

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

This qualification will provide you with the technical knowledge and skills to perform administrative office tasks and produce a variety of business documents using a range of business technologies and software applications. You will gain effective communication skills and apply problem-solving and decision making within a professional, bi-cultural and multi-cultural context.

Qualification code NZ2452

Level > 3

Credits > 60

Workload >

Allow 10 hours of study per credit.
Your workload may be higher around
assessment due dates

Study type >

Open

Cost >

See the qualification page on the website.

Student loan >

You can get a student loan for this
qualification if you meet the criteria.
Visit studylink.govt.nz for more
information.

Career Opportunities

This qualification will give you the skills and knowledge to work or gain employment, in a wide range of supervised general office administration roles in a variety of sectors.

How to apply

Go to the choose courses tab on the qualification page on our website. You'll be taken through our step-bystep enrolment process which you can save and exit from at any time. Visit the programme page on our website to view course availability and prerequisites before applying to enrol.



Qualification structure

This programme comprises 4 compulsory courses. Compulsory courses in this programme are listed in the order that they should be studied.

Course Code	Course Name	Credits
BUS301	Business Administration	15
BUS302	Business Technology	15
BUS303	Processing Business Information	15
BUS304	Producing Professional Business Documents	15

What you will learn

When you achieve this qualification, you will know how to:

- Provide administrative and general office services using business technologies, to support everyday operational activities.
- Perform financial calculations, process data and produce information for business purposes.
- Communicate effectively with stakeholders.
- Work cooperatively within a team, and contribute to the achievement of objectives.
- Select and apply customer service techniques, to meet stakeholder expectations.
- Apply effective problem-solving and decision-making for business purposes.
- Demonstrate professional and ethical behaviour, in a socially and culturally appropriate manner.
- Manage self effectively to contribute to performance of the entity.
- Comply with internal policies and legislation and other external requirements for business entities.

Entry requirements

To enrol in this programme you need to have NCEA Level 1, or equivalent.

If you are studying this programme you are only able to enrol in one course at a time.

20 years old or over

If you are 20 years of age or over and do not hold the minimum entry requirements you will be eligible to be enrolled where your previous educational, work or life experience indicates you have a reasonable likelihood of success.

If you do not meet any of the above criteria we recommend that you get in touch with us on freephone 0508 650 200 to discuss your study options before applying to enrol.

Computer and online access

This programme is delivered 100% online. To complete this programme you will need access to a laptop or desktop computer, reliable broadband internet connection and a data plan able to support online learning such as streaming of videos (including YouTube), downloading content, and writing and submitting online assessments. If you are unsure if your current computer or internet access allows you to complete your online learning with us, please contact us before applying to enrol.

Visit openpolytechnic.ac.nz/online to view our online learning and study tools.

English language requirements

International students must have an also have an IELTS (Academic or General) score of 5.0 with no band score lower than 5.0, or equivalent.

Domestic students for whom English or Māori is not their first language must also have an IELTS (Academic or General) score of 5.0 with no band score lower than 5.0, or equivalent.

Visit openpolytechnic.ac.nz/englishlanguage to view our English language criteria.

International students and domestic students living overseas

You can study this programme part-time if you're an international student living in New Zealand or overseas. If you're living in New Zealand you will need to be in paid employment with a valid work permit.

You can also study this programme if you're a New Zealand citizen living overseas.

Visit openpolytechnic.ac.nz/internationalstudent for more information about the special conditions and fees that you'll need to meet.