

NZ Certificate in Business Administration and Technology (Level 3) Course Options

NZQA Ref 2452

The list of units below is for ALL the units that could be included in the Certificate programme. This is for reference only.
Please see the pages that follow for the different options for combinations.

Unit	Name	Software Applications Used	Cr	Outcomes covered										
				1	2	3	4	5	6	7	8	9		
		NOTE: For all Office 365 (2016) = Windows 10												
121	Demonstrate and apply knowledge of office equipment and administration processes	Windows 10; Outlook 2016	5	3				1				1		
122	Provide office reception services	Windows 10; Outlook 2016	5	3		1		1						
123	Use office information, copying, and telecommunication systems	NA	5	3										2
29785	Use a word processing application to integrate images, spreadsheet and database data into documents	Office 365 (2016) - Word, Excel, Access	4	3	1									
108	Apply text processing skills to produce business documents	Office 365 (2016) - Word	5		3	1								1
112	Produce business or organisational information using word processing functions	Office 365 (2016) - Word	5		2	1		1						1
12886	Customise software features and create document templates for generic text and information management	Office 365 (2016) - Word and Access	6		3	2			1					
12887	Integrate text and images and manage multiple files for generic text and information management	Office 365 (2016) - Word, Publisher, Excel, and Access	6		3	1			1					1
29792	Use a desktop publishing application to produce documents	Publisher 2016 & 2013	4		2	1			1					
29795	Apply ethical behaviour when using digital tools		5						1	3	1			
376	Employ customer service techniques to accommodate customer behavioural styles in a workplace	NA	2	1				1						
9681	Contribute within a team or group which has an objective	NA	3				3							
3494	Write minutes for a formal meeting	NA	3	3										
29786	Produce a spreadsheet for organisational use	Office 365 (2016) - Excel	3		3									
29787	Produce and use a database to provide a solution for organisational use	Office 365 (2016) - Access	3		3									
29796	Collaborate effectively with others in a digital environment	Wide range (please refer to EN 4 and ER 1.2)	7				3							
		TOTALS	71	16	20	7	6	4	4	4	3	3		
		NEEDED	60	16	16	7	3	4	4	4	3	3		
		DIFFERENCE	11	0	4	0	3	0	0	0	0	0		
				32		14		4	7	3				

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Qualification Option 1

Unit	Name	Software Applications Used	Cr	Outcomes covered										
				1	2	3	4	5	6	7	8	9		
		NOTE: For all Office 365 (2016) = Windows 10												
121	Demonstrate and apply knowledge of office equipment and administration processes	Windows 10; Outlook 2016	5	3				1			1			
122	Provide office reception services	Windows 10; Outlook 2016	5	3		1		1						
123	Use office information, copying, and telecommunication systems	NA	5	3										2
29785	Use a word processing application to integrate images, spreadsheet and database data into documents	Office 365 (2016) - Word, Excel, Access	4	3	1									
108	Apply text processing skills to produce business documents	Office 365 (2016) - Word	5		3	1								1
112	Produce business or organisational information using word processing functions	Office 365 (2016) - Word	5		2	1		1						1
12886	Customise software features and create document templates for generic text and information management	Office 365 (2016) - Word and Access	6		3	2			1					
12887	Integrate text and images and manage multiple files for generic text and information management	Office 365 (2016) - Word, Publisher, Excel, and Access	6		3	1			1					1
29792	Use a desktop publishing application to produce documents	Publisher 2016 & 2013	4		2	1			1					
29795	Apply ethical behaviour when using digital tools		5						1		3		1	
376	Employ customer service techniques to accommodate customer behavioural styles in a workplace	NA	2	1				1						
9681	Contribute within a team or group which has an objective	NA	3				3							
3494	Write minutes for a formal meeting	NA	3	3										
29786	Produce a spreadsheet for organisational use	Office 365 (2016) - Excel	3		3									
		TOTALS	61	16	17	7	3	4	4	4	4	3	3	3
		NEEDED	60	16	16	7	3	4	4	4	4	3	3	3
		DIFFERENCE	1	0	1	0	0	0	0	0	0	0	0	0
				32		14		4		7		3		

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Qualification Option 2

Unit	Name	Software Applications Used	Cr	Outcomes covered										
				1	2	3	4	5	6	7	8	9		
		NOTE: For all Office 365 (2016) = Windows 10												
121	Demonstrate and apply knowledge of office equipment and administration processes	Windows 10; Outlook 2016	5	3				1			1			
122	Provide office reception services	Windows 10; Outlook 2016	5	3		1		1						
123	Use office information, copying, and telecommunication systems	NA	5	3										2
29785	Use a word processing application to integrate images, spreadsheet and database data into documents	Office 365 (2016) - Word, Excel, Access	4	3	1									
108	Apply text processing skills to produce business documents	Office 365 (2016) - Word	5		3	1								1
112	Produce business or organisational information using word processing functions	Office 365 (2016) - Word	5		2	1		1						1
12886	Customise software features and create document templates for generic text and information management	Office 365 (2016) - Word and Access	6		3	2			1					
12887	Integrate text and images and manage multiple files for generic text and information management	Office 365 (2016) - Word, Publisher, Excel, and Access	6		3	1			1					1
29792	Use a desktop publishing application to produce documents	Publisher 2016 & 2013	4		2	1			1					
29795	Apply ethical behaviour when using digital tools		5						1		3	1		
376	Employ customer service techniques to accommodate customer behavioural styles in a workplace	NA	2	1				1						
9681	Contribute within a team or group which has an objective	NA	3				3							
3494	Write minutes for a formal meeting	NA	3	3										
29787	Produce and use a database to provide a solution for organisational use	Office 365 (2016) - Access	3		3									
		TOTALS	61	16	17	7	3	4	4	4	3	3		
		NEEDED	60	16	16	7	3	4	4	4	3	3		
		DIFFERENCE	1	0	1	0	0	0	0	0	0	0		
				32		14		4	7		3			

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Qualification Option 3

Unit	Name	Software Applications Used	Cr	Outcomes covered										
				1	2	3	4	5	6	7	8	9		
		NOTE: For all Office 365 (2016) = Windows 10												
121	Demonstrate and apply knowledge of office equipment and administration processes	Windows 10; Outlook 2016	5	3				1		1				
122	Provide office reception services	Windows 10; Outlook 2016	5	3				2						
123	Use office information, copying, and telecommunication systems	NA	5	3										2
29785	Use a word processing application to integrate images, spreadsheet and database data into documents	Office 365 (2016) - Word, Excel, Access	4	4										
108	Apply text processing skills to produce business documents	Office 365 (2016) - Word	5		3	1								1
112	Produce business or organisational information using word processing functions	Office 365 (2016) - Word	5		2	1		1						1
12886	Customise software features and create document templates for generic text and information management	Office 365 (2016) - Word and Access	6		3	2			1					
12887	Integrate text and images and manage multiple files for generic text and information management	Office 365 (2016) - Word, Publisher, Excel, and Access	6		3	1			1					1
29792	Use a desktop publishing application to produce documents	Publisher 2016 & 2013	4		2	1			1					
29795	Apply ethical behaviour when using digital tools		5							1	3			1
29787	Produce and use a database to provide a solution for organisational use	Office 365 (2016) - Access	3		3									
29796	Collaborate effectively with others in a digital environment	Wide range (please refer to EN 4 and ER 1.2)	7	3		1	3							
		TOTALS	60	16	16	7	3	4	4	4	3			3
		NEEDED	60	16	16	7	3	4	4	4	3			3
		DIFFERENCE	0	0	0	0	0	0	0	0	0			0
				32		14			4	7				3

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Qualification Option 4

Unit	Name	Software Applications Used	Cr	Outcomes covered										
				1	2	3	4	5	6	7	8	9		
		NOTE: For all Office 365 (2016) = Windows 10												
121	Demonstrate and apply knowledge of office equipment and administration processes	Windows 10; Outlook 2016	5	3				1		1				
122	Provide office reception services	Windows 10; Outlook 2016	5	3				2						
123	Use office information, copying, and telecommunication systems	NA	5	3										2
29785	Use a word processing application to integrate images, spreadsheet and database data into documents	Office 365 (2016) - Word, Excel, Access	4	4										
108	Apply text processing skills to produce business documents	Office 365 (2016) - Word	5		3	1								1
112	Produce business or organisational information using word processing functions	Office 365 (2016) - Word	5		2	1		1						1
12886	Customise software features and create document templates for generic text and information management	Office 365 (2016) - Word and Access	6		3	2			1					
12887	Integrate text and images and manage multiple files for generic text and information management	Office 365 (2016) - Word, Publisher, Excel, and Access	6		3	1			1					1
29792	Use a desktop publishing application to produce documents	Publisher 2016 & 2013	4		2	1			1					
29795	Apply ethical behaviour when using digital tools		5							1	3	1		
29786	Produce a spreadsheet for organisational use	Office 365 (2016) - Excel	3		3									
29796	Collaborate effectively with others in a digital environment	Wide range (please refer to EN 4 and ER 1.2)	7	3		1	3							
		TOTALS	60	16	16	7	3	4	4	4	3	3		3
		NEEDED	60	16	16	7	3	4	4	4	3	3		3
		DIFFERENCE	0	0	0	0	0	0	0	0	0	0		0
				32		14			4		7			3

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Qualification Option 5

Unit	Name	Software Applications Used	Cr	Outcomes covered										
				1	2	3	4	5	6	7	8	9		
		NOTE: For all Office 365 (2016) = Windows 10												
121	Demonstrate and apply knowledge of office equipment and administration processes	Windows 10; Outlook 2016	5	3				1		1				
122	Provide office reception services	Windows 10; Outlook 2016	5	3				2						
123	Use office information, copying, and telecommunication systems	NA	5	3										2
29785	Use a word processing application to integrate images, spreadsheet and database data into documents	Office 365 (2016) - Word, Excel, Access	4	4										
108	Apply text processing skills to produce business documents	Office 365 (2016) - Word	5		4	1								
112	Produce business or organisational information using word processing functions	Office 365 (2016) - Word	5		3	1		1						
12886	Customise software features and create document templates for generic text and information management	Office 365 (2016) - Word and Access	6		3	2				1				
12887	Integrate text and images and manage multiple files for generic text and information management	Office 365 (2016) - Word, Publisher, Excel, and Access	6		3	1				1			1	
29792	Use a desktop publishing application to produce documents	Publisher 2016 & 2013	4		2	1				1				
29795	Apply ethical behaviour when using digital tools		5							1	3	1		
3494	Write minutes for a formal meeting	NA	3	3										
29796	Collaborate effectively with others in a digital environment	Wide range (please refer to EN 4 and ER 1.2)	7		1	1	3						1	1
		TOTALS	60	16	16	7	3	4		4	4	3	3	3
		NEEDED	60	16	16	7	3	4		4	4	3	3	3
		DIFFERENCE	0	0	0	0	0	0		0	0	0	0	0
				32		14				4	7		3	