

BUSINESS:

ADMINISTRATION & TECHNOLOGY

Qualification Title	New Zealand Certificate in Business (Administration & Technology) Level 3
Duration	32 weeks
Start Date	February 2026
Level	3
Credit Value	60
Entry Requirements	NCEA Level 2 or equivalent Access to a laptop / Wi-Fi connections
Course Overview	This course is ideal if you want the skills to be able to work confidently in office administration. This gives you the essential skills and knowledge to work or gain employment, in a wide range of general office administration roles in a variety of sectors.
Career Opportunities	Possible job and career opportunities can include: • Receptionist • Data entry operator • Front line customer role • Call or contact centre operator • Secretary • Office support worker
Further Learning Opportunities	Business Administration & Technology Level 4