

# Te Hoe Hōkai Pakihi

## **Business & Digital Technologies**



# Business

## Equip yourself with the skills needed to thrive in business.

The business world can lead you in many directions - from administration support roles to management and specialties like accounting, human resources, sales and marketing, change management and business transformation. We have business programmes from foundation studies right through to graduate diplomas to equip you with the skills you need to succeed in whatever enterprise you find yourself involved with.

When you study business with us, you'll learn from tutors and highly regarded local companies who have extensive knowledge and experience to share. You may also have opportunities to gain real-world experience to further enhance your capabilities.



### New Zealand Certificate in Business (Administration and Technology) (Level 3)



Level 3



Christchurch



Full-time: 17 weeks  
Part-time: up to four years



February, July

### Gain skills to become a competent business administrator.


On this programme you'll learn how to provide administrative and general office services while using today's modern technology to support everyday operational activities. You'll learn how to select and apply customer service techniques to your role and apply effective problem solving and decision-making.

This programme is specifically targeted to cover a range of administrative techniques including Office 365 suite, customer relations, time management, professional and ethical behaviour, digital marketing tools, processing data, financial calculations, business information and emerging technologies.


It will set you up for a role as an entry level administrator or you can continue to refine your skills and learn more about specialist document production and specialist systems with the Level 4 programme.



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

 Level 4

 Christchurch

 Full-time: 17 weeks  
Part-time: up to four years


 July

### Take a leading role in office administration.


The skills you gain on this programme will enable you to provide quality administrative services to meet the needs of a business entity. In addition to learning how to use MYOB or Xero accounting software and other business technologies, you'll learn how to perform financial calculations, process data, produce information for business purposes, maintain administrative systems and processes, and make recommendations for improvements.

You'll also learn how to communicate effectively with stakeholders, work collaboratively to contribute to the achievement of team objectives, select and apply customer service techniques, comply with policies and legislation, and consistently meet expectations.

## New Zealand Certificate in Business (Accounting Support Services)

 Level 4

 Flexible delivery: Timaru, online

 Full-time: 17 weeks  
Part-time: up to four years

 July

### Advance your business career into accounts-related roles.

If you want to progress from business administration into an accounts role, but you need more confidence and knowledge to take that step, this highly flexible study option will give you a sound understanding of the accounting functions businesses require.


It covers four areas: accrual accounting, accounting for taxation, Xero accounting software and payroll. This will equip you with the skills and knowledge needed to deliver accurate and up-to-date information on accounting matters and contribute to the smooth running of any business.


The programme gives you the option to study full-time or part-time, on campus or online so you can fit it around work or other commitments.

## New Zealand Diploma in Business

 Level 5

 Christchurch, online

 Full-time: one year  
Part-time: up to five years

 February, July

### Equip yourself to work in a wide range of business-related roles in any sector.

This highly flexible programme is available in six specialisations: accounting; administration and technology; human resource management; leadership and management; marketing and sales; project management. It can be studied either part-time or full-time and can pathway into a Bachelor of Applied Management (requiring just two years additional full-time study).

You'll develop skills and knowledge through a variety of general and specialised business topics. These include organisational structures and identities, business analysis and evaluation, innovation, HR, marketing, accounting and management. Throughout, you'll gain the ability to problem solve, think critically, communicate effectively and work independently in a range of operational roles.



Visit [ara.ac.nz](http://ara.ac.nz) for all entry requirements and fee information.

## New Zealand Diploma in Primary Industry Business Management



Level 5



Remotely via Teams



Part-time: up to four years



February, July

### Gain valuable skills to apply to the agricultural business you work in.

This programme is designed so that everything you learn can be applied to the business you work in, as you learn. You'll gain skills and knowledge that will increase your confidence to make sound business decisions, ensure your team is productive and engaged, and improve your bottom line.

The diploma covers management and planning in four key areas: finance, business, staffing and sustainability. You'll learn about: employment obligations and responsibilities; human resource issues and strategies for good workplace relationships; budgets and cash flow forecasts; GST and PAYE; evaluating opportunities for future performance. You'll also learn about concepts of asset management, transfer and succession; analysing environmental management practices and addressing shortcomings; ensuring long-term viability and sustainability.

## Bachelor of Accounting



Level 7



Christchurch



Full-time: three years  
Part-time: up to 10 years



February, July

### Become an accounting professional.

Becoming an accountant will open doors for you across the globe. Our graduates are known not only for being highly skilled, but also for being able to hit the ground running.

Through active and applied learning in small classes, you'll learn skills and knowledge in a range of accounting topics such as accounting systems and processes; taxation; finance and financial management; economics; accounting information systems; quantitative methods for accounting; audit and assurance; management accounting; financial accounting and reporting; business law.

Alongside these accounting areas, you'll also cover core business topics enabling you to develop comprehensive professional accounting skills, knowledge and capabilities, while an elective will enable you to focus on another topic of interest in business.

In your final year you'll undertake a professional accounting project which involves applying your learning within a real business environment. You'll undertake a deep-dive project into a specialist area of accounting and on successful completion you'll have real-life work experience to add to your CV.



## Bachelor of Applied Management



Level 7



Christchurch



Full-time: three years  
Part-time: up to 10 years



February, July

### Gain widely applicable skills to make your mark in business.

This flexible degree will prepare you to succeed in business by equipping you with widely applicable, real-world knowledge and skills. You'll develop your ability to think critically and strategically and gain valuable skills in your chosen specialty.

Specialisations include: Accounting; Business Information Systems; Business Transformation and Change; Event Management; Human Resources; Innovation and Entrepreneurship; Marketing and Sales; Operations and Production Management; Project Management; Retail Management; Strategic Management; Supply Chain Logistics.

In your first year you'll develop a depth of business knowledge and skills required for any business context. This includes skills in management, leadership, accounting, marketing, HR, law, economics and sustainability, as well as knowledge of Te Tiriti o Waitangi.

Then in your second year, you'll choose a specialisation to suit your desired pathway and begin building expertise in this area. Your final year of studies will involve more complex critical and strategic thinking skills. You'll also undertake a work placement where you'll apply your specialist skills to complete a research-informed project that solves a business problem.

## Graduate Certificate in Business Management



Level 7



Christchurch



Part-time: up to three years



February, July

### Excel as a business specialist.

This course is designed to equip you with valuable specialist business skills in an area of your choosing. Options include project management, event management, business development, entrepreneurship, innovation, supply chain management, marketing, human resource management, business information systems and business transformation and change.

Perfect as professional development, the course will develop your critical and strategic thinking skills and prepare you to adapt and lead in ever-changing business environments.

You'll undertake a supervised industry-based project during which you'll develop new ways to approach familiar or future business problems, using existing models of enquiry and innovation. Where appropriate, this project—and your other study—can be integrated into your current work environment.



Visit [ara.ac.nz](http://ara.ac.nz) for all entry requirements and fee information.



Level



Location



Duration



Starts

## Graduate Diplomas in Business



Level 7



Christchurch



Full-time: one year  
Part-time: up to four years



February, July

### Take your career to the next level with advanced business skills.

If you're seeking to advance your career in business with a higher qualification, our graduate diplomas offer the perfect professional development opportunity. They're available in a wide range of business subjects and designed to give you specialist expertise that can take your career to the next level.

You'll learn in applied and active small classes that provide the opportunity to ask questions and engage with others. You'll also be supported to undertake a practical project which can be integrated into your current work if appropriate. Upon completion of your graduate diploma, you'll possess comprehensive skills and knowledge to support effectiveness in your chosen specialist area.



### SPECIALISATIONS:

#### Graduate Diploma in Accounting

Complement your degree with accountancy skills and experience applicable to many business situations and commercial pursuits.

#### Graduate Diploma in Applied Management

Advance your career in management by tailoring this qualification to meet your specific needs.

#### Graduate Diploma in Business Information Systems

Acquire the skills and knowledge to keep up with the latest innovative business systems and advances in technology.

#### Graduate Diploma in Business Transformation and Change

Learn how to guide companies through transformation required to address commercial challenges and opportunities.

#### Graduate Diploma in Event Management

Develop a high degree of event management finesse and nurture your talent to advance your career in a dynamic industry.

#### Graduate Diploma in Hospitality Management

Develop your hospitality expertise to coordinate and plan the operational aspects of running a food and beverage service.

#### Graduate Diploma in Human Resource Management

Learn how to foster smooth employee/employer relations and gain essential skills for maintaining a satisfied and effective workforce.

#### Graduate Diploma in Innovation and Entrepreneurship

Gain the specialist skills and knowledge needed to innovate and succeed in the business world.

#### Graduate Diploma in Operations and Production Management

Advance your understanding of the procedures required to ensure production functions at optimum levels.

#### Graduate Diploma in Project Management

Combine your big picture thinking and attention to detail with project management skills that are in demand around the world.

#### Graduate Diploma in Marketing and Sales

Gain an advanced understanding of the art of successful selling in today's competitive marketplace.

#### Graduate Diploma in Strategic Management

Equip yourself to improve organisational effectiveness in a range of business environments.

#### Graduate Diploma in Supply Chain Logistics

Acquire the ability to make sound strategic decisions and solve problems in supply chain logistics.

More information on each programme is available on our website.

# Digital Technologies


Learn how to create, manage and use technology to shape our everyday lives.

Demand for people with digital technology skills and expertise is strong around the globe: it's one of the top five highest paying industries and it offers near limitless opportunities for innovation. In addition to paying well, many employers provide highly desirable employee conditions and benefits.


We'll help you establish and grow your skills in digital technologies towards a strong future in this exciting field. Our programmes and courses have been developed in conjunction with industry to ensure they're up to date and relevant. They also cross credit easily into each other, providing options and pathways to gain qualifications.




## New Zealand Certificate in Information Technology Essentials

 Level 4

 Christchurch, online

 Full-time: six months  
Part-time: available

 February, July



### Prepare for a career in IT by gaining a broad range of computing skills.

This programme covers a wide range of computing topics at an introductory level. These include hardware, operating systems, networking and security, user experience, website design and development, information systems, and software design and development.

You'll also gain knowledge of professional, ethical and legal principles and practices, and develop your communication skills.

*This course is free to eligible applicants via He Toki Māori Trades Training/Pacific Trades Training.*

Visit [ara.ac.nz](http://ara.ac.nz) for all entry requirements and fee information.

## New Zealand Diploma in Information Technology (Technical Support)



Level 5



Christchurch



Full-time: one year  
Part-time: up to three years



February, July

### Develop a broad range of technical support and networking skills.

A wide range of topics and skills are covered in this programme. They include: installation, configuration and administration of hardware and software systems; networking and associated services and technologies; security; database management; problem solving; IT service management; web and software design; and development. You'll also enhance your knowledge of professional, ethical and legal principles and practices, and develop your communication and interpersonal skills.

*This course is free to eligible applicants via He Toki Māori Trades Training/Pacific Trades Training.*

## New Zealand Diploma in Web Development and Design



Level 5



Christchurch



Full-time: one year  
Part-time: up to three years



February, July

### Master the technical and creative skills required to plan, develop and maintain websites.

If you're keen to get into web development and design, this programme will equip you with knowledge and skills in a range of areas including: determining client requirements; using frameworks and libraries; user experience design; programming concepts, applications and implementation; configuration; publishing and testing of web solutions.

In addition, it covers skills in IT technical support for managing hardware and software resources. You'll also enhance your knowledge of professional, ethical and legal principles and practices, and develop your communication and interpersonal skills.

## New Zealand Diploma in Cybersecurity



Level 6



Christchurch



Full-time: one year  
Part-time: up to three years



February, July

### Get the specialist IT skills needed to protect business data and intelligence.

As exposure to risks around the confidentiality of business data and intelligence grows, cyber security professionals are increasingly in demand.


This qualification is a leader of its kind in the country. It covers topics such as infrastructure, the basics of cybersecurity, methodology specifics, tools, technologies (such as cryptography), technical cybersecurity management, governance and standards.

In addition, the course will develop your critical technical and analytical skills and enhance your attention to detail. You'll learn via classroom tutorials, online discussions and a work-integrated learning project which may involve an industry placement.






## Bachelor of Information and Communication Technologies

 Level 7

 Christchurch

 Full-time: three years  
Part-time: up to five years

 February, July

### Advance your existing IT skills and broaden your opportunities in this fast-evolving field.


Practical skills and work readiness are key components of this degree which is available in three specialties: Information Systems, Software Development, and Networking and Infrastructure – and has a strong emphasis on practical skills and work readiness.

The first year covers a broad range of topics that will provide you with a solid base of knowledge in software engineering (programming), hardware and networking, website development, IT tools and concepts, and mathematics skills relevant to IT.


In years two and three you'll choose one of the three specialist pathways and develop in-depth knowledge of your chosen area. You'll also develop skills in problem solving, critical thinking, analysis, teamwork, project management, time management, self-reliance and communication skills.

In the final semester you'll put all of your acquired skills and knowledge into practice in a 45-credit capstone project (in most cases for a local business). The project is an excellent opportunity to equip yourself with real-world IT experience and to learn from industry people. It also results in a substantial piece of work with which to demonstrate your potential to prospective employers.

## Graduate Diploma in Information and Communication Technologies

 Level 7

 Christchurch

 Full-time: one year  
Part-time: available

 February, July

### Add to your existing degree and open doors to working in innovative ICT settings.

This graduate diploma is designed to meet the needs of graduates from a variety of disciplines who don't possess the specific skills necessary to work in ICT industries but have demonstrated the ability to perform at a significant academic level.

It offers courses from a wide range of ICT related disciplines—including analysis, design, development, implementation and maintenance of business information systems—and allows you to specialise in front-end programming, information systems, web or software development, network administration or cybersecurity.

You'll follow a study path that considers your prior knowledge and the ICT area you wish to specialise in.



Visit [ara.ac.nz](http://ara.ac.nz) for all entry requirements and fee information.



## Become digital savvy for free

Growing your digital skills is easy and free at Ara Connect. Study at your own pace and fit your learning around work, family and other commitments.

Find out more on page 20



"I enjoy the practical experiences the programme includes."

**Pornpitcha, Information and Communication Technologies**



You  
belong  
here

# OPEN DAY

**TE RANGI TŪHURA**

**Christchurch and Timaru  
campuses**

Thursday 13 June 2024

3pm - 6pm

Register at [ara.ac.nz](https://ara.ac.nz)



# Apply now for 2024

**ara.ac.nz**

**info@ara.ac.nz**

**0800 24 24 76**

## **City campus**

130 Madras Street, Christchurch  
Mon–Fri, 8am–4.30pm

## **Manawa campus**

276 Antigua Street, Christchurch  
Mon–Fri, 8.30am–4.30pm

## **Woolston campus**

Ensors Road, Christchurch  
Mon–Fri, 8am–4.30pm

## **Timaru campus**

32 Arthur Street, Timaru  
Mon–Fri 8am–4.30pm

## **Ashburton campus**

37 Alford Forest Road, Ashburton  
Mon–Fri, 8.30am–4.30pm

## **Oamaru campus**

44 Humber Street, Oamaru  
Mon–Fri, 8am–4.30pm

## **Ara Connect**

City campus, Madras Street, Christchurch  
Timaru Campus, 32 Arthur Street, Timaru  
Woolston Campus, Ensors Road, Christchurch

