



| US# | Description | Level | Credit | Our Versions Available | Microsoft Program | 20 User Licence* (per version) | 50 User Licence* (per version) | Hard Copy (each) |
|------------------------|----------------------------------------------------------------------------------------------------|--------------------------------------|--------------------------------------|------------------------|---------------------------------------------------------------------------|--------------------------------|--------------------------------|------------------|
| Text Processing | | | | | | | | |
| 101 | Develop and use keyboard skills to enter text | 1 | 3 | 6 | Word 2007 | 240.00 | 480.00 | 29.95 |
| | | | | 6 | Word 2010 | | | |
| | | | | 7 | Word 2013 | | | |
| 102 | Consolidate keyboarding skills and produce accurate text | 1 | 3 | 6 | Word 2007 | 240.00 | 480.00 | 29.95 |
| | | | | 6 | Word 2010 | | | |
| | | | | 6 | Word 2013 | | | |
| | | | | 6 | Workbook Solutions | | | |
| 103 | Use data entry skills to input computer data | 2 | 3 | 6 | Excel 2007 | 280.00 | 560.00 | 29.95 |
| | | | | 6 | Excel 2010 | | | |
| | | | | 6 | Excel 2010 | | | |
| 107 | Apply language and text processing skills to produce communications | 2 | 5 | 6 | Word 2007 | 280.00 | 560.00 | 39.95 |
| | | | | 6 | Word 2010 | | | |
| | | | | 6 | Word 2013 | | | |
| 108 | Apply text processing skills to produce business documents | 3 | 5 | 6 | Word 2007 | 280.00 | 560.00 | 39.95 |
| | | | | 6 | Word 2010 | | | |
| | | | | 6 | Word 2013 <i>Includes free Extended Learning Booklet in PDF format</i> | | | |
| 109 | Apply text processing skills to produce specialist documents | 4 | 6 | 6 | Word 2007 | 300.00 | 600.00 | 44.95 |
| | | | | 6 | Word 2010 | | | |
| | | | | 7 | Word 2013 | | | |
| 16677 - 16680 | Speed and accuracy | 77 = 1 78 = 2 79 = 3 80 = 4 | 77 = 1 78 = 1 79 = 1 80 = 1 | 3 | | 280.00 | 560.00 | 39.95 |
| Word Processing | | | | | | | | |
| 111 | Use a word processor to produce documents | 2 | 5 | 7 | Word 2007 | 280.00 | 560.00 | 39.95 |
| | | | | 7 | Word 2010 | | | |
| | | | | 7 | Word 2013 | | | |
| | | | | 7 | Word 2010 | | | |
| 6 | Word 2013 | | | | | | | |
| 112 | Produce information using word processing functions | 3 | 5 | 6 | Word 2007 | 280.00 | 560.00 | 39.95 |
| | | | | 6 | Word 2010 | | | |
| | | | | 6 | Word 2013 | | | |
| 113 | Produce information using advanced word processing functions | 4 | 10 | 7 | Word 2007 | 300.00 | 600.00 | 44.95 |
| | | | | 7 | Word 2010 | | | |
| | | | | 7 | Word 2013 | | | |
| 12883 | Enter and manage text for generic text and information management | 1 | 3 | 6 | Word 2010 | 240.00 | 480.00 | 29.95 |
| 12884 | Create documents and manage files for generic text and information management | 2 | 3 | 5 or 6 | Word 2010 | 280.00 | 560.00 | 29.95 |
| | | | | 6 | Word 2010 | | | |
| 12885 | Create and enhance documents combining text and images for generic text and information management | 2 | 4 | 6 | Word 2007 | 280.00 | 560.00 | 39.95 |
| | | | | 6 | Word 2010 | | | |
| | | | | 6 | Word 2013 | | | |
| | | | | 6 | Word 2010 | | | |
| 12886 | Customise software features to manipulate text for generic text and information management | 3 | 6 | 5 or 6 | Word 2007 | 280.00 | 560.00 | 39.95 |
| | | | | 5 or 6 | Word 2010 | | | |
| 12887 | Integrate text and images and manage multiple files for generic text and information management | 3 | 6 | 6 | Word 2010 | 280.00 | 560.00 | 39.95 |

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|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-------|---------------------|---------------------------------------|----------------------------------------------------------------------------------------|--------------------------------|--------------------------------|------------------|
| Integrated Text/Word Processing | | | | | | | | |
| 101/102 | Develop and use keyboard skills to enter text; Consolidate keyboarding skills and produce accurate text | 1 | 101 - 3 102 - 3 | 6 | Word 2010 | 340.00 | 680.00 | 44.95 |
| 111/107 | Use a word processor to produce documents; Apply language and text processing skills to produce communications | 2 | 111 - 5 107 - 5 | 111 v7 / 107 v6 | Word 2007 | 400.00 | 800.00 | 59.95 |
| | | | | 111 v7 / 107 v6 | Word 2010 | | | |
| | | | | 111 v8 / 107 v7 | Word 2013 | | | |
| | | | | 111 v7 / 107 v6 Workbook Solutions | Word 2010 | | | 29.95 |
| 112/108 | Produce information using word processing functions; Apply language and text processing skills to produce business documents | 3 | 112 - 5 108 - 5 | 6 | Word 2010 | 400.00 | 800.00 | 59.95 |
| | | | | 6 | Word 2013 | | | |
| | | | | 6 Workbook Solutions | Word 2010 | | | 39.95 |
| 113/109 | Produce information using advanced word processing functions; Apply language and text processing skills to produce specialist documents | 4 | 113 - 10 109 - 6 | 113 v8 / 109 v7 | Word 2010 Word 2013 <i>Includes free Extended Learning Booklet in PDF format</i> | 450.00 | 900.00 | 64.95 |
| Spreadsheets | | | | | | | | |
| 2784 | Create and use a simple computer spreadsheet to solve a problem | 2 | 3 | 6 | Excel 2007 | 280.00 | 560.00 | 39.95 |
| | | | | 6 or 7 | Excel 2010 | | | |
| | | | | 7 | Excel 2013 | | | |
| | | | | 6 or 7 Workbook Solutions | Excel 2007 Excel 2010 | | | 24.95 |
| 2785 | Create a computer spreadsheet to provide a solution for organisation use | 3 | 5 | 7 or 8 | Excel 2010 | 280.00 | 560.00 | 39.95 |
| | | | | 8 | Excel 2013 | | | |
| | | | | 7 Workbook Solutions | Excel 2010 | | | 24.95 |
| 18743 | Produce a spreadsheet from instructions using supplied data | 1 | 2 | 3 | Excel 2007 | 240.00 | 480.00 | 29.95 |
| | | | | 3 or 4 | Excel 2010 | | | |
| | | | | 4 | Excel 2013 | | | |
| 27642 | Use a pivot table to display data | 4 | 5 | 1 | Excel 2010 | 300.00 | 600.00 | 44.95 |
| | | | | 2 | Excel 2013 | | | |
| 27643 | Apply spreadsheet features to present data to meet a brief | 4 | 6 | 1 | Excel 2010 | 300.00 | 600.00 | 44.95 |
| | | | | 3 | Excel 2013 | | | |
| Database | | | | | | | | |
| 2786 | Create and use a computer database to solve a problem | 2 | 3 | 6 or 7 | Access 2007 | 280.00 | 560.00 | 39.95 |
| | | | | 6 or 7 | Access 2010 | | | |
| | | | | 7 | Access 2013 | | | |
| 2787 | Create and use a computer database to provide a solution for organisation use | 3 | 6 | 6 | Access 2007 | 280.00 | 560.00 | 39.95 |
| | | | | 6 or 7 | Access 2010 | | | |
| | | | | 7 | Access 2013 | | | |
| | | | | 6 or 7 Workbook Solutions | Access 2010 | | | 24.95 |
| 18742 | Produce a relational database solution for organisational use | 4 | 8 | 4 | Access 2007 | 300.00 | 600.00 | 49.95 |
| | | | | 4 or 5 | Access 2010 | | | |
| | | | | 5 | Access 2013 | | | |
| Desktop Publishing | | | | | | | | |
| 2788 | Produce desktop published documents to meet a set brief | 2 | 5 | 7 | Publisher 2007 | 280.00 | 560.00 | 39.95 |
| | | | | 7 or 8 | Publisher 2010 | | | |
| | | | | 8 | Publisher 2013 | | | |
| 2789 | Produce desktop published documents for organisation use | 3 | 6 | 6 | Publisher 2007 | 280.00 | 560.00 | 39.95 |
| | | | | 6 or 7 | Publisher 2010 | | | |
| | | | | 7 | Publisher 2013 | | | |
| | | | | 6 or 7 Workbook Solutions | Publisher 2010 | | | 24.95 |
| 2792 | Produce simple desktop published documents using templates | 1 | 2 | 6 | Publisher 2007 | 240.00 | 480.00 | 29.95 |
| | | | | 6 or 7 | Publisher 2010 | | | |
| | | | | 6 or 7 Workbook Solutions | Publisher 2010 | | | 14.95 |
| Presentation | | | | | | | | |
| 5940 | Produce a presentation using a desktop presentation computer application | 2 | 3 | 7 | PowerPoint 2007 | 280.00 | 560.00 | 39.95 |
| | | | | 7 or 8 | PowerPoint 2010 | | | |
| | | | | 8 | PowerPoint 2013 | | | |
| 5946 | Use computer technology to create and deliver a presentation from given content | 1 | 3 | 6 | PowerPoint 2007 | 240.00 | 480.00 | 29.95 |
| | | | | 6 or 7 | PowerPoint 2010 | | | |

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|------------------------------|--------------------------------------------------------------------------------------------------|-------|--------|------------------------------|-----------------------------------------------------------|--------------------------------|--------------------------------|------------------|
| Service Sector | | | | | | | | |
| 56 | Attend to customer enquiries face-to-face and on the telephone | 1 | 2 | 5 or 6 | | 240.00 | 480.00 | 29.95 |
| 57 | Provide customer service in given situations | 2 | 2 | 9 | | 280.00 | 560.00 | 29.95 |
| 62 | Maintain personal presentation and a positive attitude in a workplace involving customer contact | 2 | 3 | 7 | | 280.00 | 560.00 | 29.95 |
| 64 | Perform calculations for the workplace | 1 | 2 | 5 | | 240.00 | 480.00 | 29.95 |
| | | | | 5 Workbook Solutions | | | | 14.95 |
| | | | | 5 Student Exercise Book | | | | 14.95 |
| 497 | Demonstrate knowledge of workplace health and safety requirements | 1 | 3 | 7 | | 240.00 | 480.00 | 29.95 |
| 11815 | Answer customer enquiries on the telephone in a wide range of contexts | 3 | 3 | 3 | | 280.00 | 560.00 | 39.95 |
| | | | | 3 Workbook Solutions | | | | 24.95 |
| | | | | 3 Student Exercise Book | | | | 24.95 |
| 11816 | Respond to customer enquiries by writing in a range of contexts | 3 | 4 | 3 | | 280.00 | 560.00 | 39.95 |
| Computing | | | | | | | | |
| 2780 | Demonstrate and apply knowledge of a personal computer system | 1 | 3 | 6 | Windows XP | 240.00 | 480.00 | 29.95 |
| | | | | 6 or 7 | Windows 7 | | | |
| | | | | 6 or 7 Workbook Solutions | Windows 7 | | | 14.95 |
| 2781 | Manage and protect data in a personal computer system | 2 | 3 | 8 | Windows 7 | 280.00 | 560.00 | 29.95 |
| | | | | 8 | Windows 8.1 | | | |
| | | | | 8 Workbook Solutions | Windows 7 | | | 14.95 |
| 2783 | Demonstrate knowledge of the components of personal computer systems | 2 | 3 | 6 or 7 | | 280.00 | 560.00 | 29.95 |
| | | | | 6 or 7 Workbook Solutions | | | | 14.95 |
| 2790 | Use and maintain personal computer peripherals | 2 | 3 | 7 or 8 | | 280.00 | 560.00 | 29.95 |
| 2791 | Integrate spreadsheet and database data into a word processed document to meet a set brief | 2 | 3 | 7 | Office 2007 | 280.00 | 560.00 | 39.95 |
| | | | | 7 or 8 | Office 2010 | | | |
| 2797 | Demonstrate knowledge of the principles of computer networks | 3 | 4 | 6 or 7 | | 280.00 | 560.00 | 39.95 |
| 6743 | Demonstrate an understanding of ergonomic principles for computer workstations | 2 | 2 | 6 or 7 | | 280.00 | 560.00 | 29.95 |
| 24872 | Produce documents for a workplace using a computer | 3 | 3 | 2 or 3 | Word 2010 | 280.00 | 560.00 | 39.95 |
| 25662 | Use digital communications technologies | 2 | 3 | 2 or 3 | With Skype, Facebook, Twitter, SMS, MMS, Blogs, Wikis etc | 280.00 | 560.00 | 39.95 |
| Work and Study Skills | | | | | | | | |
| 504 | Produce a CV (curriculum vitae) | 1 | 2 | 7 | | 240.00 | 480.00 | 29.95 |
| 3488 | Write business correspondence for a workplace | 2 | 6 | 5 | | 280.00 | 560.00 | 29.95 |
| | | | | 4 Workbook Solutions | | | | 14.95 |
| | | | | 4 Student Exercise Book | | | | 14.95 |
| 4252 | Produce a targeted resumé | 2 | 2 | 5 | | 280.00 | 560.00 | 29.95 |
| Communication | | | | | | | | |
| 1277 | Communicate information in a specified workplace | 2 | 3 | 5 | | 280.00 | 560.00 | 29.95 |
| 1304 | Communicate with people from other cultures | 3 | 2 | 7 | | 280.00 | 560.00 | 29.95 |
| 3501 | Demonstrate knowledge of and apply listening techniques | 1 | 3 | 4 | | 240.00 | 480.00 | 29.95 |
| 9677 | Participate in a group/team which has an objective(s)* | 2 | 3 | 8 | | 280.00 | 560.00 | 29.95 |
| | | | | 8 Workbook Solutions | | | | 14.95 |
| 10791 | Participate in an informal meeting | 2 | 3 | 2 or 3 | | 280.00 | 560.00 | 29.95 |

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| Business Administration | | | | | | | | |
| 121 | Use office administration and communication systems | 2 | 5 | 6 | | 280.00 | 560.00 | 39.95 |
| | | | | 6 Workbook Solutions | | | | 24.95 |
| 122 | Provide office reception services | 3 | 5 | 7 | | 280.00 | 560.00 | 39.95 |
| | | | | 6 Workbook Solutions | | | | 24.95 |
| | | | | 6 Student Exercise Book | | | | 24.95 |
| 123 | Use office information, copying and telecommunication systems | 3 | 5 | 6 | | 280.00 | 560.00 | 39.95 |
| | | | | 6 Workbook Solutions | | | | 29.95 |
| 327 | Document business financial transactions for an entity | 2 | 4 | 7 | | 280.00 | 560.00 | 39.95 |
| | | | | 6 Workbook Solutions | | | | 29.95 |
| | | | | 6 Student Exercise Book | | | | 14.95 |
| 328 | Identify the requirements for a financial record system | 3 | 4 | 6 | | 280.00 | 560.00 | 39.95 |
| | | | | 6 Workbook Solutions | | | | 29.95 |
| | | | | 6 Student Exercise Book | | | | 14.95 |
| 329 | Process financial information for cash transactions | 2 | 4 | 6 | | 280.00 | 560.00 | 39.95 |
| | | | | 6 Workbook Solutions | | | | 24.95 |
| | | | | 6 Student Exercise Book | | | | 24.95 |
| 26768 | Use a computerised accounts receivable and payable system to produce financial information | 3 | 7 | 1 | MYOB Account Right Standard 2011.1 | 280.00 | 560.00 | 44.95 |
| Internet, Email and Web Sites | | | | | | | | |
| 18758 | Find information using the Internet | 1 | 2 | 3 | Internet Explorer 8.0 | 240.00 | 480.00 | 39.95 |
| 25656 | Create a website using a mark-up language to meet a set brief | 2 | 3 | 2 or 3 | NotePad | 280.00 | 560.00 | 39.95 |

All prices are in \$NZ and are GST inclusive

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