

# **BUSINESS ADMINISTRATION**

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

### **ADDITIONAL COSTS AND STATIONERY**

#### **STATIONERY REQUIREMENTS (to cover all subjects):**

- Folder with dividers as required
- Simple calculator (not Scientific but must have percentage key)
- Lined refill
- Pens
- Pencil
- Eraser
- Highlighter
- Ruler (with centimetres and millimetres)
- USB/memory stick/pen drive (optional)

#### **ADDITIONAL COSTS**

You may need approximately \$130 to enable you to top-up your printing during the semester. Student Resources are supplied as part of the course, however you may wish to print additional hand-outs and practice assessments available online.

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