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| NZQA Unit Standards Framework Modules | | NZQA Version | Single D'load | 20 User CD* | 50 User CD* | Hard Copy |
|---|--|-----------------|------------------|----------------|----------------|--------------|
| Text Processing | | | | | | |
| 101 | Develop and use keyboard skills to enter text (Word 2007 or Word 2003) | 5 | 14.95 | 200.00 | 400.00 | 24.95 |
| 102 | Consolidate keyboarding skills and produce accurate text (W2007 or 2003) | 5 | 14.95 | 200.00 | 400.00 | 24.95 |
| 103 | Use data entry skills to input computer data (Excel 2007 or 2003) | 5 | 14.95 | 200.00 | 400.00 | 24.95 |
| 107 | Apply language and text processing skills to produce communications (Word 2007 or Word 2003) | 5 | 19.95 | 240.00 | 480.00 | 34.95 |
| 108 | Apply language and text processing skills to produce business documents (Word 2007 or Word 2003) | 5 | 19.95 | 240.00 | 480.00 | 34.95 |
| 109 | Apply language and text processing skills to produce specialist documents (Word 2007 or Word 2003) | 5 | 19.95 | 240.00 | 480.00 | 34.95 |
| Speed and Accuracy (ties in with 16677, 16678, 16679, 16680) | | 2 | 19.95 | 240.00 | 480.00 | 34.95 |
| Word Processing | | | | | | |
| Teach Yourself Word 2007 – Beginners (non unit standard) | | | 19.95 | 240.00 | 480.00 | 34.95 |
| 111 | Use a word processor to produce documents | | | | | |
| | Word 2007 (New) | 5 | 19.95 | 240.00 | 480.00 | 34.95 |
| | Word 2003 | 5 | 19.95 | 240.00 | 480.00 | 34.95 |
| 112 | Produce information using word processing functions | | | | | |
| | Word 2003 (Word 2007 available end July) | 5 | 19.95 | 240.00 | 480.00 | 34.95 |
| 113 | Produce information using advanced word processing functions | | | | | |
| | Word 2003 | 5 | 19.95 | 240.00 | 480.00 | 34.95 |
| | Word 2007 (revised) | | | | | |
| 12883 | Enter and manage text for generic text and information management | | | | | |
| | Word 2003 | 4 | 14.95 | 200.00 | 400.00 | 24.95 |
| 12884 | Create documents and manage files for generic text and information management | | | | | |
| | Word 2003 | 4 | 14.95 | 200.00 | 400.00 | 24.95 |
| 12885 | Create and enhance documents combining text and images for generic text and information management | | | | | |
| | Word 2003 | 4 | 14.95 | 200.00 | 400.00 | 24.95 |
| 12886 | Customise software features to manipulate text for generic text and information management | | | | | |
| | Word 2003 | 4 | 14.95 | 200.00 | 400.00 | 24.95 |
| Integrated Text/Word Processing | | | | | | |
| 109/ 113 | Assignments – Advanced Text and Word Processing | | | | | |
| | Word 2003 | 5 | 19.95 | 240.00 | 480.00 | 34.95 |
| 111/ 107 | Use a word processor to produce documents; Apply language and text processing skills to produce communications | | | | | |
| | Word 2003 | 5 | 34.95 | 375.00 | 750.00 | 44.95 |
| 112/ 108 | Produce information using word processing functions; Apply language and text processing skills to produce business documents | | | | | |
| | Word 2003 | 5 | 34.95 | 375.00 | 750.00 | 44.95 |
| Spreadsheets | | | | | | |
| 2784 | Create and use a simple computer spreadsheet to solve a problem | | | | | |
| | Excel 2007 | 6 | 19.95 | 240.00 | 480.00 | 34.95 |
| | Excel 2003 | 6 | 19.95 | 240.00 | 480.00 | 34.95 |

| NZQA Unit Standards Framework Modules | | NZQA | Single D'load | 20 User CD* | 50 User CD* | Hard Copy |
|---------------------------------------|---|---------|---------------|-------------|-------------|-----------|
| | | Version | | | | |
| 2785 | Create a computer spreadsheet to provide a solution for organisation use | | | | | |
| | Excel 2003 and 2002 (Excel 2007 V6 available end July) | 5 | 19.95 | 240.00 | 480.00 | 34.95 |
| 18743 | Produce a spreadsheet from instructions | | | | | |
| | Excel 2003 | 2 | 14.95 | 200.00 | 400.00 | 24.95 |
| Database | | | | | | |
| 2786 | Create and use a simple computer flatfile database to solve a problem | | | | | |
| | Access 2003, (Access 2007 available early July) | 6 | 19.95 | 240.00 | 480.00 | 34.95 |
| 2787 | Produce a computer flatfile database to provide solutions for organisation use | | | | | |
| | Access 2003 and 2002 (Access 2007 available August) | 5 | 19.95 | 240.00 | 480.00 | 34.95 |
| 18742 | Create and operate a relational database to provide a solution for an organisation – Access 2003, Access 2007 | 4 | 19.95 | 240.00 | 480.00 | 34.95 |
| Desktop Publishing | | | | | | |
| 2788 | Produce a simple desktop published document to meet a set brief | | | | | |
| | Publisher 2003, Publisher 2007 V6 | 6 | 19.95 | 240.00 | 480.00 | 34.95 |
| 2789 | Produce desktop published documents for organization use | | | | | |
| | Publisher 2003 (Publisher 2007 V6 available August) | 5 | 19.95 | 240.00 | 480.00 | 34.95 |
| 2792 | Produce computer graphic documents using templates Publisher 2003 | 5 | 19.95 | 240.00 | 480.00 | 34.95 |
| 5939 | Produce computer graphics using base functions | | | | | |
| | Word 2003 and Paint 5.1 | 5 | 19.95 | 240.00 | 480.00 | 34.95 |
| 5958 | Produce a simple design illustration using a computer application Paint Shop Pro 8 | 5 | 19.95 | 240.00 | 480.00 | 34.95 |
| Presentation | | | | | | |
| 5940 | Produce a presentation using a desktop presentation computer application - PowerPoint 2003 (PowerPoint 2007V6 available August) | 5 | 19.95 | 240.00 | 480.00 | 34.95 |
| 5946 | Use computer technology to present a topic | 5 | 19.95 | 240.00 | 480.00 | 34.95 |
| Service Sector | | | | | | |
| 56 | Attend to customer enquiries face-to-face and on the telephone | 5 | 14.95 | 200.00 | 400.00 | 24.95 |
| 57 | Provide customer service in given situations | 5 | 14.95 | 200.00 | 400.00 | 24.95 |
| 64 | Perform calculations for the workplace | 4 | 14.95 | 200.00 | 400.00 | 24.95 |
| 497 | Protect health and safety in the workplace | 6 | 14.95 | 200.00 | 400.00 | 24.95 |
| 11816 | Answer customer enquiries by mail, facsimile, and/or email in a wide range of contexts | 2 | 19.95 | 240.00 | 480.00 | 34.95 |
| Computing | | | | | | |
| 2780/1 | Demonstrate and apply knowledge of a personal computer system; Manage and protect data in a personal computer system | | | | | |
| | Windows XP, Windows 7 | 6 | 19.95 | 240.00 | 480.00 | 34.95 |
| 2783 | Demonstrate knowledge of the components of personal computer systems | 5 | 19.95 | 240.00 | 480.00 | 34.95 |
| 2790 | Use and maintain personal computer peripherals | 5 | 19.95 | 240.00 | 480.00 | 34.95 |
| 2791 | Integrate spreadsheet and database data into a word processed document to solve a problem - Office 2003 | 5 | 19.95 | 240.00 | 480.00 | 34.95 |
| 2797 | Demonstrate knowledge of the principles of computer networks | 5 | 19.95 | 240.00 | 480.00 | 34.95 |
| 2798 | Demonstrate knowledge of the application and impact of computer technology in an organisation | 5 | 19.95 | 240.00 | 480.00 | 34.95 |
| 5953 | Demonstrate an understanding of project management using a computer application - Microsoft Project 2002/2003 | 5 | 19.95 | 240.00 | 480.00 | 34.95 |
| 6743 | Demonstrate an understanding of ergonomic principles for computer workstations | 5 | 19.95 | 240.00 | 480.00 | 34.95 |

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| Work and Study Skills | | | | | | |
| 504 | Produce a CV (curriculum vitae) | 4 | 14.95 | 200.00 | 400.00 | 24.95 |
| 1978/ 1979 | Identify basic employment rights and responsibilities, and sources of information and assistance; Describe the employment relationship, and the application of employment law to that relationship | 4 6 | 14.95 | 200.00 | 400.00 | 24.95 |
| 3488 | Write business letters and memoranda | 2 | 14.95 | 200.00 | 400.00 | 24.95 |
| 4252 | Produce a targeted resume | 3 | 14.95 | 200.00 | 400.00 | 24.95 |
| Communication | | | | | | |
| 1277 | Communicate information in a specified workplace | 4 | 14.95 | 200.00 | 400.00 | 24.95 |
| 1304 | Communicate with people from other cultures | 4 | 14.95 | 200.00 | 400.00 | 24.95 |
| 3501 | Apply listening techniques | 3 | 14.95 | 200.00 | 400.00 | 24.95 |
| 9677/ | Participate in groups and/or teams to gather ideas and information | 6 | 14.95 | 200.00 | 400.00 | 24.95 |
| 10791 | Participate in informal meetings | 2 | 14.95 | 200.00 | 400.00 | 24.95 |
| Business Administration | | | | | | |
| 121 | Operate clerical systems and apply business procedures | 5 | 19.95 | 240.00 | 480.00 | 34.95 |
| 327 | Document business transactions | 5 | 19.95 | 240.00 | 480.00 | 34.95 |
| 328 | Identify the requirements for a financial record system | 5 | 19.95 | 240.00 | 480.00 | 34.95 |
| 329 | Process financial information for cash transactions | 5 | 19.95 | 240.00 | 480.00 | 34.95 |
| 331/2 | Operate computer accounts receivable and payable ledger systems to administer financial information; Operate computer general ledger accounting systems to administer financial information | | | | | |
| | MYOB Version 12 and Accounting Plus V6 | 4 | 19.95 | 240.00 | 480.00 | 34.95 |
| Internet, Email and Web Sites | | | | | | |
| 15167 | Create individual web pages as a basis of a website (learning html code) | 4 | 19.95 | 240.00 | 480.00 | 34.95 |
| | Develop and publish an operational website (FrontPage 2003) | 4 | 19.95 | 240.00 | 480.00 | 34.95 |
| 15167/ 8/9 | Create individual web pages as a basis of a website; Enhance pages on a website; Develop and publish an operational website | | | | | |
| | FrontPage 2003 | 4 | 34.95 | 375.00 | 750.00 | 54.95 |
| 18735 | Create a simple website to meet the specifications of a given brief (FrontPage 2003) | 2 | 19.95 | 240.00 | 480.00 | 34.95 |
| 18737/ 18738 | Create a website for organisation use; Create and operate an interactive website to provide a solution for an organisation | | | | | |
| | Dreamweaver MX 2004 | 1/2 | 34.95 | 375.00 | 750.00 | 54.95 |
| 18737 | Create a website for organisation use (FrontPage 2003) | 2 | 19.95 | 240.00 | 480.00 | 34.95 |
| 18758 | Demonstrate navigation skills using a browser (Internet Explorer 6.0) | 2 | 19.95 | 240.00 | 480.00 | 34.95 |
| | Internet Explorer 8.0 available June | 3 | 19.95 | 240.00 | 480.00 | 34.95 |
| Exercise Books | | | | | | |
| | Word Processing Exercises - Beginner to SuperUser | | 19.95 | 240.00 | 480.00 | 34.95 |
| | Advanced Text and Word Processing – Word 2003 | | 19.95 | 240.00 | 480.00 | 34.95 |
| | Spreadsheet Exercises - Beginners to Advanced | | 19.95 | 240.00 | 480.00 | 34.95 |
| | Database Exercises - Flatfile and Relational (Solutions Book Available \$39.95) | | 19.95 | 240.00 | 480.00 | 34.95 |
| | Presentation Exercises | | 19.95 | 240.00 | 480.00 | 34.95 |
| | Computer Projects | | 19.95 | 240.00 | 480.00 | 34.95 |
| | IT Assignments (Solutions Book Available \$34.95) | | 19.95 | 240.00 | 480.00 | 34.95 |
| ICDL International Computer Driving Licence – Office 2003 | | | | | | |
| | Separate modules | | 14.95 | 240.00 | 480.00 | 34.95 |
| | Complete package | | 99.00 | 750.00 | 1500.00 | 175.00 |

NZQA Learner Assessments

(available for most unit standards in PDF format)

| NZQA Levels | 10 User Licence | 20 User Licence | 50 User Licence |
|----------------------------------|-----------------|-----------------|-----------------|
| Levels 1 and 2 | \$40.00 | \$75.00 | \$150.00 |
| Level 3 | \$70.00 | 125.00 | 250.00 |
| Level 4 and combined assessments | \$100.00 | 175.00 | 350.00 |

Assessor Packs

(include fill-in forms, learner materials, solutions, evidence and judgements etc.)

| NZQA Levels | Assessor Pack Cost |
|----------------------------------|--------------------|
| Levels 1 and 2 | \$35.00 |
| Level 3 | 60.00 |
| Level 4 and combined assessments | 75.00 |

Please note:

We endeavour to ensure that our unit standard assessments meet moderation but because assessments are not nationally moderated, some differences in interpretation of moderation requirements may occur at regional level.

If you have moderation issues please contact: cheryl@cheryl.price.co.nz.

