

Introductory, Intermediate and Advanced courses

Office Administration and Computing is a suite of professional courses catering for beginners and youth to people up-skilling, career changers to career progression.

Learn the latest administration practices using Microsoft Office software and benefit from our strong industry links which ensure we know what employers are looking for.

Why study at Whitireia?

Whitireia New Zealand have been delivering work-ready Office Administration and Computing graduates for over 15 years. We have built up a strong team of industry experienced tutors who each offer different areas of expertise. Our tutors lead, motivate and inspire students to ensure their success.

As well as delivering quality **in-class** courses using the latest technology and training facilities, you can now choose to learn **by distance**, enabling you to study from work, short courses or one-year courses – there are plenty of options available.

Graduates will gain wide-ranging knowledge, versatile skills and practical experience to confidently begin a career in any office environment role such as Receptionist, Secretary, Administration, Personal Assistant and Executive Assistant.



**We offer a range of study options,
excellent student support and training facilities**

Introductory, Intermediate and Advanced courses

Certificate in Office Administration and Computing (Level 2)

FREE Course

You will gain computing and office/reception skills, learn how to use the Microsoft Office suite efficiently, including word, excel, and email. Learn a range of communication and administration skills and gain practical office administration skills in an actual office environment.

Pathways: Continue your study in Office Administration and Computing (Intermediate) Level 3 or other business/computing programmes.

Certificate in Office Administration and Computing (Level 3)

Learn to use the Microsoft Office suite of programmes efficiently and to a level where you are ready for work. Improve your communication and administration skills with our hands-on office environment classes and be ready to join the workforce in a range of administrative and computing positions.

Pathways: Continue your study in Office Administration and Computing (Advanced) Level 4 or other business/computing programmes. You will be work-ready for employment in roles such as reception, secretary, administrator, office support worker, and a range of Government positions.

Certificate in Office Administration and Computing (Level 4)

Gain PA or Office Management skills in this 20 week course including MYOB and ACE payroll. Includes such subjects as report writing, taking minutes, interpersonal communication skills, and advanced word processing. Suitable for graduates from the Level 3 programme or students who have worked in an office before.

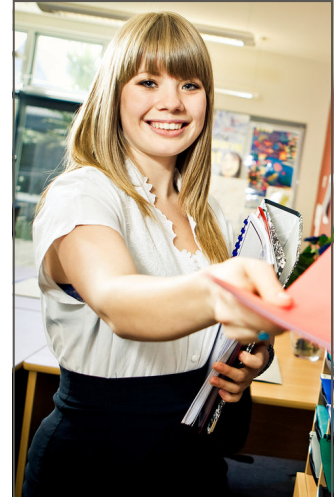
Pathways: Certificate in Business (First Line Management), or other Business and Computing courses.

Study while you work

If you are employed in an office and wish to up-skill, call us as we have a range of programmes available.

Students must be working in an administration role with Microsoft 2007 suite installed and have access to the internet.

**I have learnt so much more than I imagined.
With these new skills, I now feel really confident to
apply for jobs that were once out of my reach.**



What course is right for you?

Office Admin and Computing (Introductory)

- Free course
- OR
- Learn at work

Learn

Computing

- Computing confidence
- Basic Word and Excel
- Email

Administration

- Reception
- Telephone skills
- Communication
- Office procedures
- Health and Safety
- Office etiquette

On successful completion gain:

- Whitireia Certificate in Office Administration and Computing (Introductory)
- NZQA National Certificate in Business Administration and Computing (Level 2)

Your next step is:

- Office Administration and Computing (Intermediate) (Level 3)

Continue studying

- at level 3 or above to become work-ready

Office Admin and Computing (Intermediate)

- 9am – 3.30pm
- 3 days per week
- 20 weeks
- OR
- Learn at work

Learn

Computing

- Word
- Excel
- Data Entry
- Access

Administration

- Front line Reception
- Stock Control
- Admin skills
- Communication
- Writing skills

On successful completion gain:

- Whitireia Certificate in Office Administration and Computing (Intermediate)
- NZQA National Certificate in Business Administration and Computing (Level 3)

Your next step is:

- Office Administration and Computing (Advanced)(Level 4)
- National Certificate in Business (First Line Management)

Become a

- Receptionist
- Office Administrator
- Support Worker
- Customer Service Reps

Office Admin and Computing (Advanced)

- 9am – 3.30pm
- 3 days per week
- 20 weeks
- OR
- Learn at work

Learn

Computing

- MYOB
- ACE payroll
- Advanced word processing
- Access

Administration

- Report writing
- Taking minutes
- Travel arrangements
- Diary management
- EA/PA skills
- Business correspondence

On successful completion gain:

- Whitireia Certificate in Office Administration and Computing (Advanced)
- NZQA National Certificate in Business Administration (Level 4)

Your next step is:

- Certificate in Business (First Line Management)
- Diploma in IT
- Diploma in Business

Become a

- Office Manager
- Team Leader
- Secretary
- Executive Assistant

Professional Development Courses

Certificate in Retail Management

This course is designed to enhance the knowledge and skill base of people who are already working in the retail industry. Graduates will gain knowledge and skills relating to customer service, communication, product knowledge, stock control, health and safety and legislation in a retail environment.

The Certificate in Retail Management is a part-time course (which may take up to one year to complete) and is studied while you are at work. It is suitable for any retail business, large or small and is supported by experienced tutors.

National Certificate in Business (First Line Management)

This course is designed to enhance the communication and people management skills of supervisors and team leaders already working within a team environment, or who want to progress into this role. Graduates will gain knowledge and practical experience relating to effective communication, creating positive workplace relationships, working in teams, organisational principals and performance management. The course content is suitable for a wide range of industries.

The National Certificate in Business (First Line Management) is a flexible, on-line, one-year programme supported by experienced tutors.



Courses for Youth

Whitireia provides **Fee Free** courses in Office Administration and Computing specifically designed for 16-18 year olds. These are:

- Certificate in Office Skills/Computing. Youth Strand funded
- Certificate in work Skills (Administration & Computing). Youth Guarantee funded

Students will learn with students their age and have access to great student support and career guidance. Students will learn similar content as our other courses but will also have literacy and numeracy support, individual learning plans, recreation time and learn life skills.

Eligibility criteria applies. Please contact Whitireia for more information.

We can also customise or provide in-house courses to suit your requirements.
Please contact us for further details