

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



Domestic fee: \$4,084

International fee: \$10,270

[Compulsory student levy >](#)
[StudyLink >](#)

Location Dunedin
Duration 17 weeks full-time; part-time not available
Delivery On campus

Credits 60
Level 4
Start February and July
Apply Until start date

Do you want to learn how to make an office run smoothly and efficiently?

Then this is the ideal option. This programme has been designed to give you an overview and understanding of administration procedures.

If you're someone who has already mastered the basics of business administration, this nationally-recognised qualification will help you step up to a more senior level. If you're new to administration, it will give you an advanced understanding of administration and management skills that will make you a valuable asset to employers.

You can study this programme at our Dunedin Campus or [online via eCampus](#).

Career outcomes

Entry requirements

You will study

Further study options

Additional costs

Your workload

Student loans and allowances

Apply Now

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