1	1		1	2			1			6
2789	Produce desktop published document for organisation use	OPTIONAL	6		2	1			2				1		6
TOTALS				16	16	7	3	4	4	4	4	3	3	3	60
NEEDED				16	16	7	3	4	4	4	4	3	3		
DIFFERENCE				0	0	0	0	0	0	0	0	0	0	0	