

New Zealand Certificate in Business (Administration and Technology) (Level 3)



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 is part-time, will be mainly self-directed and is flexible to suit your needs.

Credits 60
Level 3
Start Monthly
Apply Anytime

Domestic fee (all GST inclusive)

Programme: \$685.78

Per course

- Administration Essentials: \$171.44
- Administration Professionals: \$171.44
- The Practice: \$342.90



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

Delivered online through eCampus NZ

Want to kickstart your administrative career? Or perhaps you want to formalise your existing skills?

Then this is the qualification for you!

The administration team is often the oil that ensures the smooth running of a business or organisation. It takes systems knowledge and expertise to provide great service to the rest of the team and increase productivity. This programme will give you the skills you need to help take your career to the next level.

Please note: Learners under 18 years old cannot apply for this programme.

What will I learn?

Entry requirements

COVID-19 vaccination information

Your workload
Programme structure
Course descriptors
Further study options
Student loans and allowances
Recognition of prior learning



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