

2022 Price List

Note: All prices inclusive of GST

Project Management Courses	Cost	Credits	EFTS	Course duration (weeks)
New Zealand Certificate in Project Management (Level 4)	\$697.40	60.00	0.50	
• Introduction to Project Management	\$174.35	15	0.125	10
• Management Project Monitoring and Controlling	\$174.35	15	0.125	10
• Lead a Project Component	\$174.35	15	0.125	10
• Scope Management	\$174.35	15	0.125	10

Small Business Courses	Cost	Credits	EFTS	Course duration (weeks)
New Zealand Certificate in Business (Introduction to Small Business) (Level 3)	\$697.40	60.00	0.50	
• Small Business Operations	\$174.35	15	0.125	10
• Small Business and Stakeholders	\$174.35	15	0.125	10
• Small Business Planning	\$174.35	15	0.125	10
• Small Business Opportunities	\$174.35	15	0.125	10
New Zealand Certificate in Business (Small Business) (Level 4)	\$697.40	60.00	0.50	
• Small Business Environment	\$174.35	15	0.125	10
• Business Resources	\$174.35	15	0.125	10
• Marketing	\$174.35	15	0.125	10
• Planning and Finance	\$174.35	15	0.125	10

Leadership and Management Courses	Cost	Credits	EFTS	Course duration (weeks)
New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3)	\$558.36	48.00	0.40	
• Effective Team Performance	\$186.12	16	0.133	12
• Business Communications	\$186.12	16	0.133	12
• Understanding Leadership	\$186.12	16	0.133	12
New Zealand Certificate in Business (First Line Management) (Level 4)	\$697.40	60.00	0.50	
• Performance and Variance Management	\$174.35	15	0.125	10
• Achieving Team Objectives	\$174.35	15	0.125	10
• Team Management and Motivation	\$174.35	15	0.125	10
• Effective Leadership	\$174.35	15	0.125	10

Business Diploma Core Courses	Cost	Credits	EFTS	Course duration (weeks)
	\$5,285.60	120.00	1.00	
New Zealand Diploma in Business (Core) (Level 5)				
• Business Environments	\$660.70	15	0.125	9
• Organisations in a New Zealand Context	\$660.70	15	0.125	9
• Understanding Change	\$660.70	15	0.125	9
• Business Functions	\$660.70	15	0.125	9
Business Diploma Strand Courses	Cost	Credits	EFTS	Course duration (weeks)
New Zealand Diploma in Business (Administration and Technology) (Level 5)				
• Administration Services	\$660.70	15	0.125	9
• Business Information Management	\$660.70	15	0.125	9
• Business Technologies	\$660.70	15	0.125	9
• Administration Systems, Processes and Projects	\$660.70	15	0.125	9
New Zealand Diploma in Business (Project Management) (Level 5)				
• Applied Project Management	\$660.70	15	0.125	9
• Project Management Methodologies	\$660.70	15	0.125	9
• Project Management Tools	\$660.70	15	0.125	9
• Project Management Principles	\$660.70	15	0.125	9
New Zealand Diploma in Business (Human Resources) (Level 5)				
• Introduction to Human Resources	\$660.70	15	0.125	9
• Introduction to Health and Safety Management	\$660.70	15	0.125	9
• Change and HR Initiatives	\$660.70	15	0.125	9
• People and Development	\$660.70	15	0.125	9
New Zealand Diploma in Business (Sales and Marketing) (Level 5)				
• Essential Skills for Marketing and Sales	\$660.70	15	0.125	9
• Buyer Behaviour	\$660.70	15	0.125	9
• Market and Sales Intelligence	\$660.70	15	0.125	9
• Introduction to Marketing and Sales	\$660.70	15	0.125	9
New Zealand Diploma in Business (Leadership and Management) (Level 5)				
• Managing Projects	\$660.70	15	0.125	9
• Leadership	\$660.70	15	0.125	9
• Business Planning and Team Engagement	\$660.70	15	0.125	9
• Operational Management and Compliance	\$660.70	15	0.125	9
New Zealand Diploma in Business (Accounting) (Level 5)				
• Analysis of Financial Information	\$660.70	15	0.125	9
• Applied Accounting	\$660.70	15	0.125	9
• Budgets for Planning and Control	\$660.70	15	0.125	9
• Introduction to Accounting and Taxation	\$660.70	15	0.125	9

Computing and IT Courses	Cost	Credits	EFTS	Course duration (weeks)
New Zealand Certificate in Computing (Intermediate User) (Level 3)	\$269.52	60.00	0.50	
• Online Etiquette and Ethics	\$44.92	10	0.083	10
• Going Mobile	\$44.92	10	0.083	10
• Presenting in a Digital Environment	\$44.92	10	0.083	10
• Web Fundamentals	\$44.92	10	0.083	10
• Spreadsheets and Databases	\$44.92	10	0.083	10
• Operating in a Digital Environment	\$44.92	10	0.083	10
New Zealand Certificate in Information Technology Essentials (Level 4)	\$684.60	60.00	0.50	
• Software Design and Development	\$171.15	15	0.125	10
• Information Management	\$171.15	15	0.125	10
• Media Design and Development	\$171.15	15	0.125	10
• Technical IT Skills	\$171.15	15	0.125	10

Business Administration Courses	Cost	Credits	EFTS	Course duration (weeks)
New Zealand Certificate in Business (Administration and Technology) (Level 3)	\$697.42	60.00	0.50	
• The Practice	\$348.72	30	0.25	20
• Administration Essentials	\$174.35	15	0.125	10
• Administration Professionals	\$174.35	15	0.125	10
New Zealand Certificate in Business (Administration and Technology) (Level 4)	\$697.40	60.00	0.50	
• Executive Business Administration	\$174.35	15	0.125	10
• Financial and Data Management	\$174.35	15	0.125	10
• The Business Workplace	\$174.35	15	0.125	10
• The Professional Administrator	\$174.35	15	0.125	10
New Zealand Certificate in Business (Accounting Support Services) (Level 4)	\$581.06	50.00	0.416	
• Accrual Accounting	\$174.35	15	0.125	8
• Accounting for Taxation	\$116.18	10	0.083	8
• Accounting Software	\$174.35	15	0.125	8
• Payroll	\$116.18	10	0.083	8

Tertiary Teaching Courses		Cost	Credits	EFTS	Course duration (weeks)
New Zealand Certificate in Adult and Tertiary Teaching (Level 5)		\$2,420.70	60.00	0.50	
•	Perspectives on Teaching and Learning	\$608.26	15	0.125	10
•	Assessment and Moderation	\$608.26	15	0.125	10
•	Teaching Approaches for Learner Success	\$386.16	10	0.083	10
•	Learner Centred Practice	\$818.02	20	0.166	14
New Zealand Certificate in Adult Literacy and Numeracy Education (Level 5)		\$1,636.04	40.00	0.33	
•	Embedding Literacy and Numeracy	\$818.02	20	0.166	14
•	Learner Centred Practice	\$818.02	20	0.166	14
Digital Media and Design Courses		Cost	Credits	EFTS	Course duration (weeks)
New Zealand Certificate in Digital Media and Design (Level 4)		\$2,953.36	60.00	0.50	
•	Creative Design Skills	\$738.34	15	0.125	10
•	Creative Online Design	\$738.34	15	0.125	10
•	Animation and Interactivity	\$738.34	15	0.125	10
•	Symbolism and Identity	\$738.34	15	0.125	10