

# Business Technologies

## Course Overview

### You can understand the latest admin tools

Any good administrator knows technology is their secret weapon. Choosing the right administration technologies and systems to ensure you can do your job effectively and proficiently is key to your success. In this course, you will learn the latest offerings in administration technologies and how they can improve your time management, quality of work and efficiency.

**Level:** 5    **Fee:** \$660.70    **Weekly Hours:** 15    **Credits:** 15    **Weeks:** 9

## Learning Outcomes

On successful completion of this course students will be able to:

1. Research and analyse current and emerging business technologies that support an identified business need.
2. Apply knowledge of business technologies to improve and support the operation of a business entity.
3. Select and apply business technology to meet business entity needs.

## Indicative Course Content

- Current and emerging business technologies that support an identified business need are investigated.
- Potential current and emerging business technologies are identified.
- Analysis of emerging business technologies is demonstrated.
- Communication with stakeholders Training needs to implement business technologies to support a business entity's operations is identified.

## Assessment

No	Assessment Type	Weighting
1	Research Report or Proposal	40%
2	Written Report	40%
3	E-Portfolio	20%



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### Contact Us

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

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