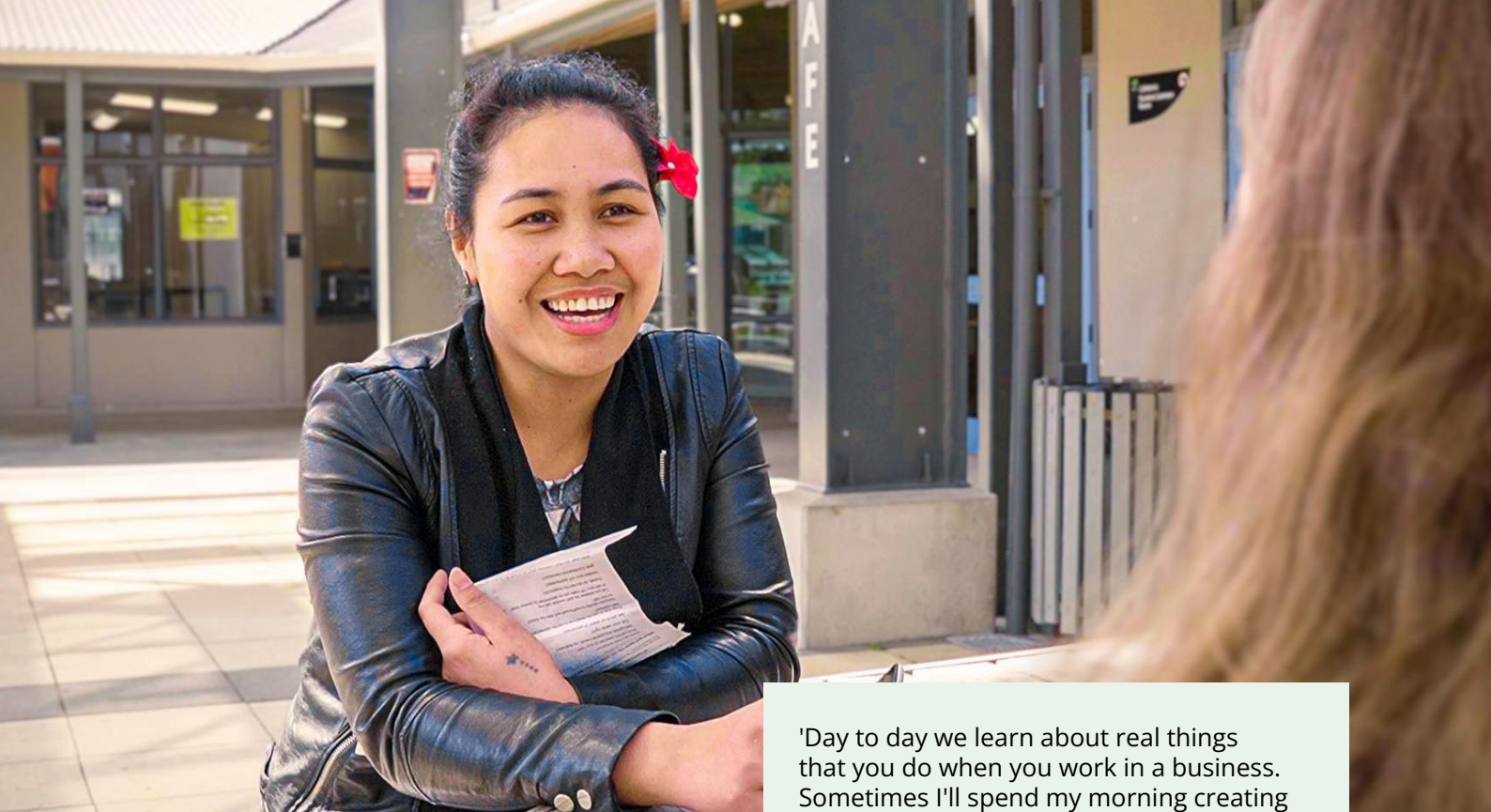


# Business Admin

[whitireiaweltec.ac.nz](http://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 4) - Workplace

 Level 4
 1 year, full-time
 \$3,450 (indicative for 2023 intake)
 \$10,582* (indicative for 2023 intake)

Are you working in office administration and want to gain a qualification? Get recognised for the work you are already doing or upskill and improve your career opportunities. This programme is run off-campus, but workshops are provided for at the Porirua campus. Get in touch to see if this option fits your lifestyle.

## What you will learn

- Learn advanced Microsoft Word formatting skills
- Produce specialist business documents
- Understand business centre functions and systems
- Complete financial transactions, including budget calculations and accounts receivable and payable
- Improve your email and electronic diary management
- Advanced Excel and pivot tables
- Learn database management using Microsoft Access
- MYOB and Ace Payroll

**This programme contains four modules:**

### Workplace Knowledge

Learn about team dynamics, meeting procedures and workplace communication. An opportunity for you to look at your own role and the technology you use. You will gain a strong understanding of the administrative services required to meet organisational objectives and how you can contribute. Discuss the responsibilities expected of you, how you liaise with colleagues, clients and other stakeholders, and examine workplace practices, legislation and cultural diversity.

### Specialist Business Documents

As a professional administrator, producing professional documentation is a must. This course will provide you with the skills and expertise to make sure that every document you produce is appropriate, professional and of a high standard. Develop advanced word processing skills using Microsoft Word, and also gain MYOB skills and knowledge (or other software as approved with tutor).

### Apply Business Processes

Examine how you process business data and use technology, and work collaboratively with others to improve a process. You will learn about team dynamics and being a team player. Learn how collaboration within the team can achieve the best results for your business and understand your role in that space. Investigate legislation around payment for employees, and learn how to use payroll software.

### Manage Administration Systems

Effectively use features and functions of Microsoft Excel including PivotTables, and perform financial calculations to produce information. Engage and operate administrative functions effectively across a range of levels throughout the organisation and with a range of people, ensuring delivery in a professional, ethical and culturally appropriate manner.

## More detail about this qualification

### Scholarships

Scholarships are available for this flexi programme totalling \$1,500 (awarded at \$375 per modules).

### Career options

- Office manager
- Office administrator
- Project administrator
- Personal assistant
- Executive assistant
- Customer service officer

Disclaimer: The information contained in this document is correct at the time of print. Whitireia and WelTec | Te Pūkenga reserves the right to cancel or postpone any of the programmes, and shall not be liable for any claim other than the proportion of programme fees that the cancelled portion bears. Some programmes may be dependent upon formal approval from NZQA (New Zealand Qualifications Authority), TEC (Tertiary Education Commission) funding allocation, and the number of enrolments. As part of the NZQA targeted review of all Level 1-6 New Zealand qualifications, there may still be changes to some programmes starting in 2024. Fees, programmes, entry and selection criteria, and dates, are subject to change. Please check the relevant programme pages at [whitireiaweltec.ac.nz](http://whitireiaweltec.ac.nz) for up-to-date information and full entry regulations before applying to enrol. Information regarding English language requirements is available on each course page at [whitireiaweltec.ac.nz](http://whitireiaweltec.ac.nz).

## Entry requirements

### Domestic

New Zealand Certificate in Business (Administration and Technology) (Level 3) or evidence of relevant study/work experience. Must be working in an administration role.

### International

IELTS 5.5, no band below 5.0, or equivalent.

*\*International fee displayed is for 1 year of study (equivalent to 120 credits) and does not include insurance and administration (approximately \$924 per year of study).*