

# New Zealand Diploma in Business (Administration and Technology) (Level 5)



Domestic fee: \$2,908

International fee: N/A

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

Location	Distance
Duration	20 weeks full-time; 40 weeks part-time
Delivery	Delivered via Capable NZ - our Assessment of Prior Learning Centre. <a href="#">Learn more &gt;</a>

Credits	60 - the other 60 credits for this 120 qualification will be in recognition of prior learning (RPL)
Level	5
Start	First of each month
Apply	Anytime

Delivered through [Capable NZ](#) - our assessment of prior learning centre

Are you an experienced administrator?

This qualification proves you have the knowledge and skills to plan, organise and manage business administration functions, operations and/or projects.

As a graduate, you'll be able to select, apply and support a broad range of current and emerging business technologies to meet an organisation's needs, and know how to manage, analyse, evaluate and improve administrative systems and processes.

The Capable NZ difference

Entry requirements

Additional costs

Your workload

How to apply

Student loans  
Apply Now

International **+64 3 477 3014**  
New Zealand **0800 762 786**  
Email **[info@op.ac.nz](mailto:info@op.ac.nz)**

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Forth Street, Dunedin  
Private Bag 1910  
New Zealand 9054

**Central Otago Campus**  
Corner Erris & Ray Streets  
PO Box 16, Cromwell  
New Zealand 9342

**Auckland Campus**  
Level 2, 350 Queen Street  
PO Box 5268, Auckland  
New Zealand 1141