

National Certificate in Business Administration & Computing



NZQA Level:	3
NZQA credits:	60
Course Code:	NC0633
Full-time:	20 weeks
Part-time:	50 weeks
Fee:	\$2,270

COURSE RECOMMENDATION

This course is designed for individuals who want a diverse range of computer skills required for business administration and information technology related roles. You can select elective courses to compliment the key skills you're seeking to gain.

Successful graduates will gain the **National Certificate in Business Administration & Computing (Level 3)**

JOB OPPORTUNITIES

- Receptionist
- Office Administrator

FURTHER TRAINING OPPORTUNITIES

- Level 4 computing programmes
- Diploma in computing (Level 5)



WHAT IS DISTANCE LEARNING?

Distance learning is a mode of delivery of education and training that enables learners to gain their qualification while in their own home/work place, without having to attend training sessions. Distance Learning is suitable for those who want to upskill, but can't afford the time to travel to a learning institution on a day to day basis. This mode of delivery is best suited to those learners who are disciplined, and can commit time to studying – you need to be motivated and enthusiastic. Distance learning allows you to study at home, to suit your lifestyle. It's an ideal way to gain qualifications while managing your other commitments – work, family, sport and friends.

HOW DOES DISTANCE LEARNING WORK?

Distance Learning is facilitated as follows:

- Learners receive their workbooks and complete self-directed study towards identified exercises/activities
- Learners have ongoing access to dedicated tutor support via phone, email or internet
- When the learner has completed the pre-requisite study, they are then forwarded the assessment activity/task.
- The learner completes this, and forwards it to their tutor for marking.
- The tutor provides feedback and registers the outcome.
- Learning Post advises NZQA of the outcome
- NZQA provides a Record of Learning and Learning Post provides a Certificate of Achievement.

WHO CAN I TALK TO?

Simply give one of our Course Advisors a call on **0800 895 895** and they can assist you to ensure that you select the most appropriate course.

COURSE CONTENT

Unit Std	Description	Lvl	Cr
CORE COURSES			
108	Apply language and text processing skills to produce documents	3	5
112	Produce information using word processing functions	3	5
2990	Read texts to research	3	4
3491	Write a report	3	4
5954	Automate processes in a computer application using a macro facility	3	2
11816	Answer customer enquiries by mail, facsimile, and/or email in a wide range of contexts	3	4
Electives			
Text Management			
12884	Create documents and manage files for generic text and information management	2	3
12886	Customize software features to manipulate text for generic text and information management	3	6
12887	Integrate text and images and refine file management for generic text and information management	3	6
Spreadsheet			
64	Perform calculations for the workplace	1	2
103	Use data entry skills to input computer data	2	3
2785	Create computer spreadsheet to provide a solution for organisation sue (excel)	3	5
Presentation			
5939	Produce computer graphics using base functions	2	3
5940	Produce a presentation using a desktop presentation computer application (PowerPoint)	3	5
5946	Use computer technology to present a computer topic	2	3
5957	Produce simple schematic diagrams using a computer applications	2	2
Integrated Applications			
2786	Create and use a simple computer flat file database to solve a problem	2	3
2791	Integrate spreadsheet and database into a world processed document to solve a problem	2	3
5939	Produce computer graphics using base functions	2	3
5947	Use computer technology to solve a specified problem	3	3
Technical			
2783	Demonstrate knowledge of the components of personal computer systems	3	3
2790	Use and maintain personal computer peripherals	2	3
5946	Use computer technology to present a computer topic	2	3
5951	Describe the concepts of computer systems development	3	3
HTML			
15167	Create individual web pages as a basis of a web site	2	2
15168	Enhance pages on a web site	2	4
15169	Develop and publish a website	2	3
18736	Create simple web pages using a text editor to the specifications of a given brief	2	4
18758	Demonstrate navigation skills using a browser	1	2

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EQUIPMENT REQUIRED

- Software: Office Professional 2003 or Office Professional 2007, including Word, Excel, PowerPoint and Access.
- Hardware: A computer capable of running Windows XP or Vista; and Office XP Professional / Office Professional 2003 / Office Professional 2007 (including a monitor, mouse, CD-RW drive and modem).
- Other: A printer, plus A4 paper and printer cartridges/ink
A telephone (mobile and/or landline)
A broadband (preferred) or dial-up internet connection
An email address is **essential**.

ABOUT OUR PROGRAMMES

- Learning Post offers NZQA approved Certificates and Diplomas, with a range of National Certificates and Diplomas
- The programme that's right for you will depend on where you interests lie, the amount of experience you already have with computers, and the type of skills you are wanting to learn
- If you are eligible, you can apply to Study Link for financial assistance to cover the cost of your fees.
- We have fantastic tutors who are here to help and motivate you to achieve your study goals.
- Learning Post's online learning site puts you in touch with other students like you. It's a place where you can socialize, ask questions, find information, talk with your tutor and take online lessons.
- We have no set start dates – start any time that suits you.

LEARNING POST STUDY MATERIALS

Our materials are well researched to ensure studying from home is successful. For many, the freedom and flexibility of distance learning is the key to their success.

Learning resources for each programme differ and may include books, CDs, downloads from our website and lessons in our virtual classroom. We make every effort to ensure your learning experience is fun, interesting and relevant.

THE LEARNING PROCESS

When you start on a programme, you'll receive a STUDENT PROGRESS REPORT (SPR). This explains the learning plan and the due dates for your assessments. If you have a student loan or allowance, you must complete the programme within a set time period which has been approved for your loan/allowance. You'll talk with your tutor on a regular basis about the progress you're making and this will ensure that you stay on track.

Your first study pack will be couriered to you in time for your start date. Each time you successfully complete an assessment pack, you'll receive the next pack. You can work through the programmes as quickly as you wish.

The method of assessment for each unit varies. Some units require a verifier to observe you doing practical tasks. Some require answers to theoretical tasks and others.

THE SMALL PRINT

- All fees are in New Zealand dollars and are inclusive of GST
- Fees are correct at time of printing and subject to change without notice
- Prices are effective from 1 November 2009
- Learning Post reserves the right to alter course content at any time in line with industry and NZQA requirements.

STUDENT LOANS AND ALLOWANCES

We offer a range of courses that are able to access Student Loans and Allowances to assist you with paying for fees, and living costs, for eligible students (see Study Link website for eligibility criteria www.studylink.govt.nz).

We also offer a range of full-fee paying courses, including assessment services – call our Course Advisors for more information.

For course advice call us now on:

0800 895 895

www.learningpost.ac.nz



Te Whanau O Waipareira
KOKIRITIA I ROTO I TE KOTAHITANGA
Progressively Act in Unity