



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

Location

Dunedin

Duration

17 weeks full-time; part-time not available

Delivery

On campus

Credits

60

DescLevel

60

Intakes

February and July

Apply

Until start date

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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

The skills you develop in this qualification are particularly relevant for the following positions:

- Executive Personal Assistants
- Office Administrators
- Project Assistants
- Senior Receptionists

and for roles in these areas:

- Customer relationships
- Front line customer service
- Contact Centres
- Sole charge role in small business entity.

Entry requirements

- Open entry.
- If English is not your first language, you must provide:
 - New Zealand University Entrance OR
 - Overall Academic IELTS 5.5 with no individual band score lower than 5.0 (achieved in one test completed in the last two years), OR
 - Acceptable alternative evidence of the required IELTS ([see here for NZQA proficiency table](#) and [here for list of recognised proficiency tests](#)).

If you need to improve your English Language skills, we offer a [wide range of English programmes](#).

You will study

Course name	Description	Level	Credits
The Business Workplace	Learn how to work in a professional business environment; sustain and support administrative systems and processes in an ethical, social and culturally-inclusive environment	4	15
Professional Administrator	Discover how to respond to stakeholder requirements through utilising effective customer service strategies and creating complex documents	4	15

Financial and Data Management	Learn how to process statistical data and perform financial calculations to meet the requirements of a business entity	4	15
Executive Business Administration	Learn how to implement, support and maintain administrative services and processes within the business entity in a culturally-inclusive environment	4	15

Further study options

Successful completion of this programme creates a direct pathway to further business studies in the [New Zealand Diploma in Business \(Administration and Technology\) \(Level 5\)](#). This programme is only available online via the TANZ eCampus. There isn't an on campus study option.

Additional costs

You must be prepared to supply your own headphones, stationery and textbooks (if requested by your lecturer).

Your workload

Course work for this programme will require approximately 20 hours of directed study in the form of class attendance per week. You will be expected to spend equal hours of your own time in self-directed study in order to successfully complete this programme.

Student loans and allowances

Student loans and allowances are for domestic students only. For information about student loans and allowances please visit the [Studylink website](#). It is important to apply for your student loan/allowance at the same time as you apply for this programme, due to the length of time Studylink take to process. Loan/allowance applications can be cancelled at any time if you decide to withdraw your programme application or if it is unsuccessful.

Intakes:

Course	Description	Dates
25-DUN-S1	Dunedin	17 Feb 2025

International +64 3 477 3014
New Zealand 0800 762 786
Email info@op.ac.nz

Dunedin Campus
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