

New Zealand Certificate in Business (Small Business Level 3)

Programme Overview

You can make a small business hum!

New Zealand is a nation of small business owners – they contribute hugely to the economy and drive success. Small business is special. It occupies its own space in the corporate world and it provides opportunity for growth and learning. If you want to understand this sector better, work in this space or perhaps create your own small business, then you need to understand what drives it and how to contribute effectively.

If you want to kick start your administrative career or you want to formalise your existing skills then this programme is for you.

eCampus NZ Overview

We know that your time is precious. That's why we've made it easy for you to upgrade your skills with innovative online learning through eCampus NZ.

With flexible online learning to match your lifestyle, goals and dreams, our online campus option will work around your lifestyle so you can work, earn, live, and learn.

How Long Will it Take

This programme is made up of four courses and can be studied part time or full time. If you choose to study full time you will need to complete two courses at the same time, which will require around 30 hours a week of study time.

If you choose to study part time you study one course at a time which will require around 12.5-19 hours a week of study.

Fees

The programme fee is \$685.76, however you may be eligible to study this course fee-free.

For more information and to find out if you are eligible please visit feesfree.govt.nz

Entry Requirements

- NCEA Level 1, or
- NZ Certificate in Retail (Level 2), or
- A NZ Certificate in Foundation Studies (Level 1), or
- A qualification at Level 1 or above on the NZQF, with evidence of literacy and numeracy abilities equivalent to NCEA (Level 1).

"I really enjoy having the ability to study when I have the time and wherever I might be. I also like the online videos and course reading and have found the course facilitators are always available when I need them"

Nikki Davidson

Courses in this Programme

Course 1: Small Business Opportunities

Owning or managing your own small business might be your dream. But where do you start in seeking out and finding the golden opportunity? Learn the knowledge to succeed in this space.

- **Fee:** \$171.44 **Credits:** 15
- **Weeks:** 10 **Level:** 3

Course 2: Small Business Planning

This course will provide the skills required to ensure that your business conforms to legal requirements and has the correct policy in place to manage complex issues such as theft or fraud.

- **Fee:** \$171.44 **Credits:** 15
- **Weeks:** 10 **Level:** 3

Course 3: Small Business and Stakeholders

Small business is all about managing effective relationships with suppliers, customers, clients, staff and contractors.

These people, who are connected to your business success, have expectations about how you will manage your relationship with them. It's important to get it right. This course will give you the best chance to do that.

- **Fee:** \$171.44 **Credits:** 15
- **Weeks:** 10 **Level:** 3

Course 4: Small Business Operations

Every business is subject to certain regulatory and legal requirements. As a small business owner or manager you really can't afford to get this side of the business wrong.

So, if you want to make sure that you are up to speed with requirements and your plans are effective, then this course will help provide that knowledge.

- **Fee:** \$171.44 **Credits:** 15
- **Weeks:** 10 **Level:** 3

Contact Us

Any questions or queries please contact one of our enrolment team members below:

- **Phone:** 0800 328 269
- **Email:** enquiries@tanzecampus.com
- **Visit:** www.ecampusnz.com