



Business

Auckland CBD | West Auckland | South Auckland | Hamilton
nzse.ac.nz | 0800 99 88 11

Business

Gain skills and connections that will enable you to transition into employment or higher studies across a wide range of sectors and roles in the Business industry.

NZ Certificate in Business Administration and Technology (Level 3)
19 weeks

NZ Certificate in Business Administration and Technology (Level 4)
19 weeks

Bachelor of Business Studies (Massey University)*

*Conditions apply - go to our website or get in contact with us to discuss



For more than 80 years, Massey University has helped shape the lives and communities of people in New Zealand and the world through its forward-thinking spirit, teaching, and research led methodology.

Our Industry Partners



NZSE is a Category One NZQA accredited tertiary provider with 4 campuses across Auckland and Hamilton.

Whatever career path you choose at NZSE, you will get the benefits of practical experience, industry connections and internationally recognised qualifications. Our General Studies programmes offers a high level of practical learning and industry connections to enter varying employment opportunities in the business, retail, security and hospitality sector.

Career Services
at
New Zealand School
of Education

Our vision is to support you in unlocking your career potential. We do this by helping you navigate your education and career journey through:

- One-on-one career coaching
- CV and interview skills workshop
- Engagement with employers and guest speakers
- Support with securing work experience and volunteering opportunities
- Support with securing part and full-time employment

New Zealand Certificate in Business Administration and Technology (Level 3)

Duration	19 weeks
Campus	West and South Auckland
Credits	60 credits

This programme provides you with the entry level skills needed to join the workplace confidently in supervised general office administration and technology roles, or pathway into higher education.

Entry Requirements

- Open entry
- Expected to hold either NCEA Level 1 or 2 or equivalent knowledge, skills and experience

What Will I Learn?

- Business Reception and Office Services
- Documents for the Workplace
- Financial Documents
- Business Communication

What's Next?

Study Further

- NZ Certificate in University Preparation (Level 4)
- NZ Certificate in Information Technology (Level 4)
- NZ Diploma in Business (Level 5)*

Get Employed

- Receptionist
- Data Entry Operator
- Front Line Customer Service
- Office Support Worker

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

Duration	19 weeks
Campus	West and South Auckland
Credits	60 credits

This programme will provide you with the skills and knowledge to secure employment in a wide range of general office administration roles in a variety of business administration and technology sectors. You will learn how to develop and apply a wide range of technical and business administrative skills that can contribute to improving performance and productivity of a business.

Entry Requirements

- Open entry
- Students are expected to hold the New Zealand Certificate in Business Administration and Technology (Level 3) or NCEA Level 1 or 2 or equivalent knowledge, skills and experience

What Will I Learn?

- Technical Knowledge and Skills
- Customer Service and Communication Skills
- Affective Skills
- Business Environment

What's Next?

Study Further

- Bachelor of Business Studies*

Get Employed

- Receptionist
- Data Entry Operator
- Front Line Customer Service roles
- Call or Contact Centre Operators
- Secretary
- Office Support Worker

*Conditions apply - go to our website or get in contact with us to discuss



AUCKLAND CBD CAMPUS

Level 7 and 8, 238-242 Queen Street
CBD, Auckland
New Zealand

WEST AUCKLAND CAMPUS

3033 Great North Road
New Lynn, Auckland
New Zealand

SOUTH AUCKLAND CAMPUS

5A Ryan Place
Manukau, Auckland
New Zealand

HAMILTON CAMPUS

850 Victoria Street
Hamilton Central, Hamilton
New Zealand

nzse.ac.nz

0800 99 88 11 | study@nzse.ac.nz