

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

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**Domestic fee:** \$4,084

**International fee:** \$10,270

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

Ask A Question

Your name  Email  NZ phone number

(if applicable)  Message  Please tick the box to continue

Thank you for your interest. If you experience any difficulties with submitting this form, please email [info@op.ac.nz](mailto:info@op.ac.nz) or call us on 0800 762 786 (NZ) or +64 3 477 3014 (Intl.)

▶ NZ2461V2



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

- Location
- Intake
- Study breaks
- CapableNZ

- 1 January 2021
- Dunedin  
22 February 2021  
19 April 2021 - 30 April 2021
- Dunedin  
22 February 2021  
19 April 2021 - 30 April 2021
- Dunedin  
26 July 2021  
4 October 2021 - 15 October 2021

## **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