

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



Domestic fee (all GST inclusive)

Programme: \$712.40

Per course: \$171.44

Location	Online
Duration	20 weeks full-time   40 weeks part-time
Delivery	Delivered through the eCampus. Online activities including readings, discussion forums, research tasks and fact finding. Study will be mainly self-directed and is flexible to suit your needs.

Credits	60
Level	4
Start	Monthly
Apply	Anytime



[Got a question? Ask the team at eCampus](#)

Delivered online through [eCampus NZ](#)

Take that next step in your career by learning the finer points of delivering great administrative support.

Are you already working in an administrative role and looking for that next challenge? This programme will give you the skills and confidence to do just that and will enhance your career prospects.

Please note: Learners under the age of 18 cannot apply for this programme.

## Prefer to study face-to-face?

No problem. We also offer this [programme at our Dunedin Campus](#).

What will I learn?

Entry requirements

COVID-19 vaccination information

Your workload

Programme structure

Course descriptions

Further study options  
Student loans and allowances  
Recognition of prior learning



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