

Project Management Courses	Cost	Credits	Weeks
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New Zealand Certificate in Project Management (Level 4)

• Introduction to Project Management	\$ 163.00	15	10
• Management Project Monitoring and Controlling	\$ 163.00	15	10
• Lead a Project Component	\$ 163.00	15	10
• Scope Management	\$ 163.00	15	10

Small Business Courses	Cost	Credits	Weeks
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New Zealand Certificate in Business (Introduction to Small Business) (Level 3)

• Small Business Operations	\$ 163.00	15	10
• Small Business and Stakeholders	\$ 163.00	15	10
• Small Business Planning	\$ 163.00	15	10
• Small Business Opportunities	\$ 163.00	15	10

New Zealand Certificate in Business (Small Business) (Level 4)

• Small Business Environment	\$ 163.00	15	10
• Business Resources	\$ 163.00	15	10
• Marketing	\$ 163.00	15	10
• Planning and Finance	\$ 163.00	15	10

Leadership and Management Courses	Cost	Credits	Weeks
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New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3)

• Effective Team Performance	\$ 174.00	16	12
• Business Communications	\$ 174.00	16	12
• Understanding Leadership	\$ 174.00	16	12

New Zealand Certificate in Business (First Line Management) (Level 4)

• Performance and Variance Management	\$ 163.00	15	10
• Achieving Team Objectives	\$ 163.00	15	10
• Team Management and Motivation	\$ 163.00	15	10
• Effective Leadership	\$ 163.00	15	10

Computing and IT Courses	Cost	Credits	Weeks
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New Zealand Certificate in Computing (Intermediate User) (Level 3)

• Online Etiquette and Ethics	\$ 42.00	10	10
• Going Mobile	\$ 42.00	10	10
• Presenting in a Digital Environment	\$ 42.00	10	10
• Web Fundamentals	\$ 42.00	10	10
• Spreadsheets and Databases	\$ 42.00	10	10
• Operating in a Digital Environment	\$ 42.00	10	10

New Zealand Certificate in Information Technology Essentials (Level 4)

• Software Design and Development	\$	160.00	15	10
• Information Management	\$	160.00	15	10
• Media Design and Development	\$	160.00	15	10
• Technical IT Skills	\$	160.00	15	10

Business Admin Courses**Cost****Credits****Weeks****New Zealand Certificate in Business (Administration and Technology) (Level 3)**

• The Practice	\$	326.00	30	20
• Administration Essentials	\$	163.00	15	10
• Administration Professionals	\$	163.00	15	10

New Zealand Certificate in Business (Administration and Technology) (Level 4)

• Executive Business Administration	\$	163.00	15	10
• Financial and Data Management	\$	163.00	15	10
• The Business Workplace	\$	163.00	15	10
• The Professional Administrator	\$	163.00	15	10

Retail Courses**Cost****Credits****Weeks****New Zealand Certificate in Retail (Level 4)**

• Specialist Retail 1	\$	163.00	15	10
• Specialist Retail 2	\$	163.00	15	10
• Applied Communication	\$	163.00	15	10
• Operational Policies and Procedures	\$	163.00	15	10

Tertiary Teaching Courses**Cost****Credits****Weeks****New Zealand Certificate in Adult and Tertiary Teaching (Level 5)**

• Perspectives on Teaching and Learning	\$	580.00	15	10
• Assessment and Moderation	\$	580.00	15	10
• Teaching Approaches for Learner Success	\$	368.00	10	10
• Learner Centred Practice	\$	773.00	20	14

New Zealand Certificate in Adult Literacy and Numeracy Education (Level 5)

• Embedding Literacy and Numeracy	\$	773.00	20	14
• Learner Centred Practice	\$	773.00	20	14

Business Diploma Core Courses**Cost****Credits****Weeks****New Zealand Diploma in Business (Core Papers) (Level 5)**

• Business Environments	\$	630.00	15	9
• Organisations in a New Zealand Context	\$	630.00	15	9
• Understanding Change	\$	630.00	15	9
• Business Functions	\$	630.00	15	9

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

• Administration Services	\$ 630.00	15	9
• Business Information Management	\$ 630.00	15	9
• Business Technologies	\$ 630.00	15	9
• Administration Systems, Processes and Projects	\$ 630.00	15	9

New Zealand Diploma in Business (Project Management) (Level 5)

• Applied Project Management	\$ 630.00	15	9
• Project Management Methodologies	\$ 630.00	15	9
• Project Management Tools	\$ 630.00	15	9
• Project Management Principles	\$ 630.00	15	9

New Zealand Diploma in Business (Human Resources) (Level 5)

• Introduction to Human Resources	\$ 630.00	15	9
• Introduction to Health and Safety Management	\$ 630.00	15	9
• Change and HR Initiatives	\$ 630.00	15	9
• People and Development	\$ 630.00	15	9

New Zealand Diploma in Business (Sales and Marketing) (Level 5)

• Essential Skills for Marketing and Sales	\$ 630.00	15	9
• Buyer Behaviour	\$ 630.00	15	9
• Market and Sales Intelligence	\$ 630.00	15	9
• Introduction to Marketing and Sales	\$ 630.00	15	9

New Zealand Diploma in Business (Leadership and Management) (Level 5)

• Managing Projects	\$ 630.00	15	9
• Leadership	\$ 630.00	15	9
• Business Planning and Team Engagement	\$ 630.00	15	9
• Operational Management and Compliance	\$ 630.00	15	9

New Zealand Diploma in Business (Accounting) (Level 5)

• Analysis of Financial Information	\$ 630.00	15	9
• Applied Accounting	\$ 630.00	15	9
• Budgets for Planning and Control	\$ 630.00	15	9
• Introduction to Accounting and Taxation	\$ 630.00	15	9

New Zealand Diploma in Business (Level 6)

• Introduction to Commercial Law	\$ 763.00	20	12
• The Economic Environment	\$ 763.00	20	12
• Organisation and Management	\$ 763.00	20	12
• Applied Management	\$ 763.00	20	12

Business Degree Courses	Cost	Credits	Weeks
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Courses from the Bachelor of Applied Management			
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• Business & Society	\$	632.00	15	11
• Business Transformation and Change	\$	632.00	15	11
• Organisational Behaviour	\$	632.00	15	11
• Human Resources	\$	632.00	15	11
• Strategic Management	\$	632.00	15	11
• Project Management	\$	632.00	15	11
• Principles of Leadership	\$	632.00	15	11

Design Short Courses	Cost	Credits
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Design and Technology Short Courses		
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• Front-End Website Design	\$	276.00	20
• Video Production	\$	276.00	20
• Graphic Design: Promotional Artwork	\$	276.00	20
• Graphic Design: Branding and Identity	\$	276.00	20
• Digital Photography	\$	276.00	20