Administration & Technology
NZ Certificate in Business
Level 3

Today's employers require people in administration roles to be multi-skilled and to play key roles in the organisation.

If you've got what it takes, this programme will give you the confidence to take on these roles or to broaden your skill set in your current employment.

In our relaxed and safe learning environment you'll increase your knowledge and skills to contribute to the performance and productivity of any business.

You'll also know how to work well in a team and learn about good communication in the office.

Entry Criteria

To enrol in this programme, a potential student must:
- › be at least 16 years of age
- › be a New Zealand citizen (or citizen of Australia, Tokelau, Niue, Cook Islands) or permanent resident
- › reside in New Zealand
- › attend an information session and an enrolment interview

You might need to:
- › demonstrate competency in a numeracy and literacy activity

Qualification Awarded

When you pass this programme, you'll get this qualification:

- › NZ Certificate in Business (Administration & Technology) Level 3

| March & July 2022 | 20 weeks | No fees | 60 credits |

Fees

There are no fees for this programme.

Potential Pathway

I want to keep studying
You can take your skills and understanding further by moving into a higher level course.

I want to use my qualification
You'll be able to apply for roles that require general office administrators across a variety of sectors.

Locations

Visit our website for up-to-date locations.

Te Wānanga o Aotearoa

Delivery & Workload

This is a full-time programme that consists of 60 credits delivered over 20 weeks. Depending on your location you might be able to choose one of the following study options:

Option 1 (Contact):

You'll be required to attend:
› 20 hours of class time per week, including 1 x 5-hour haerenga (trip) during the semester
› a 2-hour tutorial each week

In addition to these attendance hours, you'll be expected to complete learning activities designed to enhance your learning for approximately:

› 8 hours per week

Option 2 (Blended):

You'll be required to attend:
› 8 hours of class time per week, including 1 x 5-hour haerenga (trip) during the semester
› a 2-hour tutorial each week

In addition to these attendance hours, you'll be expected to complete learning activities designed to enhance your learning for approximately:

› 20 hours per week

Some of the learning activities will need to be completed online. You'll need to have access to an internet-connected device for this programme.

Unit Standards

Demonstrate and apply knowledge of office equipment and administration processes	5 Credits
Use office information, copying and telecommunication systems	5 Credits
Apply text processing skills to produce business documents	5 Credits
Plan and implement a hui (meeting), and record the outcomes	4 Credits
Produce word processed documents which incorporate te reo Māori	3 Credits
Provide office reception services	5 Credits
Employ customer service techniques to accommodate customer behavioural styles in a workplace	2 Credits
Produce a spreadsheet for organisational use	3 Credits

Total Credits	60 Credits
Customise software features and create document templates for generic text and information management	6 Credits
Integrate text and images, and manage multiple files for generic text and information management	6 Credits
Use a word processing application to integrate images, spreadsheet and database data into documents	4 Credits
Produce and use a database to provide a solution for organisational use	3 Credits
Use a desktop publishing application to produce documents	4 Credits
Document business financial transactions for an entity	4 Credits
Key in text at 35 words per minute (wpm)	1 Credit

Te Wānanga
o Aotearoa