

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

Learn Microsoft Word, Excel and Access to an advanced level as well as accounting and payroll software such as MYOB and Ace Payroll. Build advanced skills in communication, report writing and minute taking, and diary management. For those already working in an administration role, flexible distance study is available.

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

Career options

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

Entry criteria

Under 20 years

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

Over 20 years

If you're 20 years or over, you may qualify for special admission on this programme. Contact us if you don't meet the Under 20 entry criteria.

Enrol now!



Programme Dates

02/03/2020 (Petone)
02/03/2020 (Porirua)
20/07/2020 (Petone)
20/07/2020 (Porirua)



Duration

17 weeks, full-time



Domestic Fees

\$3,283



Campus

Petone
Porirua

More info

whitireia.ac.nz
weltec.ac.nz
teauaha.com



Contact Us

enrolments@whitireia.ac.nz
0800 WHITIREIA (944 847)

enrolments@weltec.ac.nz
0800 WELTEC (935 832)



International students

IELTS 5.5, no band below 5.0, or equivalent.

Further study options

New Zealand Diploma in Business (Level 5) with strands in Accounting, Leadership and Management

Hear from our graduates

<https://www.youtube.com/watch?v=vmk1v-5isi8>



Enrol now!

Campuses

Auckland Campus 450
Queens St
Auckland

Porirua Campus
3 Wi Neera Dr
Porirua

School of Construction
18 Western Hutt Rd
Petone

Petone Campus
21 Kensington Ave
Petone

School of Hospitality
52 Cuba St
Wellington

Te Kāhui Auaha
65 Dixon St
Wellington



More info

whitireia.ac.nz
weltec.ac.nz
teauaha.com



Contact Us

enrolments@whitireia.ac.nz
0800 WHITIREIA (944 847)

enrolments@weltec.ac.nz
0800 WELTEC (935 832)

