

**AVONMORE**  
Tertiary Institute | NEW ZEALAND



**RECEPTION & OFFICE ADMINISTRATION**





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**"I USED TO HAVE A JOB - NOW I HAVE  
A CAREER. THREE PROMOTIONS IN TWO  
YEARS AND ENOUGH MONEY TO SAVE  
FOR A HOUSE! THE COURSE GAVE ME  
A REAL START!"** BELINDA HUGHES, AVONMORE GRADUATE

**AT THE HUB OF A SUCCESSFUL COMPANY IS THE ADMINISTRATION TEAM KEEPING THE DAY-TO-DAY RUNNING OF THE BUSINESS GOING SMOOTHLY ... BE PART OF THE BUZZ AND GET A REAL START AT A CAREER.**

**BECOME PART OF A BUSINESS ADMINISTRATION TEAM AND LEARN ABOUT A HUGE VARIETY OF DIFFERENT INDUSTRIES. GROW IN YOUR JOB AND GET A REAL START AT A CAREER.**

Avonmore offers a variety of courses from foundation level to preparing students for National Certificate in Business Administration and Computing Level 3 & 4. A strong emphasis on computer skills will give you the confidence to enter an administration role and work in an office environment once you complete your training.

#### **WE TRAIN YOU FOR A REAL JOB OR CAREER**

We liaise closely with the business community to ensure industry needs are met by all our Reception and Office Administration courses. This means that ultimately you are employable when you complete your training in career opportunities that include:

- > Clerical Assistant
- > Data Processor
- > Word Processor
- > Administration Support
- > Customer Service
- > Receptionist
- > Office Administrator
- > Secretary
- > Accounts Clerk
- > Personal Assistant

#### **PRACTICAL AND SUPPORTIVE TRAINING FOR THE REAL WORLD**

Our courses are designed to prepare you for an office job or a long-term career in business - therefore our courses are practical and closely resemble what you are likely to experience when you enter the workforce. All our courses provide:

- > Small, supportive, friendly learning environment
- > Industry experienced tutors
- > Practical, hands-on learning and assessments
- > Modern training and computer facilities
- > Work experience in a professional business environment
- > High levels of support to develop an individual learning plan to help you achieve your personal goals
- > Skills that are sought after when your training is completed

# ➤ RECEPTION AND OFFICE ADMINISTRATION LEVEL 2

This is an introductory, practical hands-on course that will provide trainees with office administration and computer skills for the workplace. For any person wanting to work in an office environment, this course will give you the confidence and a recognised set of skills to get started.

## YOU WILL LEARN

- > Word processing, Spreadsheets, Data base, PowerPoint & Presentation
- > Email & Internet Explorer
- > A broad range of office administration skills
- > The correct use of office equipment
- > Career planning

## QUALIFICATIONS YOU WILL GAIN

- > Avonmore Certificate in Office Admin & Computing Level 2
- > National Certificate in Business Administration and Computing (Level 2)

## COURSE LENGTH AND HOURS

- > 24 training weeks (this is a guide only)
- > 30 hours per week including self-directed learning and work experience

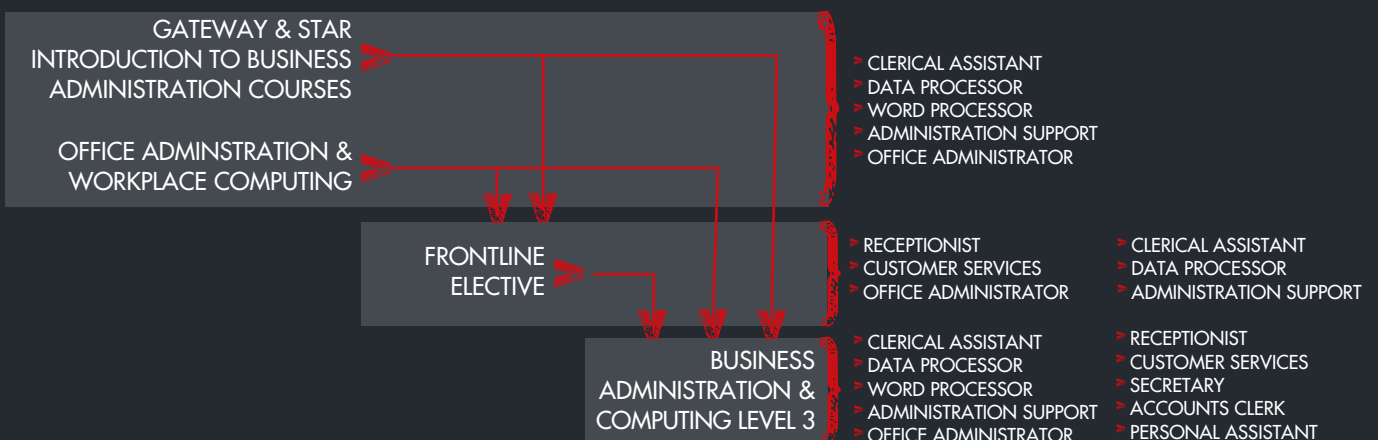


YOUTH TRAINING



TRAINING OPPORTUNITIES

# ➤ CAREER PATHWAY



## ➤ RECEPTION AND OFFICE ADMINISTRATION LEVEL 3 & 4

This is a comprehensive course that provides students with a high level of office administration and computing skills. Students will graduate feeling confident entering a variety of administrative roles in an office environment and being able to immediately bring practical knowledge and skills to their new job and career.

### YOU WILL LEARN

- > Microsoft Office Suite, including Word, Excel, Access, PowerPoint, Publisher
- > Microsoft Outlook and Internet Explorer
- > MYOB - an introduction to business accounting
- > Smoothpay - computerised payroll
- > A broad range of office administration skills
- > The correct use of office equipment
- > Business communication
- > Customer service techniques
- > Career planning

### QUALIFICATIONS YOU WILL GAIN

- > Avonmore Certificate in Office Administration and Computing (Level 3)
- > National Certificate in Business Administration and Computing (Level 3)

### CAREER OPPORTUNITIES

- > Personal Assistant
- > Secretary
- > Accounts Clerk
- > Office Administrator
- > Frontline Position
- > Computer Operator

### COURSE LENGTH AND HOURS

- > 20 training weeks
- > 30 hours per week including self-directed learning and work experience

### COURSE INTAKE AND FEES

There are regular intakes throughout the year. Call 0800 4 AVONMORE or check our website [www.avonmore.ac.nz](http://www.avonmore.ac.nz).

➤ **CAMPUSES**  
CHRISTCHURCH  
NORTH SHORE  
TAURANGA  
WHANGAREI



**0800 AVONMORE**  
**0800 428 666**  
**WWW.AVONMORE.AC.NZ**



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**WE WANT YOU TO BE EMPOWERED TO DECIDE YOUR FUTURE BY PROVIDING A PLACE THAT SUPPORTS YOU TO LEARN AND GIVES YOU THE BEST START TO A SATISFYING JOB OR CAREER.**

Avonmore Tertiary Institute was established in 1988 as a private tertiary education provider offering a range of programmes designed to meet the needs of relevant industries. Avonmore has relationships with a broad range of industries to ensure courses remain relevant to the changing needs of business. Avonmore trains students for the fastest growing and most dynamic sectors in New Zealand who also have consistently high demand for qualified personnel.

Avonmore is registered and accredited with the New Zealand Qualifications Authority. Ongoing accreditation ensures we maintain a high standard of premises, resources, tutors and education. Avonmore Tertiary Institute has the highest rating available with NZQA.

In 2006 Avonmore was awarded Training Institute Of The Year! In 2008 Avonmore celebrated 20 years of providing practical and relevant education to students and for employers.

**SUCCESS DOESN'T CARE WHO YOU ARE OR WHAT YOU HAVE DONE IN THE PAST. FROM THE MOMENT YOU DECIDE TO CHANGE YOUR LIFE, CHOOSE A GOAL AND GO FOR IT. SUCCESS CAN BE YOURS - WE'RE HERE TO HELP MAKE THAT HAPPEN.**



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