

New Zealand Diploma in Business (Administration and Technology Level 5)

Programme Overview

You can become that indispensable lynchpin!

Every business needs that one person that holds all the administrative strands together, making sure the business runs smoothly and well. But, it takes skill and expertise to deliver at that level. If you need to gain the skills and knowledge to be that person, then this could be the course for you.

If you are already charging forward with your career path in the corporate sector but you need additional administration skills to round out your knowledge or perhaps you are already operating in a business administration role but want to formalise your skills. Then this programme could be the answer.

Programme 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 eight courses and can be studied part time and full time. If you choose to study full time you will need to complete two courses at the same time, which will require around 35 hours a week of study time.

If you choose to study part time you study one course at a time which will require around 16.7 hours per week of study.

Fees

The programme fee is \$5,285.60, 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

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



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A O T E A R O A

Entry Requirements

Applicants under 20 years old

- A minimum of 14 numeracy credits at level 1 or higher in Mathematics or Pangarau on the Directory of Assessment Standards, and
- Fifty credits at level 2 or above with at least 12 credits in each of three subjects including a minimum of 8 literacy credits at level 2 or higher in English or Te Reo Māori; of which 4 credits must be in reading and 4 credits must be in writing.
- The literacy credits will be selected from a schedule of approved achievement standards and unit standards found on the NZQA website at Literacy requirements for University Entrance.
- or equivalent to the above.

Applicants 20 years or over

For applicants 20 years or over, there are no minimum academic requirements. However, applicants will need to provide their curriculum vitae detailing any relevant work experience and academic achievements. This information will be used to assess whether the applicant is likely to successfully complete the NZ Diploma in Business Programme.

Special Entry

In exceptional circumstances, an applicant under the age of 20 years who does not meet the academic entry requirements may be granted entry to the NZ Diploma in Business where they supply evidence of their ability to succeed on the NZ Diploma in Business programme.

Language requirements

English language requirements where English is not the first language:

IELTS 5.5 Academic (no band score lower than 5.0), or equivalent

Recommendation

It is recommended that the core courses (courses 1 – 4) are successfully completed before moving on to the New Zealand Diploma Business Strand courses (courses 5 – 8).

"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 | eCampus NZ Learner

Courses in this Programme

Course 1: Organisations in a New Zealand Context

Make sure you have a sound understanding of the New Zealand business environment and how your organisation should operate within a New Zealand context.

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

Course 2: Business Environments

Business efficiency and effectiveness is reliant on managers having a sound knowledge of core business functions. Make sure you are prepared with the tools and techniques you need to ensure success in your organisation.

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

Course 3: Business Functions

Having an understanding of core business functions can contribute directly to the efficiency and effectiveness of your operations. In this course you will learn about various operational functions and how they support business success. This includes accounting functions, human resource management and sales and marketing.

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

Course 4: Understanding Change

Be ready for change! Businesses are constantly changing to ensure sustainability and ongoing success. As a manager you need to be able to contribute to the change process and feel comfortable in recommending solutions to help improve organisational performance.

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

Course 5: Administration Services

One of the core functions for administrators is offering effective administrative support for the management team. This course will elevate your existing administration skills to help you manage administration systems smoothly and confidently.

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

Course 6: Administration Systems, Processes, and Projects

To become an admin guru, you need solid systems and processes to create an effective and efficient work flow. In this course, you will master how to analyse and improve your existing administrative systems and processes.

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

Course 7: Business Technologies

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 administration technologies and how they can improve your time management, and quality of work.

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

Course 8: Business Information Management

At times, management will require you to produce quality business information that is clear, articulate and without error. In this course, you will learn how to produce material to meet management and business needs.

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