

New Zealand Certificate in Business (Accounting Support Services) (Level 4)



Location	Online
Duration	18 weeks full-time 32 weeks part-time
Delivery	Delivered through the eCampus. Online activities – readings, discussion forums, research tasks and fact-finding. Study is part-time, will be mainly self-directed and is flexible to suit your needs

Credits	50
Level	4
Start	Monthly
Apply	Anytime

Delivered online through [eCampus NZ](https://www.ecampusnz.org/)

Have you thought about working in an accounts role? Are you thinking about making a move from business administration into an accounts role but need more confidence and knowledge to take that step? Perhaps you are already working in an organisation and want more responsibility or you may be looking at starting your career training.

This fully online qualification is perfect for any situation and will give you a sound understanding of the accounting functions that are required in a business. You will gain the knowledge to take on an entry level accounting support role within an organisation, contributing to performance and productivity.

Career opportunities include Bookkeeper, Accounts Officer, Payroll Officer, Sole-charge Administrator, Accounts payable/receivable or Accounts Assistant.

You can complete this full programme by undertaking all four courses or can complete individual courses.

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

What will I learn?
Entry requirements

Domestic fee (all GST inclusive)

Programme: \$571.36

Per course

- Accrual Accounting - \$171.44
- Accounting for Taxation - \$114.24
- Accounting Software - \$171.44
- Payroll - \$114.24



Got a question? Ask the team at [eCampus](https://www.ecampusnz.org/)

COVID-19 vaccination information
Your workload
Course descriptions
Student loans and allowances



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

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