

FEES FREE

NEW ZEALAND DIPLOMA IN BUSINESS

(Administration & Technology, Level 5)

FOSTERING HIGH-PERFORMING BUSINESS OPERATIONS.



Enrol in our fully-funded online training today!

Develop the skills to streamline business operations, improve workplace systems, and leverage technology effectively, all while earning a nationally recognised New Zealand Diploma in Business online.

COURSE REQUIREMENTS

You must have access to a computer and a reliable internet connection to complete these studies, we will provide you with Office 365.

PROGRAMME CONTENT

This NZQA recognised programme is worth a total of 120 NZQA credits.

Each of the six courses completed during this programme are worth 20 credits.

INTRODUCTION TO BUSINESS OPERATIONS

- Business Operations
- Accounting
- Marketing
- Sales
- Human Resources
- Risk Management

BUSINESS DECISION MAKING

- Internal Business Environment
- External Business Environments
- Problem Solving Techniques
- Solving Problems Creatively
- Organisational Change
- Innovation and Change Management

BUSINESS COMMUNICATION

- Business Communication
- Barriers to Business Communication
- Communicating with Business Stakeholders
- Cross-cultural Communication
- Professional Business Communication
- Ethical Communication

BUSINESS ADMIN – OPERATIONS

Operational Issues and Challenges in Business

- Introduction to Business Administration
- Types of Business Administration Functions and Operations
- Managing Business Administration Functions II
- Evaluating Business Administration Functions and Operations

BUSINESS ADMIN – PROJECTS

- Introduction to Business Administrative Systems
- Types of Business Administration Systems
- Implementing a business management system
- Evaluating the implementation of a Business Administration System

BUSINESS ADMIN – TECHNOLOGY

- Technology in Business
- Customer Interfacing Technology
- Operational Technology
- Business Process Technology

STUDY COMMITMENT

Total duration: 66 weeks part time or 34 weeks full time

Part-time requires 15-20 hours study weekly

Full-time requires 35-40 hours study weekly



ENTRY CRITERIA

- Students must be 16 years of age and over
- Students must be residing in New Zealand for the duration of their studies
- This programme is only available to New Zealand and Australian citizens and permanent residents.
- Students will be required to have NCEA Level 2 or the equivalent, this includes:
 1. Minimum of 10 numeracy and 10 literacy credits at Level one or higher on the Directory of Assessment Standards; and
 2. 60 credits at Level two 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.
- Provisional entry
 1. Students who have attained the age of 20 years and do not hold the minimum entry requirements for a programme will be eligible to be enrolled as a student where their previous educational, work or life experience indicates they have a reasonable likelihood of success.