

**National Diploma in Business**

S.No	Fields	Description
1.	Institution	New Zealand Management Academies
2.	Location	Auckland
3.	Brief	The Topics covered in the course are <ul style="list-style-type: none"> <li>* Business planning</li> <li>* Communication</li> <li>* Financial analysis</li> <li>* Accounting</li> <li>* Administration of a business</li> <li>* Teamwork</li> <li>* Marketing</li> <li>* Human Resources Management</li> <li>* Quality Management</li> <li>* Time Management</li> <li>* High level document processing</li> </ul>
4.	Duration	12 Months
5.	Level	5
6.	Intakes	February 18, May 05, July 28, October 13
7.	Entry requirements	A bachelor degree level qualification.
8.	English requirement	IELTS (Academic) overall band of 5.5.
9.	Documents required (For Admission)	<ol style="list-style-type: none"> <li>1. Five Passport size Color Photographs not more than 6 months old (name of Student and passport number should be written on the reverse of the photograph).</li> <li>2. Passport in original.</li> <li>3. Statement of Purpose (SOP) for Admission. A brief one Page document that describes your background, what subject you wish to Tudy and why, and also your reasons for choosing a particular institution in New Zealand for your study.</li> <li>4. All students also have to submit a latest CV.</li> <li>5. Educational certificates. All educational certificates provided should be in original and a set of copies.</li> </ol> <p><b>The documents to include are:</b></p> <ul style="list-style-type: none"> <li>• IELTS scores</li> <li>• Class 10 Mark sheet/Certificates.</li> <li>• Class 12 Mark sheet/Certificates.</li> <li>• Graduation Mark sheet/Certificates.</li> <li>• Post Graduate Mark sheet/Certificate.</li> <li>• Other courses and Diplomas done.</li> </ul> <ol style="list-style-type: none"> <li>6. Evidence of Employment – Originals and attested copies If the student is working, and taking leave to study, provide an original letter of leave from the employer on company letterhead. If student is resigning from the job, a work reference from the employer on company letterhead is a must. The company's address and phone number must be included on the letter.</li> <li>7. Two reference letters from professors/HOD/tutors of previous College/university.</li> </ol>
10.	Work options (During study)	You would be allowed to work for 20 hrs per week during study and full time during Christmas break.
11.	Outcomes	The programme prepares graduates to enter the following fields: <ul style="list-style-type: none"> <li>* Management role in a small to medium sized business</li> <li>* Office Administrator</li> <li>* Personal Assistant</li> <li>* Accounts Administrator</li> <li>* Human Resources related positions</li> <li>* Marketing Assistant</li> </ul>
12.	Further Study Pathways	Further degree level study towards a business qualification maybe an option.
13.	Immigration benefits	50 points (Diploma)
14.	Fees in NZ\$ (per annum)	16,900
15.	Web links	<a href="http://www.nzma.co.nz/natdipbusinesslevel5.php">http://www.nzma.co.nz/natdipbusinesslevel5.php</a>