

NATIONAL CERTIFICATE IN BUSINESS
ADMINISTRATION AND COMPUTING
(LEVEL 2)

050001



SCHOOL OF BUSINESS

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Wintec
WAIKATO INSTITUTE OF TECHNOLOGY
Te Kuratini o Waikato



Duration	One semester full-time, or part-time equivalent
Where	City Campus, Hamilton, Thames Campus
Applications Close	End of January / end of June
Starts	February or July
Fee Guideline	Domestic: \$2,573

Are you looking to learn the basics of business administration and computing? This qualification will equip you with the knowledge and skills to work in entry-level office positions or go onto more advanced programmes of study.

This programme caters for those with little or no computer experience and word processing experience is not required. You may even qualify to study this programme for free through Youth Guarantee. To find out go to www.wintec.ac.nz/youth-guarantee.

PROGRAMME CONTENT

You will study:

- Word and text processing including keyboarding
- Computer fundamentals including spreadsheets, databases, desktop publishing and email
- Office administration including customer service, health and safety and business transactions
- Communicate Information

You can study this programme full or part-time.

CAREER OPPORTUNITIES

The National Certificate in Business Administration and Computing (Level 2) may lead to employment in entry level office positions such as Office Junior, Data Entry Operator or Administration Assistant.

ENTRY CRITERIA

Open entry, although candidates must demonstrate a reasonable likelihood of success.

Candidates are also required to demonstrate written and oral communication skills adequate for office work training.

ADDITIONAL INFORMATION

You will study at Wintec's School of Business which is located at the City Campus. Lectures and tutorials are delivered by staff who are highly qualified and who have extensive experience as practising professionals in their field. This means you will be well prepared for the reality of the work place. The modular structure and flexibility of programmes allows you to complete various external qualifications within your chosen programme and to study modules from other Wintec schools. This also allows you to tailor your programmes to meet your specific career plans. Graduates from the School of Business have been successful in gaining employment in the area of their choice.

ENQUIRIES

To enrol contact our Student Enrolment and Information Centre on 0800 2 wintec (0800 2 946832) or online at www.wintec.ac.nz/contact.