

Welcome to Office Administration.

The **focus** of the course is to prepare students to develop the skills, knowledge and understanding which will provide a foundation for further management training, employment in an office and/or to use in daily life. This is the second year of the course which leads to a national Certificate. It therefore builds on previous work and also stands alone as a level 3 subject with Unit Standard Credits.

General Description of the course includes:

Producing documents used in the workplace, using office technology and systems, understanding the work, legal and ethical requirements of the workplace and preparing advanced level electronic presentation material. The work will include the opportunity to work in and analyse a real workplace.

Recognition / credits

1. Level 3 credits – all of which are unit standard based.
2. National Certificate in Business Administration and Computing Level 2 credits. This certificate is planned to be achievable over a two year period.

Key Competencies in Office Administration

- **Using Language, symbols, text** – applies to all practical tasks and skills – all business documents, communications, tables and spreadsheet data.
- **Thinking** – applies to problem solving, effective communication and organisation.
- **Managing Self** – all tasks must be planned in order to approach them in the best way, meet deadlines and get the required results.
- **Relating to others** – working within the legal and ethical constraints applicable to this area of work. Maintaining positive work relationships with the teacher and other students.
- **Participating and Contributing** – attempt all work offered and seek to gain the standard required to make the outcome useful and timely.

Assessment

The course is divided into topics/units of work – each with a specific focus. At each point there will be further credits available for students who have a greater foundation in that area of work and who are therefore equipped to gain these extra credits.

A Unit standard assessment will be offered at the end of each unit of work and will be achieved over a period of time. All work will be done in class and under supervision. The specific office assessment will be accomplished in an actual business environment where applicable and/or completed at school. To achieve a unit standard all parts of the assessment must be gained. There are no partial passes available. Assessment papers will all be held by the teacher as these will be required for an official audit. A re-sit of any paper will be by negotiation and will depend on the quality of the initial attempt.

Security

- All work on computers must be backed up by the student. The school does have a backup system and this will answer most concerns most of the time.
- A clear file for class work and notes must be kept and used by the student to further their learning and as an extra backup.
- Students have all been issued with passwords which are designed to protect access to their accounts. These passwords are generic and must be changed for greater security.
- Students are not permitted to share passwords.
- A level of respect for equipment is essential in this area of learning. The equipment is all shared and is therefore not to be personalised.

Authenticity

Students are to save all of their work in their student drive. This can be accessed by the teacher and most unit standards will be assessed on screen as well as on the hard copy printout.

Dates

Approximate dates for assessment will be provided in this handout. These are subject to change as no plans are foolproof.

Internet use – is governed by protocols. These are based on legal and ethical grounds. Students are expected to use the internet for the required purpose.

13 Office Timeline

Topic	Assessment	Credits
Introduction – apply language and text processing skills to produce business documents	US 108 – level 3 21 Feb	5
Use Computer Tools in order to create business documents to meet a range of situations	US 112 – level 3 14 March	5
Produce documents for the workplace – emails and fax included	US 24872 – level 3 11 April	3
Office systems and technology management including data processing	US 123 – level 3 28 June	5
Number crunching and presentation of data. Customising software to create documents for specific situations. Conditions apply for these assessments	US 2784 spreadsheet problem solving – level 2 8 August US 2791 – integration of data – level 2	(3) (3)
Customise software features to manipulate text for generic information management.	US 12886 – level 3 5 September	6
In the office – using software at an advanced level to create documents to suit a given situations	US 12887 level 3 30 September Conditions apply	(6)
Opportunities to complete or re-sit unfinished projects	24 October – 4 November	
	credits	24 - 36

National Certificate details see over

National Certificate in Business Administration and Computing Level 2

This certificate is worth 60 credits – gained over two years or more

Compulsory – health and safety	US 497 – level 1	3
Business Administration services (Minimum of 10 credits, can have more)	US 121 – level 2	5
	US 329 – level 2	4
	US 123 – level 3	5
Business Administration Information Processing (minimum of 10 credits, can have more)	US 107 – level 2	5
	US 108 – level 3	5
	Us 112 – level 3	5
Generic (Minimum of 9 credits can have more)	US 20332 – level 2	3
	US 5940 – level 2	3
	US 2791 – level 2	3
	US 2784 – level 2	3
Communication (Minimum of 2 credits can have more)	US 1294 – level 2	2
	US 1307 – level 3	3
Writing (Minimum of 3 credits, can have more)	US 3488 – level 2	6
Service Sector (Minimum of 4 credits can have more)	US 57 – level 2	2
	US 62 – level 2	2
Balance (Up to 19 credits)	Us 12885 – level 2	6
	US 12886 – level 3	6
	US 12887 – level 3	6
	US 24872 – level 3	3

Students can mark off this list the standards achieved in order to judge progress towards completing the certificate.