

2010

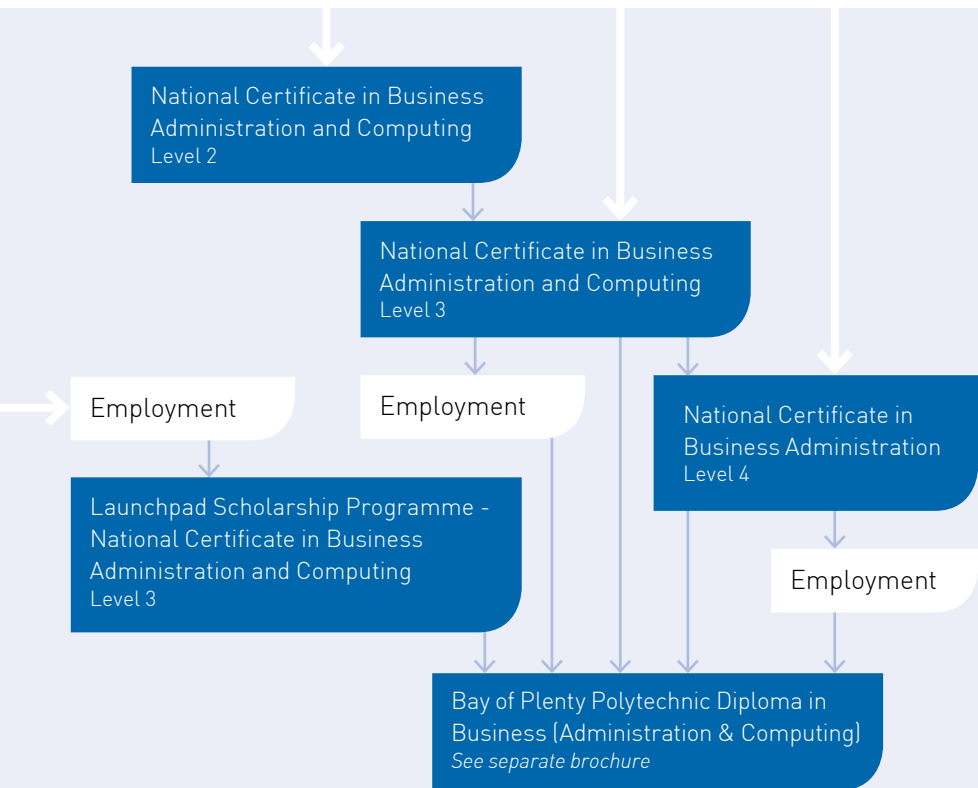
Business Administration Programmes



Full and Part-time



YOUR Career Pathway



Career Opportunities

- Office junior
- Receptionist
- Word processor
- Data entry operator
- Office intermediate
- Customer service support
- Management assistant
- Office assistant
- Office administrator
- Secretarial and Personal Assistant
- Reception administrator

Further Study

- Bay of Plenty Polytechnic Diploma in Business (Administration and Computing) comprises six papers that can be studied full-time over one year or part-time equivalent. For further details please refer to our Business Management & Degrees brochure.
- New Zealand Law Society Legal Executive Certificate
- National Certificate in Business (First Line Management) Level 4

OVERVIEW



Whether you are a school leaver or an adult learner, our business administration programmes are a great start to a new career. Well-trained office professionals are sought after.

Past graduates have found employment in a wide range of industries and business. Some have pursued further study and now hold senior administrative positions with local, national and international businesses. You'll be trained in modern business practices using the latest technology.

Our business administration programmes are designed so you can start at the level appropriate to your skills and knowledge, and then pathway on to the next higher level if you choose.

National Certificate in Business Administration and Computing Level 2

If you have no prior knowledge or skills within the office technology area, then this 17 week programme is the ideal starting point. From here you can pathway into the Level 3 programme.

Return to the Workforce

We are now also offering this programme as 'Return to the Workforce'. This means classes are scheduled between the hours of 10.00am and 2.30pm so parents can study and gain a qualification while the kids are at school!



National Certificate in Business Administration and Computing Level 3

This intermediate level programme will increase your competency in business administration and computing. From here you can pathway into the Level 4 programme or enter the workforce. The programme is offered full-time during the day over 17 weeks or part-time in the evening over two semesters, or you may study individual courses part-time in the evening.

Launchpad Scholarship Programme - National Certificate in Business Administration and Computing Level 3

This programme is designed for young people who study Level 3 part-time over 12 months while working. Launchpad criteria must be met to be awarded the scholarship that pays the programme fees.

National Certificate in Business Administration Level 4

On completion of this Level 4 qualification you can expect to gain employment and work your way to senior office positions. The programme is offered full-time during the day over 17 weeks and part-time in the evening over two semesters.

National Certificate in BUSINESS ADMINISTRATION AND COMPUTING LEVEL 2



The ideal starting point for a career in business administration. This programme is designed for students who don't have prior knowledge or skills within the office technology area.

Content

You will be introduced to a broad range of skills to contribute positively to business groups or teams.

Note: The following bracketed numbers are the NZQA unit numbers.

Employment Skills

- Demonstrate knowledge of workplace health & safety requirements (497)
- Examine issues related to sexual harassment (14250)

Business Administration Services

- Use office administration and communication systems (121)
- Document business transactions (327)
- Process financial information for cash transactions (329)

Business Information Processing

- Develop and use keyboarding skills to enter text (101)
- Consolidate keyboarding skills and develop keyboarding accuracy (102)
- Produce text processed communications (107)
- Operate a word processor (111)
- Key in at 15 wpm (16677)
- Key in at 25 wpm (16678)

Communication Skills

- Write a short report (3492)
- Be interviewed in a formal situation (1294)
- Be assertive in a range of specified situations (1299)

Audio Information Processing

- Describe and apply audio transaction techniques for text production (104)

Computing Skills

- Manage and protect data in a personal computer system (2781)
- Create and use a simple computer spreadsheet to solve a problem (2784)
- Create and use a simple computer flatfile database to solve a problem (2786)
- Demonstrate navigation skills using a browser (18758)

Customer Service Skills

- Attend to customer enquiries face-to-face and on the telephone (56)
- Provide customer service in given situations (57)

Entry Criteria

Open entry.

English Language Requirements

If you are an overseas student or a new resident and English is not your first language, please note that study at tertiary level requires both written and oral participation. You may be required to have an IELTS score of 5.5 or a TOEFL score of 500.

Qualifications Gained

Upon successful completion of the programme you will receive:

- National Certificate in Business Administration and Computing Level 2

National Certificate in BUSINESS ADMINISTRATION AND COMPUTING LEVEL 3



This programme will increase your competency in business administration and computing and broaden your range of skills to an intermediate level.

Content

You will gain the knowledge and skills to match the type of business administration or technology position you are seeking.

Note: The following bracketed numbers are the NZQA unit numbers.

Business Administration Services

- Provide office reception services (122)
- Use office administration, copying and telecommunications systems and processes (123)

Business Information Processing

- Use a word processor to produce documents (111)
- Apply language and text processing skills to produce documents (108)
- Produce information using word processing functions (112)
- Key in at 35 wpm (16679)

Computerised Accounting

- Identify the requirements for a financial record system (328)
- Operate computer accounts receivable and payable ledger systems to produce financial information (331)

Computer Applications

- Create a computer spreadsheet to provide a solution for organisation use (2785)
- Produce a computer flatfile database to provide solutions for organisation use (2787)



Desktop Presentations

- Produce a presentation using a desktop presentation computer application (5940)

Communication Skills

- Speak to a specified audience in a predictable situation (1307)
- Write a report (3491)
- Listen to and gain information in an interactive situation (11097)
- Answer customer enquiries by mail, fax and/ or email in a wide range of contexts (11816)

Entry Criteria

Preference will be given to applicants with the National Certificate in Business Administration and Computing Level 2, or equivalent skills and/or relevant experience.

English Language Requirements

If you are an overseas student or a new resident and English is not your first language, please note that study at tertiary level requires both written and oral participation. You may be required to have an IELTS score of 5.5 or a TOEFL score of 500.

Qualifications Gained

Upon successful completion of the programme you will receive:

- National Certificate in Business Administration and Computing Level 3

Launchpad Scholarship Programme

National Certificate in BUSINESS ADMINISTRATION AND COMPUTING LEVEL 3



This programme will increase your competency in business administration and computing and broaden your range of skills to an intermediate level. It is designed to be completed over 12 months of study while in full-time employment.

Content

Note: The following bracketed numbers are the NZQA unit numbers.

Business Administration Services

- Provide general office reception services (122)
- Use office administration, copying and telecommunications systems and processes (123)

Business Information Processing

- Apply language and text processing skills to produce business documents (108)
- Produce information using word processing functions (112)
- Key in at 25 wpm (16678)
- Key in at 35 wpm (16679)

Financial Skills

- Document business transactions (327)
- Process financial information for cash transactions (329)

Computer Applications

- Create a computer spreadsheet to provide a solution for organisation use (2785)
- Produce a computer flatfile database to provide solutions for organisation use (2787)

Employment Skills

- Be interviewed in a formal situation (1294)

Communication Skills

- Write in plain English (1279)
- Write business letters and memoranda (3488)
- Produce a targeted resume (4252)
- Give and respond to feedback on performance (9705)
- Answer customer enquiries by mail, fax and/ or email in a wide range of contexts (11816)
- Employ customer service techniques for differing customer behaviours in a given situation (376)

Entry Criteria

Preference will be given to applicants with the National Certificate in Business Administration and Computing Level 2, or equivalent skills and/or relevant experience. Launchpad criteria must be met to be awarded the scholarship.

The part-time evening option is ideal for those employed in an business administration role and who want to gain advanced skills and knowledge.

English Language Requirements

If you are an overseas student or a new resident and English is not your first language, please note that study at tertiary level requires both written and oral participation. You may be required to have an IELTS score of 5.5 or a TOEFL score of 500.

Qualifications Gained

Upon successful completion of the programme you will receive:

- National Certificate in Business Administration and Computing Level 3



National Certificate in BUSINESS ADMINISTRATION LEVEL 4



This programme is offered both full-time during the day over one semester or part-time in the day or evening over one year.

After completing this qualification you will be able to progress, with work experience, to senior level administration, office management or executive assistant positions.



Content

Note: The following bracketed numbers are the NZQA unit numbers.

Business Information Processing

- Produce text processed specialist documents (109)
- Produce information using advanced word processing functions (113)

Audio Information Processing

- Use audio transcription techniques to produce text based communications (105)

Business Information Management

- Demonstrate and apply knowledge of an organisation's record management system (125)
- Integrate business administration functions and systems (6910)

Desktop Publishing

- Produce desktop published documents (2789)

Interpersonal Communication Skills

- Write a record of a formal meeting (3494)
- Participate in a formal meeting (9679)
- Apply problem solving techniques (9696)
- Collaborate within a group/team which has an objective (11101)

Customer Service Skills

- Answer customer enquiries on the telephone in a wide range of contexts (11815)

Entry Criteria

Preference will be given to applicants with the National Certificate in Business Administration and Computing Level 3, or equivalent skills and/or relevant experience.

The part-time evening option is ideal for those employed in a business administration role and who want to gain advanced skills and knowledge.

English Language Requirements

If you are an overseas student or a new resident and English is not your first language, please note that study at tertiary level requires both written and oral participation. You may be required to have an IELTS score of 5.5 or a TOEFL score of 500.

Qualifications Gained

Upon successful completion of the programme you will receive:

- National Certificate in Business Administration Level 4

INFORMATION

for All Programmes



Assessment

You will be internally assessed in both theory and practical units throughout the programme. There will be a series of assessments and assignments at regular intervals which count towards the completion of your certificate.

Venue

Bongard Centre, 200 Cameron Road, Tauranga.

Class Sizes

With our small classes and personalised tuition, you will get more time with friendly tutors who work to attend to your individual needs.

Dates/Times/Duration

Full-time Level 2, 3 & 4 Programmes

Start in either Semester 1 or 2.

The programmes are 17 weeks with classes scheduled for approximately 20 hours per week, timetabled between Monday to Friday, 8.00am and 5.00pm, or for Return to the Workforce, classes are offered between 10.00am and 2.30pm.

You will also be required to undertake self-directed study beyond scheduled class time.

Semester 1

Commences 15 February and finishes 25 June. In addition to the 17 study weeks there is a two week break which coincides with the school holidays - 4 to 16 April.

Semester 2

Commences 19 July and finishes 26 November. In addition to the 17 study weeks there is a two week break which coincides with the school holidays - 27 September to 8 October.

Part-time Evening Level 3 & 4 Programmes

You have the option of starting in either Semester 1 or 2. The programmes are 34 weeks with classes held:

- Level 3 programme - Tuesday and Thursday nights, 5.30pm to 8.30pm
- Level 4 programme - Wednesday nights, 5.30pm to 8.30pm

You are required to undertake self-directed study beyond scheduled class time.

First Programme

Commences 15 February and ends 26 November. In addition to the 34 study weeks there is seven weeks holiday:

- 5 to 16 April
- 28 June to 16 July
- 27 September to 8 October

Second Programme

Commences 19 July to 26 November and recommences February to June 2011. In addition to the 34 study weeks there are holidays as follows:

- 28 September to 9 October
- 29 November to February 2011
- Two weeks in April 2011

Part-time Evening Level 3 Courses

If you do not want to enrol in the full Level 3 programme you may choose to just enrol in one or more of the courses that make up the qualification. Please see the Business Administration Short Course brochure for more details.

Launchpad Scholarship Programme

The programme can be started 8 February, 26 April, 19 July or 11 October.



Application Procedure

We are taking applications now and will continue to hold information meetings and offer places if they are available.

We welcome applications from all interested parties.

Applications are available from the Information Centre or on our website www.boppoly.ac.nz

Fees

Level 2 - \$2,656.00

This fee includes \$346.00 of compulsory course related costs for text books.

Level 3 - \$2,431.00

This fee includes \$273.00 of compulsory course related costs for text books.

Level 4 - \$2,598.00

This fee includes \$262.00 of compulsory course related costs for text books.

Launchpad

This programme is free for scholarship recipients.

All Programmes

You will be required to purchase your own stationery items. You may choose to purchase your own text books.

The standard published fee is applicable for New Zealand citizens and permanent residents only. An international fee is payable for non New Zealand citizens/permanent residents.

Financial Assistance

Student Loans and Allowances

Full-time programmes: approved for the payment of Student Allowances and Student Loans (including the living costs portion).

Part-time programmes: approved for the payment of Student Loans (fees and course related costs only). No Student Allowances payable.

Part-time short courses: not approved for Student Loans or Allowances.

Apply for your loan and allowance online at www.studylink.govt.nz or phone StudyLink on 0800 88 99 00. **Apply early to help avoid payment delays!**

Peter Bulfield Memorial Scholarships

(Two awards of \$750)

Available to Business Administration students who are enrolled full-time in Semester 1 and are continuing on to Semester 2. Application forms are available from the Information Centre or on our website www.boppoly.ac.nz (under Scholarships).

Team BoP Polytechnic High Performance Academy Sports Scholarships *(10 programme fees for two years plus other benefits)*

Available annually to students studying at Bay of Plenty Polytechnic. Full fees paid for a maximum of two years as well as access to sport and fitness facilities at Te Pare a Ruahine (Aquatic Centre), plus other benefits. For full details refer to the application form.

Applications close 30 October 2009 and are available from the Information Centre or on our website www.boppoly.ac.nz (under Scholarships).

Auahi Kore – Smokefree

We are proud to show leadership and commitment to a Smokefree New Zealand. As a result, smoking is not permitted on campus.

GRADUATE PROFILES



Shea Jones

Graduate – 2007 National Certificate in Business Administration and Computing Level 3

Current – Part-time National Certificate in Business Administration Level 4

Employed – Pathology Associates / Pathlab BOP Ltd, Tauranga



Twenty year old Shea Jones is a girl with a mission!

Single and fancy free, this girl doesn't like to waste any time and prefers studying hard to further her career and gain higher qualifications.

"I love studying. I like to keep my brain active. I get too bored at home and I think it's a good time for me to get qualifications behind me while I'm young and not tied down."

Shea caught the study bug after successfully completing the National Certificate in Business Administration and Computing Level 3 and is now mid-way through studying the part-time Level 4 qualification in the evenings. Her next goal is the NZ Diploma in Business Level 5 - Office Administration programme, also offered at Bay of Plenty Polytechnic.

Once a self-confessed quiet and shy girl, Shea is now bursting at the seams with confidence and drive to succeed. She loves her Accounts Payable position at Pathlab in Tauranga and enjoys the buzz of studying alongside full-time work.

"I absolutely love my job. I still wake up every morning and look forward to going to work! I love the people and the job. I really enjoy the end result of my work at the end of each day. I get a lot of positive feedback from my boss as well which is really encouraging."

Shea believes doing the Business Administration programme has been extremely beneficial to her success in her job.

"I learnt a lot that has been really useful. When I first started studying I was really nervous and scared to ask questions but as I got to know how helpful the tutors were, I relaxed and got used to being out of my comfort zone.

"The course content was very relevant. They showed us everything to do with working in an office, as well as handy basics like filling out cheques and deposit forms and writing professional correspondence which I use all the time in my job."

Dedicated and studious, Shea says the highlight of completing her qualification was Graduation.

"Going out on stage in front of everyone to get my certificate was awesome. I felt really proud of myself that I made it!"



Gwen Woodney

*Former Mount Maunganui student
Employed - Radioworks, Tauranga*

Eighteen year old Gwen Woodney can't believe her luck. She's landed 'the most awesome job'.

After leaving sixth form, Gwen 'floated' around for the next six months not knowing what direction to go in. In the end, she was encouraged by her mum to try the Business Administration programme.

"I decided I might as well give it a go as it was something to do. I had no idea what career I wanted and other courses seemed way too long and expensive to find out if that was where I wanted to go. I also thought, at the very least, this kind of course would have a job at the end of it."

Despite herself, Gwen found herself enjoying every minute of the programme.

"It was absolutely fantastic! The students in my class became like family to me. We all got along really well and we grew together.

"I think the course changed a lot of our lives, particularly in the area of self-confidence. The supportive environment brought a lot of us 'out of our shells'."

Upon completing the level 2 programme, Gwen won a scholarship for Launchpad which allows students to gain work placement while studying the National Certificate in Business Administration and Computing Level 3 concurrently. Her tutor, Debbie MacRae, recommended her for a full-time office administration position at Radioworks in Tauranga, for which she applied and, to her complete shock, was offered the job.

"I was absolutely 'over the moon'! After working at Woolworths and other odd jobs, I couldn't believe I landed a REAL job! I was stoked!"

There's never a dull moment in the office for Gwen. Her many and varied responsibilities include covering reception, website updates, making-up vouchers for competitions, telephone and general enquiries, basic IT support for the website, off-station broadcasts, data entry, contract entering and various promotional activities.

"I love my job. There's something new every day, and the team at Radioworks are awesome to work with. They really take care of you. I can't believe I scored such a great job."

After meeting Gwen, it's hard to imagine she was ever a self-confessed 'floater'. She has a lot of energy and spunk and since landing her new job, has set herself a lot of goals!

"I'd really like to stay working here. There are so many avenues and opportunities within this company. I have really found my niche and the possibilities are endless."



Bay of Plenty Polytechnic

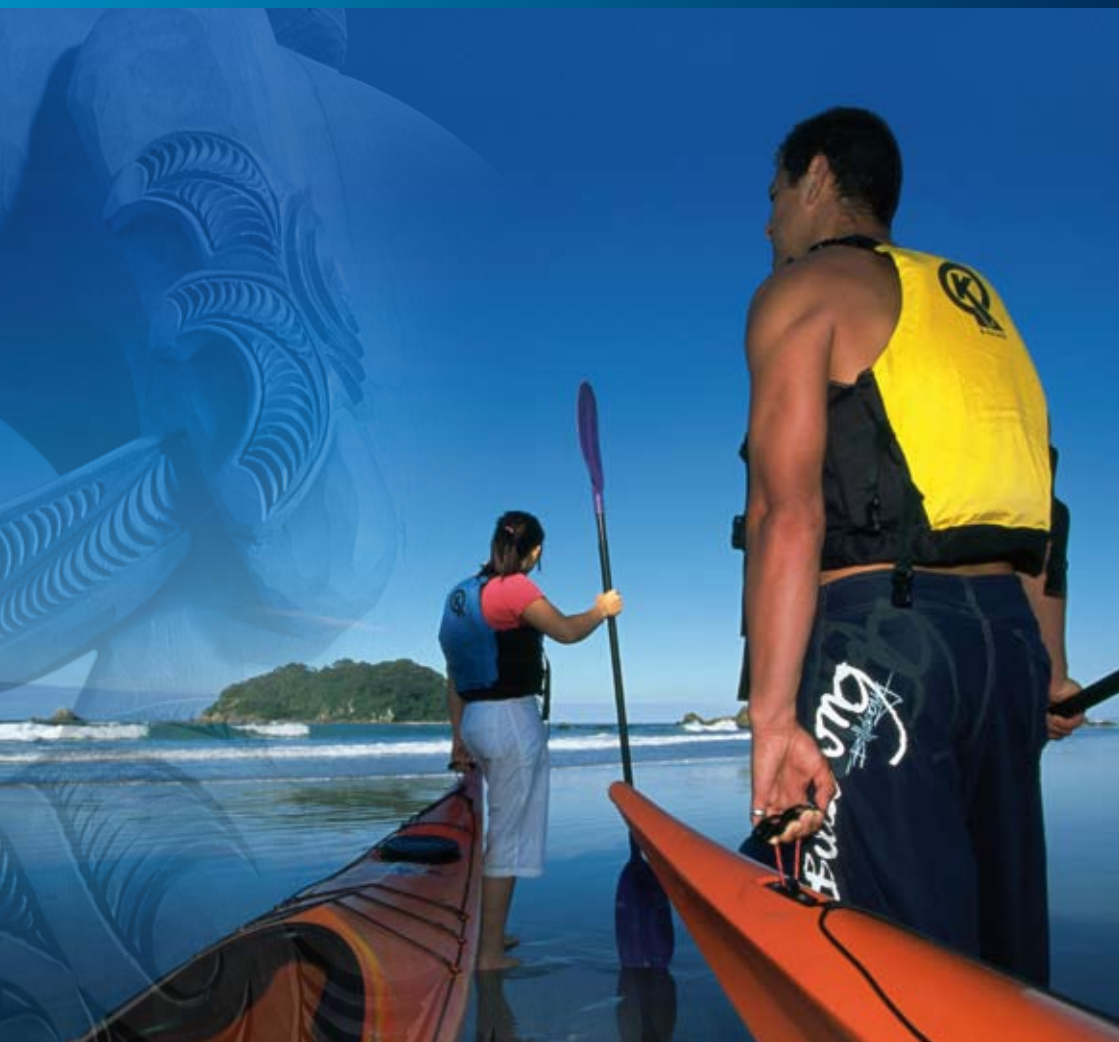
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Every effort was made to ensure the information contained in this brochure was correct at the time of printing. However development of our programmes is ongoing and changes may occur subject to Academic Board approval. Published days and times are indicative only and may be changed due to timetabling requirements. Bay of Plenty Polytechnic reserves the right to cancel or postpone any course due to insufficient numbers or circumstances beyond its control. In this instance fees will be refunded in full. Bay of Plenty Polytechnic agrees to observe and is bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from us or from the New Zealand Ministry of Education website at <http://www.mined.govt.nz>.