September 2019

Business administration unit standards review – supplementary information

To assist with the transition and review of programmes towards a range of NZ qualifications, following is a selection of computing and communication unit standards that may be suitable for integration with the business administration unit standards, or otherwise relevant in the context of business administration.

The review panel identified a range of **computing** (word processing) and **communication unit standards** that are considered suitable for integrating to compose/create documents and meet the intent of some current standards that are proposed to expire.

Comms Std #	Title of unit standard (re writing, reports, meetings)	Level	Credits
3488	Write business correspondence for a workplace	2	3
3492	Write a short report	2	3
3491	Write a report	3	4
3494	Write minutes for a formal meeting	3	3
11095	Write business correspondence to convey complex ideas and/or information	3	3
12336	Write a user guide or technical text	4	4
16612	Write documents to achieve effective communication for a business purpose	4	4
19629	Present a reasoned argument in a report	4	4
9701	Write a proposal	4	3
9679	Apply knowledge of a formal meeting	4	4
9678	Conduct a formal meeting	5	4

Computing Std #	Title of unit standard (re word processing, images, presentations, and creating documents)	Level	Credits
29769	Use the main features and functions of a **word processing** application for a purpose	2	3
29785	Use a **word processing application to integrate** images, spreadsheet and database data into documents	3	4
29799	Apply **advanced word processing** features and functions to produce complex documents	4	4
29793	Investigate, plan, design and create digital outcome solutions to meet the requirements of a specified brief	3	5
29805	Design and create an integrated digital solution to meet the requirements of a specified brief	4	5
29773	Produce **digital images** for a range of digital media	2	3
29791	Capture and prepare **digital media** for integration into other applications	3	2

A range of additional computing unit standards that may also be relevant in a BusAdmin context have also been identified, such as images, presentations, spreadsheets, databases, connectivity, administrative support tools.

Computing std #	Title of unit standard (*Spreadsheet, database, administrative support tools, connectivity*)	Level	Credits
18743	Produce a **spreadsheet** from instructions using supplied data	1	2
29770	Use the main features and functions of a **spreadsheet** application for a purpose	2	3
29786	Produce a **spreadsheet** for organisational use	3	3
29800	Apply advanced **spreadsheet** features and functions to meet the requirements of a brief	4	4
18756	Use and maintain a computer **database** for business reporting and decision making	3	**3**
26226	Demonstrate knowledge of computer **database** management systems	4	3
29777	Use the main features and functions of a **database** application to create and test a database	2	3
29787	Produce and use a **database** to provide a solution for organisational use	3	3
29802	Produce and use a relational **database** to address an organisational information system need	4	6
29806	Use digital tools and critical thinking to analyse data and identify **solutions** to problems	4	10
29771	Use the main features and functions of a **presentation** application for a purpose	**2**	**2**
29789	Use a **presentation** application to produce an interactive multimedia presentation	3	3
29801	Plan, produce and deliver an interactive multimedia **presentation** using digital tools to meet requirements of a brief	4	3
26228	Evaluate and recommend with justification the suitability of computer applications against user requirements	4	4
29772	Manage files and folders using digital devices	2	2
29780	Configure and use contemporary and emerging digital devices	2	3
29781	Use the internet and common digital devices and software to gather information and connect with other users and devices	2	7
29782	Demonstrate knowledge of computing hardware, software and terminology to select digital tools for specified purposes	2	5
29783	Implement basic security when using digital devices and software	2	3
29796	Collaborate effectively with others in a digital environment	3	7
29797	Synchronise data across digital devices and multiple platforms	3	2
29807	Communicate professionally in a range of digital contexts, to maintain relationships and achieve objectives	4	3
29808	Use digital technologies and systems securely, legally and ethically to gather, store, access and share information	4	5
29809	Investigate current and emerging trends in the use of digital tools to support operational efficiency and effectiveness	4	5