



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



**Fee:** \$5,140 (\$642 per course)

\*Fees are approximate, subject to change and exchange rates

Location	Online
Duration	40 weeks full-time
Delivery	Delivered through the TANZ eCampus. Online activities - readings, discussion forums, research tasks and fact finding. Study will be mainly self-directed and is flexible to suit your needs.

Credits	120
Level	5
Start	Monthly
Apply	Anytime

Delivered through our TANZ eCampus

This fully online programme focuses on the skills you need to plan, organise and manage business administration functions, operations and/or projects. You will learn how to select, apply and support a broad range of current and emerging business technologies to meet the needs of a business/organisation. In addition, you'll discover how to manage, analyse and evaluate administrative systems and processes, and how to identify and recommend any improvements.

This programme is only available online, there is not an on-campus study option.

Please note: Learners under the age of 18 cannot apply for this programme.

What skills will I graduate with?

Upon successful completion of this programme, you will be able to:

- > apply knowledge of the principles and practices of operations, accounting, sales/marketing, HR, and risk management, to support the operational efficiency and effectiveness of the business/organisation
- > contribute in operational contexts to innovation and organisational change within a business/organisation
- > develop and maintain operational business relationships with stakeholders for efficient and effective performance of the business/organisation
- > research and communicate information for efficient and effective performance of the business/organisation
- > apply problem-solving and decision-making in operational contexts for efficient and effective performance of the business/organisation

- > manage own and others' learning and performance within an operational context for efficient and effective performance of the business/organisation
- > apply professional and ethical behaviour, in a socially- and culturally-appropriate manner
- > analyse the impact of internal and external environments on businesses/organisations
- > analyse how the origin and nature of the bi-cultural partnership (as embedded in the Treaty of Waitangi) can be applied to business activities and relationships.

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

- > No minimum academic requirements.
- > However, you will need to provide your curriculum vitae detailing any relevant work experience and academic achievements. We will use this information to assess whether you are likely to successfully complete this 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 when they supply evidence to satisfy the relevant Academic Committee of their ability to succeed.
- > If English is not your first language, you must provide:
  - > New Zealand University Entrance OR
  - > Overall Academic IELTS 5.5 with no individual band score lower than 5.0 (achieved in one test completed in the last two years), OR
  - > Acceptable alternative evidence of the required IELTS (see here for NZQA proficiency table and here for list of recognised proficiency tests).

If you need to improve your English Language skills, we offer a wide range of English programmes.

Pathways into this programme

This qualification may build on from:

- > New Zealand Certificate in Business (Administration and Technology) (Level 4) - offered online via TANZ eCampus or face-to-face at our Dunedin Campus
- > New Zealand Certificate in Business (Small Business) (Level 4)
- > New Zealand Certificate in Business (First Line Management) (Level 4)
- > New Zealand Certificate in Project Management (Level 4)

Programme structure

Course title	Level	Credit	Directed hours	Self-directed hours
Organisations in a New Zealand Context	5	15	60	90
Business Environments	5	15	60	90
Business Functions	5	15	60	90
Understanding Change	5	15	60	90
Administration Systems, Processes and Projects	5	15	60	90
Business Technologies	5	15	60	90

Business Information Management	5	15	60	90
Administration Services	5	15	60	90
<b>Total</b>		<b>120</b>	<b>480</b>	<b>720</b>

Course descriptions

### 1. Organisations in a New Zealand Context

To review and analyse business entities from a range of perspectives in an Aotearoa NZ context

Learning outcomes:

- > Identify the nature of business entities and their stakeholders in relation to: interests, influences and risks they are exposed to
- > Identify and apply professional and ethical behaviour to ensure business communications are effective, conducted in a socially and culturally appropriate manner and relationships with stakeholders are developed and maintained
- > Analyse and present evidence of how the business activities and relationships of organisations in Aotearoa NZ can be influenced by bi-cultural partnerships.

### 2. Business Functions

Apply knowledge of core business functions for operational efficiency and effectiveness.

Learning outcomes:

- > Apply the principles and practices of accounting, and operations to make decisions supporting business efficiency and effectiveness
- > Understand and apply practices of Human Resource Management, Sales and Marketing to support business efficiency and effectiveness
- > Demonstrate skills for managing own and others learning and performance within an operational context

### 3. Business Environments

To analyse environmental influences on a business entity.

Learning outcomes:

- > Apply a range of legal and economic principles to internal and external business environments
- > Analyse the potential impacts of a range of internal and external environmental influences on business entities
- > Identify and utilise relevant internal and external environmental data to plan the management of risk and performance in a business entity.

### 4. Understanding Change

To contribute to innovation and change in organisations

Learning outcomes:

- > Identify and demonstrate how innovation and organisation change can contribute to enhanced business performance
- > Explain and assess the impact and importance of sustainability to business entities
- > Research and recommend solutions for improving performance of a business entity

### 5. Administration Services

To plan, organise, analyse, and evaluate administration systems and processes to support management and the business entity.

Learning outcomes:

- > Plan business administration functions and operations to support a business entity
- > Organise and manage administration systems and processes to support management
- > Evaluate business administration systems and processes that support a business entity.

### 6. Administration Systems, Processes and Projects

To analyse and improve administrative systems and processes to support the operation of a business.

Plan, organise, and manage projects administratively to support a business entity

Learning outcomes:

- > Analyse and evaluate business administration systems and processes that affect the operation of a business.
- > Develop business administration systems and processes to improve the operation of the business entity.
- > Plan, organise and manage project/s administration.

## **7. Business Technologies**

To research and analyse new and emerging business technologies and apply knowledge of those technologies to support operations and management within a business entity.

Learning outcomes:

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

## **8. Budgets for Planning and Control**

To produce information to support operations and management; produce support materials for business technology to meet business entity needs and manage business technology to support users to meet business entity needs.

Learning outcomes:

- > Produce business information (including financial) to support the operation and management of a business entity.
- > Apply knowledge of business technology to produce documentation that supports users of that technology and meet the needs of a business entity.
- > Manage business technology to support users to meet business entity needs.

Your workload

This programme has a duration of 40 weeks full-time. This includes 34 teaching weeks and six weeks of study break.

Directed teaching hours per week will total approximately 14 and you will be expected to complete and additional 21 hours of self-directed learning per week.

Please contact us to discuss part-time workload options.

Further study options

Keep adding to your skillset and expand your employment potential with Otago Polytechnic's business degree, the Bachelor of Applied Management. Alternatively, you can study courses from the Bachelor of Applied Management online via the TANZ eCampus.

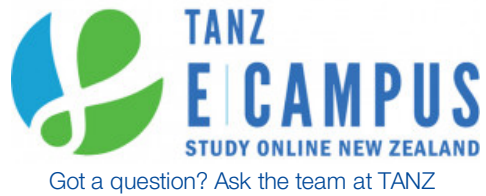
Student loans and allowances

Student loans and allowances are for domestic students only. For information about student loans and allowances please visit the Studylink website. It is important to apply for your student loan/allowance at the same time as you apply for this programme, due to the length of time Studylink take to process.

Loan/allowance applications can be cancelled at any time if you decide to withdraw your programme application or if it is unsuccessful.

Disclaimer

While every effort is made to ensure that this sheet is accurate, Otago Polytechnic reserves the right to amend, alter or withdraw any of the contained information. The fees shown in this document are indicative ONLY. Both domestic and international fees are subject to change and are dependent on the development and implementation of Government policies. Please note that additional fees may from time to time be required for external examination, NZQA fees and/or additional material fees.



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