

BUSINESS: ADMINISTRATION & TECHNOLOGY

Qualification Title	New Zealand Certificate in Business (Administration & Technology) Level 4
Duration	1 year
Start Date	February 2026
Level	4
Credit Value	60
Entry Requirements	NCEA Level 2 or equivalent Access to a laptop / Wi-Fi connections
Course Overview	Learners undertaking this course will be able to: • Select and apply business applications and technological devices to provide administrative services to meet business needs • Process comprehensive data, produce detailed information, and perform detailed financial calculations for business purposes • Maintain administrative systems and processes and make recommendations for improvements to meet business needs • Collaborate and contribute to the achievement of team objectives • Select and apply customer service techniques to consistently meet stakeholder expectations • Behave professionally and ethically and in a socially and culturally responsible manner, and apply personal and interpersonal skills in administration roles, to support the performance of the entity
Career Opportunities	This qualification will give you the skills and knowledge to be employed in a wide range of general business administration roles in a variety of sectors, including business and cultural or community context