



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



Domestic fee: \$3,756

International fee: \$10,270

Compulsory student levy >
StudyLink >

*Fees are approximate, subject to change and exchange rates

Location	Dunedin
Duration	One semester full-time; part-time options
Delivery	On campus

Credits	60
Level	3
Start	February and July
Apply	Until start date

Are you already in, or seeking to move into, a general administrative, data entry, receptionist or customer service role?

Then this programme is ideal!

Amongst other skills, you will learn how to use the keyboard, schedule organisation, and how to create documents and spreadsheets. You will also learn how to prioritise your workload and manage your personal development. The programme includes a practical work component in a simulated office environment enabling you to develop your skills and undergo assessment in a business setting.

You can study this programme at our campus in Dunedin or online via the TANZ eCampus.

Career outcomes

Graduate as a work-ready individual who has the ability to contribute to the performance and productivity of a business organisation. Roles could include:

- > General Administrator
- > Data Entry Operator
- > Junior Personal Assistant
- > Receptionist
- > Customer Service
- > Office Administration Assistant
- > Word Processing Operator
- > Contact Centre Worker.

Entry requirements

- > Open entry.
- > If English is not your first language, you must provide:

- > New Zealand University Entrance OR
- > Overall Academic IELTS 5.0 with no individual band score lower than 5.0 (achieved in one test completed in the last two years), OR
- > Acceptable alternative evidence of the required IELTS (see here for NZQA proficiency table and here for list of recognised proficiency tests).

If you need to improve your English Language skills, we offer a wide range of English programmes.

You will study

This Certificate has three courses which must be completed in the following order:

Course name	Description	Level	Credits
Administration Essentials	Discover how to produce business documents to meet industry specifications	3	15
Administration Professionals	Learn how to become a professional administrator who demonstrates professional and ethical behaviour in a socially- and culturally-appropriate manner to provide proficient customer service	3	15
The Practice	Learn how to work professionally in a business entity to provide administrative and general services that support everyday operational activities	3	30

Further study options

Successful completion of this programme creates a direct pathway to further business studies for the New Zealand Certificate in Business (Administration and Technology) (Level 4) which will prepare you for a senior administration role. This programme is available at our Dunedin Campus or online via the TANZ eCampus.

Additional costs

You must be prepared to supply your own headphones, stationery and textbooks (if requested by your lecturer).

Your workload

Course work for this programme will require approximately 20 hours of directed study in the form of class attendance per week. You will be expected to spend equal hours of your own time in self-directed study in order to successfully complete this programme.

Student loans and allowances

Student loans and allowances are for domestic students only. For information about student loans and allowances please visit the Studylink website. It is important to apply for your student loan/allowance at the same time as you apply for this programme, due to the length of time Studylink take to process.

Loan/allowance applications can be cancelled at any time if you decide to withdraw your programme application or if it is unsuccessful.

Disclaimer

While every effort is made to ensure that this sheet is accurate, Otago Polytechnic reserves the right to amend, alter or withdraw any of the contained information. The fees shown in this document are indicative ONLY. Both domestic and international fees are subject to change and are dependent on the development and implementation of Government policies. Please note that additional fees may from time to time be required for external examination, NZQA fees and/or additional material fees.

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