

# Business Administration Certificates

## School of Business Programme Guide 2019

### Course of study and programme specific completion requirements.

This programme guide (PG5) provides you with specific information and course summaries for the programmes offered in Business Administration. The guide (PG5) and latest version of the timetables (T5a) or (T5b) are available online <http://www.manukau.ac.nz/fobitguide>

For the New Zealand Certificate in Foundation Skills (Level 2) and New Zealand Certificate in Business (Administration & Technology) (Level 3), while your classes will be timetabled into computer labs where needed, you may find it useful to bring your own laptop. For the New Zealand Certificate in Business (Administration & Technology) (Level 4) and New Zealand Certificate in Business (Accounting Support Services) (Level 4) we recommend you bring your own laptop. Please see page 10 for the recommended minimum specifications.

#### PROGRAMMES OFFERED:

NZ2862	NEW ZEALAND CERTIFICATE IN FOUNDATION SKILLS INDUSTRY CADETSHIP (LEVEL 2)	PAGE 3
NZ2452	NEW ZEALAND CERTIFICATE IN BUSINESS (ADMINISTRATON AND TECHNOLOGY) (LEVEL 3)	PAGE 4
NZ2461	NEW ZEALAND CERTIFICATE IN BUSINESS (ADMINISTRATON AND TECHNOLOGY) (HR ADMINISTRATION AND MEDICAL) (LEVEL 4)	PAGE 5
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#### If you require information about the progress of your enrolment contact:

Ask Me  Student Services Centre 0800 62 62 52 [enquiries@manukau.ac.nz](mailto:enquiries@manukau.ac.nz)

#### If you require help planning your course of study contact:

Ann Khan Academic Lead - Student 975 4591 [ann.khan@manukau.ac.nz](mailto:ann.khan@manukau.ac.nz)

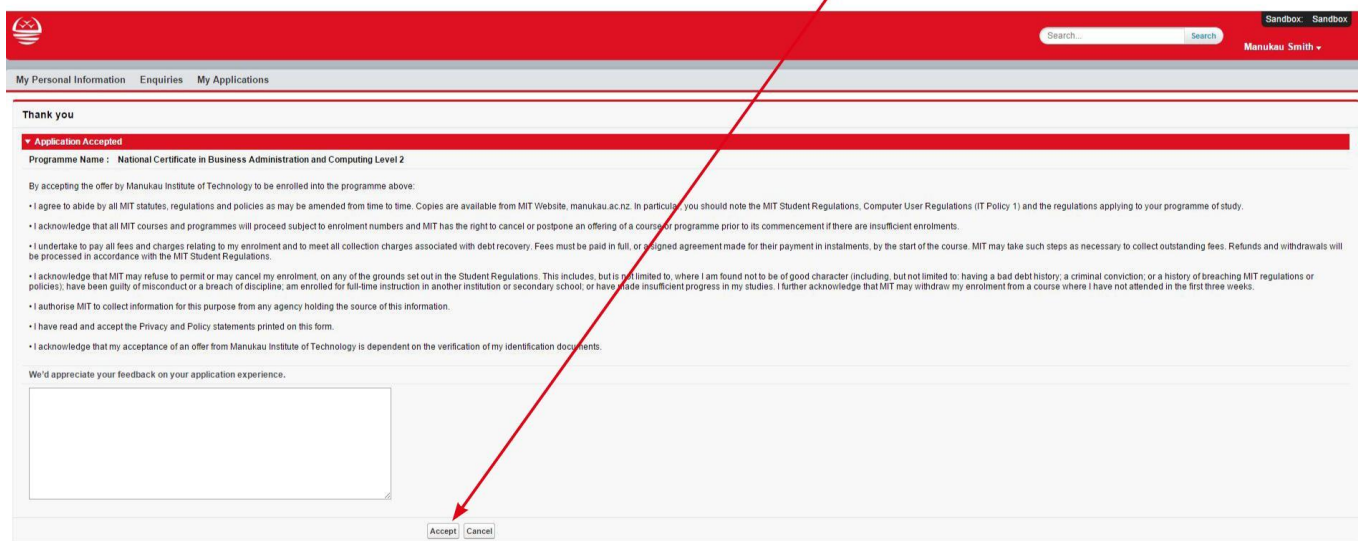
Some programmes require you to refer to this information during the academic year. We recommend that you file this document for safe keeping.

#### SCHOOL OF BUSINESS

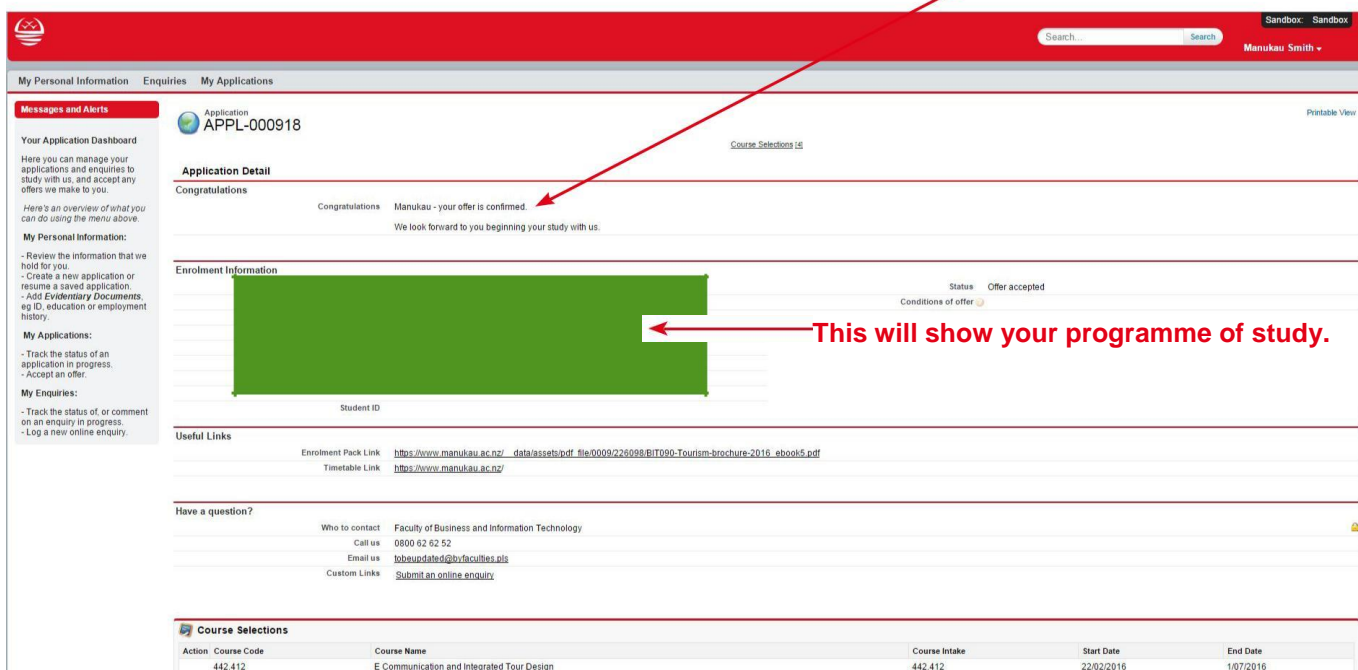
MIT Manukau Campus, Ask Me! Atrium, Ground Floor, Corner of Manukau  
Station Road and Davies Avenue Private Bag 94 006, Auckland 2241  
0800 62 62 52 | [manukau.ac.nz](http://manukau.ac.nz) | [enquiries@manukau.ac.nz](mailto:enquiries@manukau.ac.nz)

# FOR NEW STUDENTS ONLY

If you are using the online process to enrol, you would have already clicked on “Accept” to accept the offer to study (example shown below).



This will take you back to the “Application Dashboard” where you will be informed that “your offer is confirmed” (example shown below).



(Please note - if you are a re-enrolling student please use the Re-enrolment form E2 – please visit us at the Faculty Reception).

## GLOSSARY OF TERMS

### Compulsory course

A course which must be studied as part of a programme of study by all students.

### Cross credits

A Cross Credit is given to a student when they have successfully completed a course at MIT or another institution, which is equivalent to a course on their present programme.

### Occurrence

The time and place that a course is held.

### Programme

A set or group of courses that must be passed by a student to meet the requirement of a qualification.

# NEW ZEALAND CERTIFICATE IN FOUNDATION SKILLS INDUSTRY CADETSHIP

## LEVEL 2 NZ2862

<b>Method of study</b>	Full-time
<b>Qualification</b>	New Zealand Certificate
<b>Duration</b>	19 weeks
<b>Start dates</b>	February and July
<b>Credits</b>	60
<b>Cost (2019 Fees)</b>	FREE

### Students must complete the following:

181.221 Workplace Readiness (Communication in Practice)

141.212 Financial Toolkit (Mathematics in Practice)

105.235 Industry Cadetship Project (Pathway Projects)

## ABOUT THE PROGRAMME

Get the confidence to know you have the all-round skills to make a great start to your higher education journey and a career in digital technologies, business, business administration or tourism.

Through a series of interesting group projects you'll get training on how to use the internet and other technology, as well as reading, writing, maths and other learning and study skills.

Graduates who successfully complete this programme can pathway into the New Zealand Certificate in Business (Administration and Technology) (Level 3), or New Zealand Certificate in Tourism (Level 3) or New Zealand Certificate in Contact Centres (Level 3).

Students must complete the following:

- .. Workplace Readiness (Communication in Practice)
- .. Financial Toolkit (Mathematics in Practice)
- .. Industry Cadetship Project focused around Customer Service, Digital Technologies, Financial Administration or Tourism

### Industry Cadetship Projects

#### Customer Service

It's all about people so develop your personal communication and people skills through the use of digital technologies and tools that will help prepare you for further study or career options related to the Customer Service industry. You will strengthen your skills while working on a career focussed project as an Industry Cadet - Customer Service Representative.

#### Digital Technologies

It's all about IT so develop and strengthen your use of digital technologies and tools to help prepare you for further study or career options related to the Digital Technologies industry. You will strengthen your skills while working on a career focussed project as an Industry Cadet – Digital Technologies Support.

#### Financial Administration

It's all about understanding numbers so develop and strengthen your personal financial toolkit by building on your budgeting skills and everyday financial transactions within a business, through the use of digital technologies and tools that will help prepare you for further study or career options related to Financial Administration. You will strengthen your skills while working on a career focussed project as an Industry Cadet - Financial Administrator.

#### Tourism

It's all about Tamaki Makaurau, Auckland as a tourist destination so develop your knowledge of the City of Sales through the use of digital technologies and tools, that will help prepare you for further study or career options related to the Tourism industry. You will strengthen your skills while working on a career focussed project as an Industry Cadet – Tourism Visitor Support.

## ENTRY REQUIREMENTS

### General

Open entry for Domestic students

*There are no academic requirements that need to be met to enter this programme.*

### International students: English Language Entry Requirements

For the minimum English language requirements refer to the requirements set out in the *NZQF Programme and Accreditation Rules*

<https://www.nzqa.govt.nz/providers-partners/qa-system-for-teos/english-international-students/>

#### International students

Test your English level to help you plan.

Take our free online English test to get a basic indication of your English level. This will help you understand what programmes you can apply for and what preparation you may require before you start your programme of study.

***Applicants will be accepted in order of application.***

# NEW ZEALAND CERTIFICATE IN BUSINESS (ADMINISTRATION AND TECHNOLOGY)

LEVEL 3 NZ2452

Method of study	Full-time or part-time
Qualification	New Zealand Certificate
Duration	19 weeks (includes 3 weeks breaks)
Start dates	February, May, July and October
Credits	60
Cost (2019 Fees)	\$3000 (approx.)

## Students must complete the following:

189.308	Customer Engagement
189.309	Industry Readiness
183.315	Business Operations Essentials
183.316	Financial Processing Essentials

## ABOUT THE PROGRAMME

**Whatever the industry, all businesses need qualified and professional administration and support staff.**

Build up your business administration and computing skills to enable you to confidently assist with office operations and business services. Study options develop basic accounting skills, and learn to use tables and formulas, and produce business documents and publications.

This programme will help you develop basic accounting skills, including table and formula use, as well as business document and publication production. You'll learn how to use mobile and digital technology systems and software in order to meet organisational requirements.

Plus, this certificate will also develop your understanding of office functions, financial transactions and documentation, as well as customer service.

You will be trained in the business hub which provides a simulated business environment to prepare you for the workforce.

## ENTRY REQUIREMENTS

### General

Open entry for Domestic students  
*There are no academic requirements that need to be met to enter this programme.*

### International students: English Language Entry Requirements

For the minimum English language requirements refer to the requirements set out in the *NZQF Programme and Accreditation Rules*

<https://www.nzqa.govt.nz/providers-partners/qa-system-for-teos/english-international-students/>

### International students

Test your English level to help you plan.  
Take our free online English test to get a basic indication of your English level. This will help you understand what programmes you can apply for and what preparation you may require before you start your programme of study.

***Applicants will be accepted in order of application.***

# NEW ZEALAND CERTIFICATE IN BUSINESS (ADMINISTRATION AND TECHNOLOGY)

LEVEL 4 NZ2461

<b>Method of study</b>	Full time or Part time
<b>Qualification</b>	New Zealand Certificate
<b>Duration</b>	19 weeks full-time (includes 3 weeks of breaks)
<b>Start dates</b>	February, May, July and October
<b>Credits</b>	60
<b>Cost (2019 Fees)</b>	\$3100 (approx.)

Select one specialisation (HR Administration or Medical Administration\*) according to individual employment goals.

\*Students will need to provide their own headsets for the Medical Administration specialisation.

## Students must complete the following:

332.411	Business Information Processing
332.412	Business Documents
332.409	Workplace Practice
332.410	Administrative Services

## ABOUT THE PROGRAMME

### Take a step up in your business administration career.

Maximise your business administration opportunities, and gain a competitive edge with a specialisation in HR Administration or Medical Administration to provide you with the specific skills for the industry you want to work in.

Develop all-round business skills in teamwork and communications. Expand your skills in computing and technology – HR Administration includes document development and calendar management to intranet, website maintenance, social media, mobile devices and basic technical support. Learn to operate payroll software or organise business events in a virtual office environment with real business equipment. With Medical Administration you will be skilled in MedTech32 and gain knowledge about the medical field and hospital administration.

## ENTRY REQUIREMENTS

### General

Open entry for Domestic students  
*There are no academic requirements that need to be met to enter this programme.*

### International students: English Language Entry Requirements

For the minimum English language requirements refer to the requirements set out in the *NZQF Programme and Accreditation Rules*  
<https://www.nzqa.govt.nz/providers-partners/qa-system-for-teos/english-international-students/>

### International students

Test your English level to help you plan.  
Take our free online English test to get a basic indication of your English level. This will help you understand what programmes you can apply for and what preparation you may require before you start your programme of study.

## BRING YOUR OWN DEVICE

For the New Zealand Certificate in Business (Administration and Technology) (Level 4) we recommend you bring your own laptop. Please see page 10 for the recommended minimum specifications.

***Applicants will be accepted in order of application.***

# NEW ZEALAND CERTIFICATE IN BUSINESS (ACCOUNTING SUPPORT SERVICES)

LEVEL 4 NZ2455

<b>Method of study</b>	Full-time or Part-time
<b>Qualification</b>	New Zealand Certificate
<b>Duration</b>	19 weeks full-time (includes 3 weeks of breaks)
<b>Start dates</b>	February, May, July and October
<b>Credits</b>	50
<b>Cost (2019 Fees)</b>	\$2600 (approx.)

## Students must complete the following:

311.426	Payroll
311.433	Computerised Accounting
311.432	Accounting Principles
311.427	Business Tax Returns

## ABOUT THE PROGRAMME

**Get a solid start on your career in accounting support services with an industry-recognised qualification.**

You'll build a base of general office and accounting support skills and gain technical knowledge in current best practice allowing you to confidently use accounting software and produce financial information for tax returns, accounts, payroll, and related administration records. This programme also teaches important communication skills that will help you to work well with other team members, clients and the public.

This combination of core technical skills and people skills will prepare you for employment in a range of business and accounting support roles or as a pathway to further study. Graduates who successfully complete this programme can pathway into the New Zealand Diploma in Business (With strands in Accounting and Leadership and Management) (Level 5).

## ENTRY REQUIREMENTS

### General

Open entry for Domestic students  
*There are no academic requirements that need to be met to enter this programme.*

### International students: English Language Entry Requirements

For the minimum English language requirements refer to the requirements set out in the *NZQF Programme and Accreditation Rules*

<https://www.nzqa.govt.nz/providers-partners/qa-system-for-teos/english-international-students/>

### International students

Test your English level to help you plan.  
Take our free online English test to get a basic indication of your English level. This will help you understand what programmes you can apply for and what preparation you may require before you start your programme of study.

***Applicants will be accepted in order of application.***

## BRING YOUR OWN DEVICE

For the New Zealand Certificate in Business (Accounting Support Services) (Level 4) we recommend you bring your own laptop. Please see page 10 for the recommended minimum specifications

# COURSE SUMMARIES

## NEW ZEALAND CERTIFICATE IN FOUNDATION SKILLS INDUSTRY CADETSHIP (LEVEL 2)

NZ2862

**181.221 Workplace Readiness (Communication in Practice)** Develop and expand knowledge and understanding of literacy through authentic learning experiences in order to meet the varied demands of their personal life, study and intended career destination.

**141.212 Financial Toolkit (Mathematics in Practice)** Develop and expand knowledge and understanding of numeracy through authentic learning experiences in order to meet the varied demands of their personal life, study and intended career destination

**105.235 Industry Cadetship Project (Pathway Projects)** Apply, consolidate and demonstrate the skills and knowledge developed in this and the Numeracy and Literacy courses through authentic learning experiences in order to meet the varied demands of their personal life, study and intended career destination.

## NEW ZEALAND CERTIFICATE IN BUSINESS (ADMINISTRATION AND TECHNOLOGY) (LEVEL 3)

NZ2452

### 189.308 Customer Engagement

Provide a range of customer service skills to meet the needs of the organisation, the Contact Centre industry and the clients.

### 183.315 Business Operations Essentials

Provide administrative and general office services using business technologies, to support everyday operational activities to in a business.

### 189.309 Industry Readiness

Select and apply appropriate knowledge and skills in a workplace environment.

### 183.316 Financial Processing Essentials

Perform financial calculations and process data to produce information to support operational activities in a business or for business purposes.

## NEW ZEALAND CERTIFICATE IN BUSINESS (ADMINISTRATION AND TECHNOLOGY) (LEVEL 4)

NZ2461

### 332.405 Business Information Processing

Process data by applying knowledge of software applications to produce information for a business entity.

### 332.406 Business Documents

Produce business documents using relevant software applications to support operations for a business entity.

### 332.409 Workplace Practice

Provide administrative services for a business entity.

### 332.410 Administrative Services

Apply relevant administrative services and business applications to support a business entity's operations.

## NEW ZEALAND CERTIFICATE IN BUSINESS (ACCOUNTING SUPPORT SERVICES) (LEVEL 4)

PROGRAMME CODE – NZ2455

### 311.432 Accounting Principles

Apply elements of accounting within the accounting cycle when producing financial information.

### 311.433 Computerised Accounting

Produce financial information and manage accounts payable and receivable.

### 331.426 Payroll

Prepare payroll for a business entity

### 311.427 Business Tax Returns

Calculate tax and prepare tax returns

## GRADE TABLE FOR NEW ZEALAND FOR ALL CERTIFICATES

### PASS GRADES

A+	90-100
A	85-89
A-	80-84
B+	75-79
B	70-74
B-	65-69
C+	60-64
C	55-59
C-	50-54
AP	Aegrotat Pass
CP	Conceded Pass
CC	Cross Credit
RPL	Recognition of prior Learning

### FAIL GRADES

D	40-49
E	0-39
F	Failed compulsory assessment
NC	Did not complete the course

## ACADEMIC TRANSCRIPT

You may request an academic record with the Information and Application Centre either in person at South Campus Main Reception, or email

**StudentRecordRequests@manukau.ac.nz**

There is a fee for an academic transcript. Payments can be made at the cashier's office at the South Campus (L Block). Visa and MasterCard payments are accepted. The processing time for issue of an academic transcript may be up to five working days however there is an option for an urgent request. There will be an extra charge for this.

## BRING YOUR OWN DEVICE

### NEW ZEALAND CERTIFICATE IN BUSINESS (ADMINISTRATION AND TECHNOLOGY) (LEVEL 3)

If you are continuing with further studies at the MIT Manukau campus and do not currently own a device or thinking of buying a new device, we recommend a laptop with the following specifications, or better, to future proof your needs and ensure a great experience:

- .. Windows 10 (or Mac OS 10.x Yosemite or higher)
- .. i3 dual core or equivalent processor  
*(i5 or equivalent if you are an IT student)*
- .. 4GB RAM (at least 8GB for IT programmes)
- .. 320GB or greater hard drive
- .. Wireless capability 802.11n dual band
- .. At least a 13 inch screen
- .. Up-to-date antivirus software

### NEW ZEALAND CERTIFICATE IN BUSINESS (ADMINISTRATION AND TECHNOLOGY) (LEVEL 4)

If you currently own a laptop that has the minimum specs as listed below, you can use it at MIT Manukau.

- .. A 10 inch screen or larger
- .. 4GB RAM (at least 8GB for IT programmes)
- .. 50GB free space minimum
- .. Windows v7.0 or higher (XP will not work)
- .. Apple Mac 10.6 (Leopard) or higher
- .. Wireless capability 802.11n dual band
- .. CPU meets vendor OS minimum requirements.  
(Please note for IT students CPU must be i5 or equivalent)

If you do not currently own a device or are thinking of buying a new device, we recommend a laptop with the following specifications, or better, to future proof your needs and ensure a great experience;

- .. Windows 10 (or Mac OS 10.x Yosemite or higher)
- .. i3 dual core or equivalent processor  
*(i5 or equivalent if you are an IT student)*
- .. 4GB RAM (at least 8GB for IT programmes)
- .. 320GB or greater hard drive
- .. Wireless capability 802.11n dual band
- .. At least a 13 inch screen
- .. Up-to-date antivirus software

NOTE: Every effort is made to ensure that this Programme Guide is correct at the time of printing. However the School of Business reserves the right to make any changes that may be necessary.