



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



## Domestic Fees

Fees Free



## Intakes

01/06/2026  
03/08/2026



## Campus

Online  
Online



## Duration

Delivered online with flexible intakes throughout 2026.



[witt.ac.nz](http://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.



### Additional Information

For 09/03/2026 intake, enrol by 24/02/2026.

For 01/06/2026 intake, enrol by 19/05/2026.

For 03/08/2026 intake, enrol by 21/07/2026.