Whitireia NEW ZEALAND | WelTec

Business

Includes Certificate in Business (Administration and Technology), Diploma in Business, Bachelor of Applied Business Management, Graduate Diploma in Applied Business Management

whitireiaweltec.ac.nz

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

Campus
Multi-site delivery

Duration
17 weeks, full-time

Start Dates
28/02/2022
18/07/2022

Domestic Fees
$3,316 (indicative)

International Fees
$9,800*
(indicative)

Gain intermediate skills in writing, computing and communication. Learn to use Microsoft Office programs such as Word, Outlook, Excel and Access. Understand and produce financial documentation. Build skills in administration, reception and customer service, and how to work effectively in teams.

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.

PROGRAMME OUTLINE

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 CRITERIA

10 credits NCEA Level 1 Literacy and 10 credits NCEA Level 1 Numeracy or equivalent.

International students

** International fees shown here do not include insurance and administration (currently approximately $780 per year of study)*

GET IN TOUCH

whitireiaweltec.ac.nz
0800 944 847 (WHITIREIA)
0800 935 832 (WELTEC)