



# Unit Standard Bundles

Student Workbook + Tutor Handbook  
+ Student Exercise Book (where available)  
+ Learner Assessment + Assessor Pack

| US#                                    | Description  | Latest NZQA Version  | Level | Credit             | Our Unit Standard Bundle Version | Microsoft Program   | Unit Standard Bundle Download (Excl GST) | Unit Standard Bundle Hard Copy + CD (Excl GST) |
|--|--|----------------------|-------|--------------------|----------------------------------|---|--|--|
| <b>Text Processing</b>                 |  |                      |       |                    |                                  |   |  |  |
| 101                                    | Develop and use keyboard skills to enter text  | 6                    | 1     | 3                  | 6                                | Word 2010   | 325.00                                   | 420.00   |
| 102                                    | Consolidate keyboarding skills and produce accurate text   | 6                    | 1     | 3                  | 6                                | Word 2010   | 325.00                                   | 420.00   |
| 103                                    | Use data entry skills to input computer data   | 6                    | 2     | 3                  | 6                                | Excel 2010  | 350.00                                   | 445.00   |
| <b>Word Processing</b>                 |  |                      |       |                    |                                  |   |  |  |
| 111                                    | Use a word processor to produce documents  | 7                    | 2     | 5                  | 7                                | Word 2010   | 350.00                                   | 445.00   |
| 12884                                  | Create documents and manage files for generic text and information management  | 6                    | 2     | 3                  | 6                                | Word 2010   | 350.00                                   | 445.00   |
| 12885                                  | Create and enhance documents combining text and images for generic text and information management                           | 6                    | 2     | 4                  | 6                                | Word 2007   | 350.00                                   | 445.00   |
|  |  |                      |       |                    | 6                                | Word 2010   |  |  |
| <b>Integrated Text/Word Processing</b> |  |                      |       |                    |                                  |   |  |  |
| 111/<br>107                            | Use a word processor to produce documents; Apply language and text processing skills to produce communications               | 111 - v7<br>107 - v6 | 2     | 111 - 5<br>107 - 5 | V7 / V6                          | Word 2010   | 630.00                                   | 725.00   |
| 112/<br>108                            | Produce information using word processing functions; Apply language and text processing skills to produce business documents | 6                    | 3     | 112 - 5<br>108 - 5 | 6                                | Word 2010   | 765.00                                   | 860.00   |
| <b>Spreadsheets</b>                    |  |                      |       |                    |                                  |   |  |  |
| 2784                                   | Create and use a simple computer spreadsheet to solve a problem  | 7                    | 2     | 3                  | 6                                | Excel 2010  | 350.00                                   | 445.00   |
| 2785                                   | Create a computer spreadsheet to provide a solution for organisation use   | 8                    | 3     | 5                  | 7                                | Excel 2010  | 425.00                                   | 520.00   |
| <b>Database</b>                        |  |                      |       |                    |                                  |   |  |  |
| 2787                                   | Create and use a computer database to provide a solution for organisation use  | 7                    | 3     | 6                  | 6                                | Access 2010   | 425.00                                   | 520.00   |
| <b>Desktop Publishing</b>              |  |                      |       |                    |                                  |   |  |  |
| 2789                                   | Produce desktop published documents for organisation use   | 7                    | 3     | 6                  | 6                                | Publisher 2010  | 425.00                                   | 520.00   |
| 2792                                   | Produce simple desktop published documents using templates   | 7                    | 1     | 2                  | 6                                | Publisher 2010  | 325.00                                   | 420.00   |
| <b>Computing</b>                       |  |                      |       |                    |                                  |   |  |  |
| 2781                                   | Manage and protect data in a personal computer system  | 8                    | 2     | 3                  | 8                                | Windows 7   | 350.00                                   | 445.00   |
| 2783                                   | Demonstrate knowledge of the components of personal computer systems   | 7                    | 2     | 3                  | 6                                |   | 350.00                                   | 445.00   |
| 24872                                  | Produce documents for a workplace using a computer   | 3                    | 3     | 3                  | 2                                | Word 2010   | 425.00                                   | 520.00   |
| 25662                                  | Use digital communications technologies  | 3                    | 2     | 3                  | 2                                | With Skype, Facebook, Twitter, SMS, MMS, Blogs, Wikis etc | 350.00                                   | 445.00   |
| <b>Business Administration</b>         |  |                      |       |                    |                                  |   |  |  |
| 121                                    | Use office administration and communication systems  | 6                    | 2     | 5                  | 6                                |   | 350.00                                   | 445.00   |
| 122                                    | Provide office reception services  | 6                    | 3     | 5                  | 6                                |   | 425.00                                   | 520.00   |
| 327                                    | Document business financial transactions for an entity   | 6                    | 2     | 4                  | 6                                |   | 350.00                                   | 445.00   |
| 328                                    | Identify the requirements for a financial record system  | 6                    | 3     | 4                  | 6                                |   | 425.00                                   | 520.00   |

**Unit Standard Bundle Download** - Files are supplied electronically for centres to print/photocopy sets as and when required with no time limitation.

**Unit Standard Bundle Hard Copy and CD** - Files are supplied as hard copy in a binder, along with CD of all electronic files, for centres to print/photocopy sets as and when required with no time limitation.

**Prices are Exclusive of GST**

Products are developed on receiving orders. Should you require a Unit Standard Bundle that we don't currently have available please contact us via email at info@cherylprice.co.nz.