



Enquire Now!

CROWN
INSTITUTE OF STUDIES
AUCKLAND • NEW ZEALAND

NEW ZEALAND CERTIFICATE IN BUSINESS LEVEL 4

120 Credits

NZ Certificate in Business (Small Business) (60 credits)
NZ Certificate in Business (Administration & Technology) (60 credits)

40 Weeks | 20 HOURS PER WEEK | NEW HYBRID LEARNING OPTION

FACE-TO-FACE ON CAMPUS: MONDAY – TUESDAY, 9AM–2.30PM

ONLINE: WEDNESDAY – THURSDAY, 2 HOURS

This is an intensive course that includes two New Zealand certificate qualifications at level four. It provides students with skills to establish their own business as well as work in and for other existing businesses.

Highlights

- Industry-relevant, practical business skills: From planning to promotion.
- Direct entry to selected University degrees on completion.
- Balance your study with work and life through our hybrid learning option.

Upcoming Course Dates:

2 February – 17 December 2027

19 July 2027 – 7 July 2028

2027 International Fees:

Registration Fee: NZD 500.00

Tuition Fee: NZD 19,550.00

Material Fee: NZD 2,000.00

CSSF Fee: NZD 350.00

Contact us for more information

Phone: +64 9 357 3161, Mail: info@crown.ac.nz, Web: crown.ac.nz

Campus 1: 80 Anzac Ave, Auckland City 1010

Campus 2: 7-9 Falcon Street, Parnell, Auckland City 1052

THE COURSE CONSISTS OF THE FOLLOWING MODULES:

- New Zealand Business Environment and Legal Requirements
- Market Analysis and Strategy Planning
- Customer Service and Marketing Strategy
- Building the Right Team and Organisational Resources
- Financial Management and Continuity Planning
- Business Financial Administration and Management
- Human Resource Operations and Management
- Small Business Continuity Planning

Students are assessed through a mixture of written assessments, presentations and practical role plays that contribute to the achievement of these level 4 Unit Standards:

US 29058 Develop a business plan for a small business (20 credits)

US 29059 Manage operations for a small business (20 credits)

US 29060 Manage staff and human resource processes for a small business (20 credits)

US 29029 Provide administrative services using business applications and technological devices (20 credits)

US 29030 Process comprehensive data and perform detailed financial calculations to produce business information (10 credits)

US 29031 Produce business documents using advanced features and functions of software applications (10 credits)

US 32348 Maintain administrative systems and processes and recommend improvements to meet business needs (15 credits)

US 11101 Collaborate within a team which has an objective (5 credits)

ENTRY REQUIREMENTS

DOMESTIC

- 16 years of age or older at course start date.
- NCEA Level 2 or New Zealand Certificate in Business (Level 3) or equivalent.
- Students who do not meet the entry requirements may be accepted at the discretion of the department head.

INTERNATIONAL

- 18 years of age or older at course start date
- IELTS (General or Academic) 5.5 with no band lower than 5.0 (or NZQA approved equivalent)
- 3 years of secondary school or equivalent work experience

FURTHER STUDY

Direct entry option to start a:

- Bachelor of Business
- Bachelor of Information Sciences or
- Bachelor of Construction at Massey University

CAREER OPTIONS

- Small Business Owner/Manager/Sole Trader
- Business Administrator
- Human Resources Assistant
- Marketing Assistant
- Office Coordinator
- Accounts Clerk



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