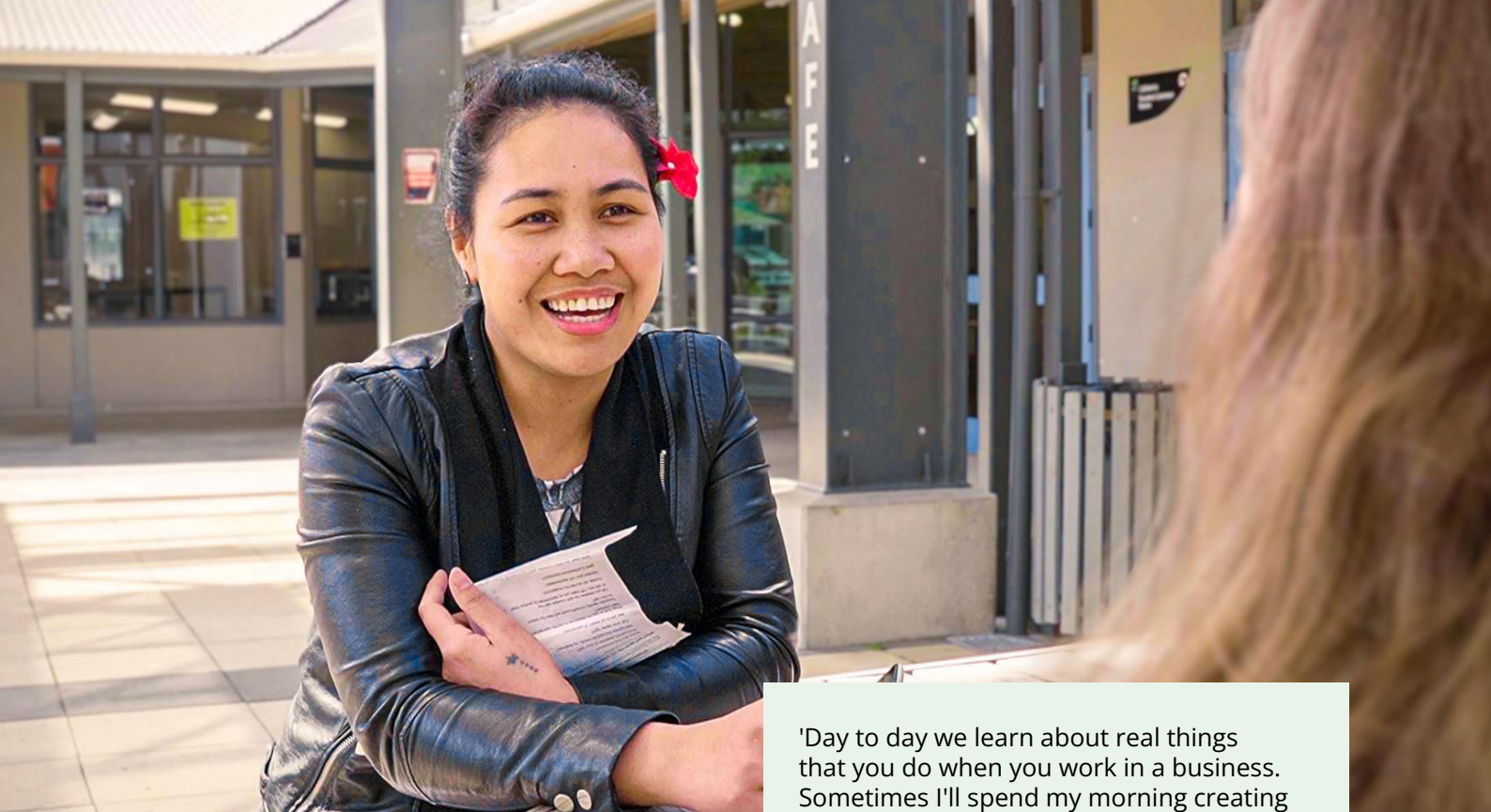# Business Admin

whitireiaweltec.ac.nz

'Day to day we learn about real things that you do when you work in a business. Sometimes I'll spend my morning creating data bases on Excel, preparing agendas and meeting notes or drafting formal letters and invitations.'

Valenitina

🎓 Business Admin

When Valenitina moved from New Zealand to Samoa, she knew right away that she wanted to push herself to grow. Studying the New Zealand Certificate in Business (Administration and Technology) at Whitireia and WelTec gave her the opportunity to further her knowledge and skills in business.

Business is something Valenitina has always been passionate about. She understands and respects the hard work that goes into keeping a business running and making it successful – it's what fascinates her.

Day to day, she learns hands-on business operation skills – from crafting formal letters, running excel sheets, or just taking agenda notes – Valenitina knows that everything she's learning at Whitireia and WelTec will help her get a job in the industry.

"Communication skills is something we work on here, it helps me communicate with clients, team members and it also helps me manage conflict in the workforce".

Every day she goes to class is just like going to work. Her goal is to find a job as an Office Manager when she graduates, but she eventually wants to run her own small business helping new New Zealanders get settled in.

Follow the QR code below to read the full story.

New Zealand Certificate in Business (Administration and Technology) (Level 3)

📖	Level 3
🕐	17 weeks, full-time
📅	03 Mar 2025 (Petone)
💲	$3,450 (indicative for 2023 intake)
🌐	$10,862* (indicative for 2023 intake)

Gain the skills to be a front-line superstar in any office. Build confidence with business basics no matter what your experience level is. Learn with like-minded individuals in a practical environment.

Programme outline

Gain a broad range of business skills, including workplace communication, customer service and administration systems, in a simulated business environment. Learn and apply computing skills using a variety of applications.

Areas covered in this programme include:

Business Reception and Office Services

Participate in meetings, self-evaluation, team leadership, PowerPoint presentations, verbal and non-verbal communication, customer service skills, dealing with a range of clients, reception skills, time management, employment law, privacy law, te Tiriti o Waitangi principles.

Business Documents for the Workplace

Use Microsoft Word to produce a range of documents such as notices, organisational charts, minutes, agendas, newsletters, flyers, financial reports, mail-merge, and letter composition. Learn how to produce QR-codes, organisational charts and event programmes.

Financial Documentation

Learn how to use Microsoft Excel to create documents suitable for the workplace. Gain knowledge in new technology such as Google Apps or Office 365 to meet business requirements.

Business Communication

Gain skills in written communication. Learn how to respond to complaints, email and display documents. You will learn how to use databases for reports and how to interpret and collate data.

Entry requirements

10 credits NCEA Level 1 Literacy and 10 credits NCEA Level 1 Numeracy or equivalent. Or evidence of relevant study/work experience.

International students

International: IELTS (no band lower than 5.0), or equivalent

International fees shown here do not include insurance and administration (currently approximately $924 per year of study)

Related study options

[New Zealand Certificate in Business (Administration and Technology) (Level 4)](#)

[New Zealand Certificate in Business (Administration and Technology) (Level 4) - Workplace](#)