

Q1 - Quarter 1, Q2 - Quarter 2
Q3 - Quarter 3 and Q4 - Quarter 4

Orientation Day
Q1 - 22 February 2019
Q2 - 10 May 2019
Q3 - 26 July 2019
Q4 11 October 2019



Business Administration Certificates

School of Business Timetable 2019

Prior to selecting your courses and occurrences, please ensure that you work with both the relevant Enrolment Guide [PG5] and the latest version of this timetable [T5a]. Visit <http://www.manukau.ac.nz/fobitguide>

PROGRAMMES OFFERED:		Page
NZ2452	NEW ZEALAND CERT IN BUSINESS (ADMINISTRATION AND TECHNOLOGY) (LEVEL 3)	2
NZ2461	NEW ZEALAND CERT IN BUSINESS (ADMIN AND TECHNOLOGY) (LEVEL 4) HR ADMINISTRATION	3
NZ2461	NEW ZEALAND CERT IN BUSINESS (ADMIN AND TECHNOLOGY) (LEVEL 4) MEDICAL	4
NZ2455	NEW ZEALAND CERT IN BUSINESS (ADMIN AND TECHNOLOGY) ACCOUNTING SUPPORT (LEVEL 4)	5

Course Code and Name	19-Q1 (25 February - 19 April)	19-Q2 (13 May - 5 July)	19-Q3 (29 July - 20 September)	19-Q4 (14 October - 6 December)
NZ2452 NEW ZEALAND CERTIFICATE IN BUSINESS (ADMINISTRATION AND TECHNOLOGY) (LEVEL 3)				
189.308 Customer Engagement	Occurrence 19-MC-11 Mon 9:00 - 12:00 pm Tues 10:00 - 12:00 pm Wed 9:00 - 12:00 pm	Not Offered	Occurrence 19-MC-31 Mon 9:00 - 12:00 pm Tues 10:00 - 12:00 pm Wed 9:00 - 12:00 pm	Not Offered
183.315 Business Operations Essentials	Occurrence 19-MC-11 Mon 1:00 - 4:00 pm Tues 12:00 - 2:00 pm Wed 1:00 - 4:00 pm	Not Offered	Occurrence 19-MC-31 Mon 1:00 - 4:00 pm Tues 12:00 - 2:00 pm Wed 1:00 - 4:00 pm	Not Offered

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189.309 Industry Readiness	Not Offered	Occurrence 19-MC-21 Mon 9:00 - 12:00 pm Tues 2:00 - 4:00 pm Wed 9:00 - 12:00 pm	Not Offered	Occurrence 19-MC-41 Mon 9:00 - 12:00 pm Tues 2:00 - 4:00 pm Wed 9:00 - 12:00 pm
183.316 Financial Processing Essentials	Not Offered	Occurrence 19-MC-21 Mon 1:00 - 4:00 pm Tues 12:00 - 2:00 pm Wed 1:00 - 4:00 pm	Not Offered	Occurrence 19-MC-41 Mon 1:00 - 4:00 pm Tues 12:00 - 2:00 pm Wed 1:00 - 4:00 pm

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NZ2461 NEW ZEALAND CERTIFICATE IN BUSINESS (ADMINISTRATION AND TECHNOLOGY) (LEVEL 4) HR ADMINISTRATION				
332.411 Business Information Processing	Occurrence 19-MC-11 Wed 9:00 - 12:00 pm Thurs 1:00 - 4:00 pm Fri 1:00 - 3:00 pm	Not Offered	Occurrence 19-MC-31 Wed 9:00 - 12:00 pm Thurs 1:00 - 4:00 pm Fri 1:00 - 3:00 pm	Not Offered
332.412 Business Documents	Occurrence 19-MC-11 Wed 1:00 - 4:00 pm Thurs 9:00 - 12:00 pm Fri 10:00 - 12:00 pm	Not Offered	Occurrence 19-MC-31 Wed 1:00 - 4:00 pm Thurs 9:00 - 12:00 pm Fri 10:00 - 12:00 pm	Not Offered
332.409 Workplace Practice	Not Offered	Occurrence 19-MC-21 Wed 12:30 - 4:30 pm Thurs 9:00 - 1:00 pm	Not Offered	Occurrence 19-MC-41 Wed 1:00 - 5:00 pm Thurs 9:00 - 1:00 pm
332.410 Administrative Services	Not Offered	Occurrence 19-MC-21 Wed 9:00 - 12:00 pm Thurs 1:00 - 3:00 pm Fri 9:00 - 12:00 pm	Not Offered	Occurrence 19-MC-41 Wed 9:00 - 12:00 pm Thurs 1:00 - 3:00 pm Fri 9:00 - 12:00 pm

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NZ2461 NEW ZEALAND CERTIFICATE IN BUSINESS (ADMINISTRATION AND TECHNOLOGY) (LEVEL 4) MEDICAL				
332.411 Business Information Processing	Occurrence 19-MC-13 Wed 1:00 - 4:00 pm Fri 9:00 - 12:00 pm Fri 1:00 - 3:00 pm	Not Offered	Occurrence 19-MC-33 Wed 9:00 - 12:00 pm Fri 9:00 - 12:00 pm Fri 1:00 - 3:00 pm	Not Offered
332.412 Business Documents	Occurrence 19-MC-13 Wed 9:00 - 12:00 pm Thurs 9:00 - 12:00 pm Thurs 1:00 - 3:00 pm	Not Offered	Occurrence 19-MC-33 Wed 1:00 - 4:00 pm Thurs 9:00 - 12:00 pm Thurs 1:00 - 3:00 pm	Not Offered
332.409 Workplace Practice	Not Offered	Occurrence 19-MC-23 Wed 1:00 - 5:00 pm Fri 9:00 - 1:00 pm	Not Offered	Occurrence 19-MC-43 Wed 1:00 - 5:00 pm Fri 9:00 - 1:00 pm
332.410 Administrative Services	Not Offered	Occurrence 19-MC-23 Wed 9:00 - 12:00 pm Thurs 9:00 - 12:00 pm Thurs 1:00 - 3:00 pm	Not Offered	Occurrence 19-MC-43 Wed 9:00 - 12:00 pm Thurs 9:00 - 12:00 pm Thurs 1:00 - 3:00 pm

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NZ2455 NEW ZEALAND CERTIFICATE IN BUSINESS (ADMINISTRATION AND TECHNOLOGY) (LEVEL 4) ACCOUNTING SUPPORT				
311.432 Accounting Principles	Occurrence 19-MC-11 Tues 2:00 - 5:00 pm Thurs 10:00 - 12:00 pm	Not Offered	Occurrence 19-MC-31 Tues 1:00 - 4:00 pm Thurs 1:00 - 4:00 pm Fri 1:00 - 3:00 pm	Not Offered
311.433 Computerised Accounting	Occurrence 19-MC-11 Tues 9:00 - 12:00 pm Thurs 2:00 - 4:00 pm	Not Offered	Occurrence 19-MC-31 Tues 9:00 - 12:00 pm Thurs 9:00 - 12:00 pm	Not Offered
311.426 Payroll	Not Offered	Occurrence 19-MC-21 Tues 9:00 - 11:00 am Thurs 1:00 - 4:00 pm Wed 9:00 - 12:00 pm	Not Offered	Occurrence 19-MC-41 Tues 9:00 - 11:00 am Thurs 1:00 - 4:00 pm Wed 9:00 - 12:00 pm
311.427 Business Tax Returns	Not Offered	Occurrence 19-MC-21 Tues 1:00 - 5:00 pm Thurs 9:00 - 1:00 pm	Not Offered	Occurrence 19-MC-41 Tues 1:00 - 5:00 pm Thurs 9:00 - 1:00 pm