



# FEES FREE. Business (Administration and Technology) (Level 4)



## Domestic Fees

Fees Free



## Intakes

07/07/2025



## Campus

New Plymouth



## Duration

1 semester full time  
or part time  
equivalent



[witt.ac.nz](http://witt.ac.nz)



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

Build the skills and confidence to take the next step into a senior administrator role. Apply business technologies and computer applications to perform a wide range of administrative duties, under broad guidance and in a bi- and multi-cultural environment. You will be able to work in a range of office administration roles and contribute to improving performance and productivity.

## You will learn how to:

- apply keyboard and word processing skills.
- produce a range of specialist business documents.
- process financial information.
- provide appropriate customer service.
- display oral, written and interpersonal communication skills.
- process data and create spreadsheets.

## Courses

BSNS4201

### Administrative Systems

The aim of this course is to develop knowledge and skills to provide, improve and maintain administration services.

BSNS4202

### Specialist Documents

The aim of this course is to develop knowledge and skills to process data and produce specialist documents.

BSNS4203

### Workplace Knowledge

The aim of this course is to develop knowledge and

skills to deliver professional customer services that meet business requirements and work collaboratively within a team.

BSNS4204

### Business Information

The aim of this course is to develop knowledge and technical skills to produce comprehensive business information.

## Programme Specific Information

### Open entry

This is a face-to-face delivered programme supported by Moodle. Moodle is WITT's online learning management system - tutorial staff will guide you in the use of online learning tools. Students will be studying in a simulated work environment using our simulated business office.

## Career Options

Graduates of this qualification will have the skills and knowledge to work or gain employment, in a wide range of general office administration roles in a variety of sectors, under broad guidance. These may include: a sole-charge roles in a small business entity, senior receptionist, customer relationship roles, personal assistants and secretaries, lead administrator, front line customer service roles, call or contact centre operators, office support workers, web administrator, service desk coordinator.