

# Business Admin





'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
📅	21 Jul 2025 (Petone)
💰	\$3,548 (indicative for 2025 intake)

The skills you gain on this programme will enable you to provide administrative services and use technology and computer applications to undertake a wide range of administration tasks. Perform financial calculations, learn the software to maintain administrative systems and create specialist documents, 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
- Complete financial transactions, including budget calculations and accounts receivable and payable
- Collaborate in a team environment
- Improve your email and electronic diary management
- Advanced Excel and pivot tables
- Learn database management using Microsoft Access
- MYOB accounting and payroll

## More detail about this qualification

### Study with Hyflex

Hyflex learning enables you to choose how you study. Whether you're already working or are studying full-time, you have the power to choose the balance between study and life. If you're a student who is already working in a relevant workplace, you may have

the opportunity to choose the courses that align to your skills and work.

You'll also get the choice in how you engage with the programme. Hyflex offers options for learning on-campus in-person, remotely while the classes are in session, or retrospectively, whenever you get the time throughout the day. You can choose to study partly online, or fully online. There are also practical leaning workshops if you prefer to study in person. We tailor the programme to suit how you learn best.

[Explore our flexible learning options →](#)

### 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, and collaborate with others to meet business objectives.

### Specialist 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

Develop knowledge and skills to provide, improve and maintain administration services. You will learn about relational databases and how to use payroll software. Look at business processes, how these can be improved, and how collaboration within a team can achieve the best results for business.

### Business information

Effectively use features and functions of Microsoft Excel including PivotTables and perform financial calculations, analyse data, and select and apply

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business applications and technologies to produce business information.

## **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 year of study).*