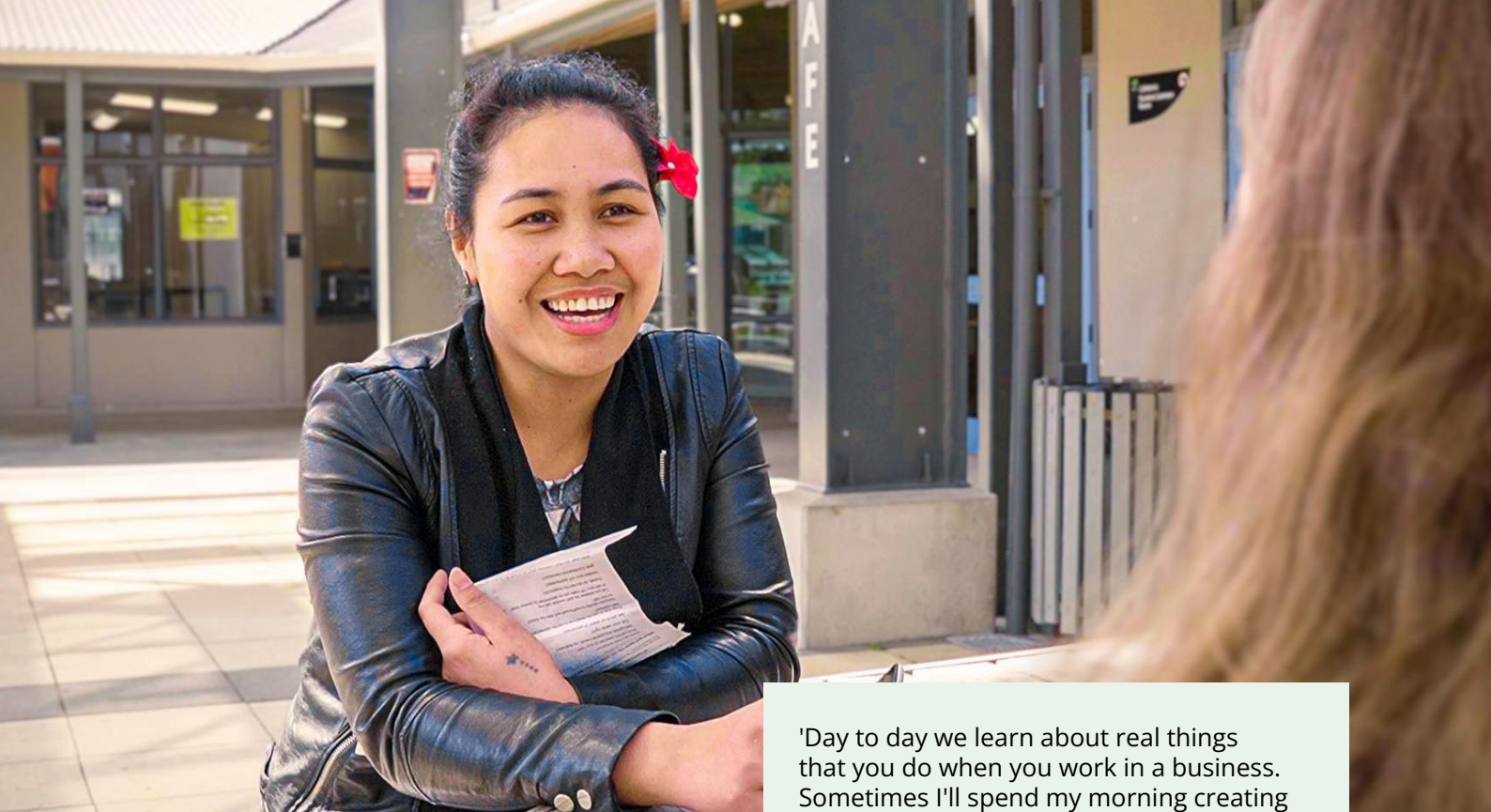


Business Admin

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 4)

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

Become an asset for any business with the knowledge and skills to be a problem solver. Perform financial calculations, learn the software to maintain administrative systems and develop your communication skills to a professional standard. This programme will set you up with an understanding of how businesses work and the skills to jump straight in.

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

More detail about this qualification

Workplace knowledge

Learn about team dynamics, meeting procedures, taking minutes, diary and email management and workplace communication. You will gain a strong understanding of administrative services required to meet organisational objectives and how you can contribute. Look at responsibilities of administrators, how to liaise effectively 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.

Administration systems

Effectively use features and functions of Microsoft Excel including PivotTables and perform financial calculations to produce information and analyse data. Learn how to structure and write formal reports for a business purpose.

Business processes

You will learn about relational databases and how to use payroll software. Look at team dynamics and being a team player, how collaboration within the team can achieve the best results for business and understand your role in that space.

Career options

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

Entry requirements

Domestic

New Zealand Certificate in Business (Administration and Technology) (Level 3) or evidence of relevant study/work experience.

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*

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 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.

year of study).