



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



Domestic Fees

Fees Free



Duration

Delivered online with
flexible intakes
throughout 2026.



witt.ac.nz



This qualification will provide you with the business administration and technology skills to work in a range of supervised general office administration roles and will enable you to operate business technologies and perform a range of administrative tasks, in accordance with ngā kaupapa o te Tiriti o Waitangi (the principles of the Treaty of Waitangi), and in a multi-cultural environment.

What You'll Learn

By the end of this programme, you'll be able to:

- Provide administrative and general office services using business technologies to support everyday operational activities in an office environment.
- Process data, produce information, and perform financial calculations for business purposes.
- Work cooperatively within a team and contribute to the achievement of objectives.
- Select and apply customer service techniques to best meet stakeholder expectations.
- Behave professionally and ethically and in a socially and culturally responsible manner and apply personal and interpersonal skills to contribute to the performance of the office.

Flexible Online Learning with Local Support

This programme offers the best of both worlds; the flexibility of online study through Open Polytechnic combined with the benefits of local campus access at WITT. You'll study online, from anywhere around the region and as a WITT learner, you'll also have the option to:

- Utilise local campus facilities, like the library, computers, and gym.
- Attend optional in-person support sessions for additional help.

To ensure a smooth online learning experience, you'll need:

- A laptop or desktop computer (smartphones and tablets aren't suitable for this programme).
- Reliable broadband internet access.
- A data plan that can handle online learning tasks like streaming videos, downloading materials, and submitting assessments.

Unsure if your current setup meets these requirements? Contact us before you enrol - we're here to help you prepare for your studies.

Entry Requirements

This programme is open entry. You may be required to provide evidence that you have the capability to complete the programme requirements.

Career Opportunities

Graduates of this qualification may be employed in a wide range of supervised general office administration roles in a variety of sectors, and in a wide range of roles in cultural and community settings.