



**AUCKLAND  
INSTITUTE  
OF STUDIES**  
NEW ZEALAND

**Achieve Real World  
Success with an MBA  
or a PGDBA**

# BUSINESS ADMINISTRATION

Postgraduate studies in Business Administration will help prepare you for management-level employment opportunities and career advancement.

The highly interactive format of these programmes, lectures, workshops and seminars, enables you to practise and **APPLY YOUR LEARNING IN AN ENVIRONMENT THAT IMITATES REAL-WORLD BUSINESS SETTINGS.**

The Business Administration programmes are practical programmes with theoretical, applied and research underpinnings.

If you're already working at a management level, study here will enable you to increase and broaden your skills base and enhance your ability to think laterally. Your increased managerial competencies will include: undertaking research, problem-solving, acting proactively, applying new ideas, and thinking strategically.

For students looking at career advancement, even at an early stage of their working life, these programmes help you gain experiential learning, sound corporate values, professional skills development and overall personal growth.

Classes are concentrated during weekends to fit in around employment schedules, making these classes an ideal way to upskill and study while you continue to earn.

AIS is immensely proud of its Business Administration teaching staff, each are selected for their special blend of academic qualifications, research activities, current business and consulting experience, international involvement and teaching skills. Through our experienced faculty, you will be exposed to international leading-edge best practices.

Our programmes are approved and accredited by the New Zealand Qualifications Authority and are continuously reviewed and monitored by international practitioners and academics at the forefront of professional business development.



# 2019

# BUSINESS ADMINISTRATOR

## CAIO LOPES

### POSTGRADUATE DIPLOMA IN BUSINESS ADMINISTRATION

With top professionals vying for the same job opportunities in today's competitive market, Caio Lopes says undertaking postgraduate study at AIS was the best career decision he's ever made.

Following 12 months of study, the 34 year-old from Salvador, Brazil, now works as a Procurement Specialist for Christchurch City Council. His team is responsible for spending over \$700 million in contracts every year.

*"My field of work requires a lot of financial, accounting and project management skills, and my study at AIS supported these key areas," he explains. "My Postgraduate Diploma in Business Administration helped me to enhance my hard skills and my three month internship gave me exposure to a New Zealand business so I could further improve some of my soft skills."*

Caio chose AIS after reading good reviews online and his interexchange agent recommended it as a top institute. *"It offers the best cost/benefit for Postgraduate Business Administration in New Zealand, mixing excellent quality with the right price. Many AIS lecturers come from top universities. And being a category 1 education provider and a trustworthy institution was also a plus. Lastly, the classes during the weekend provide flexibility for students to do other activities during the weekdays."*

*"This was my first international educational experience and I loved it. Since my first day at AIS I felt comfortable and was able to understand*



*how the systems and programme work. I had the opportunity to meet many students with different cultural backgrounds, ages and levels of experience."*

Caio says his AIS programme provided an excellent mix of theoretical and practical activities such as group assessments, presentations, role plays and a three month internship.

*"My recommendation is that everyone should focus on mixing the most challenging papers with those which can really add value to your professional background. Studying abroad sometimes can be difficult and requires commitment, but it is also very rewarding."*

*"Focus on your studies during your time at AIS,*



**nationalities in the AIS student body**

*ask questions of your lecturers and classmates, and give your best. The market is getting more competitive year after year and only the best professionals will get the best jobs in the market. Postgraduate study is certainly one the best investments you will make in your life."*

### 4,450 POSTGRADUATE DIPLOMA IN BUSINESS ADMINISTRATION

**LEVEL 8 | 120 CREDITS | NZQA APPROVED**

The Postgraduate Diploma in Business Administration comprises eight courses of the MBA degree. It is ideally suited to busy managers seeking to increase their career skills in a shorter time frame. The ability to plan to complete an MBA degree with six months further study makes this programme an attractive option.

Each student's programme is planned in conjunction with the Director, Business Administration to satisfy academic regulations and reflect the candidate's background, interests and career aspirations.

#### PGDBA COMPULSORY COURSES

- ACCT801 Accounting for Managers
- BUAD801 Decision Support Tools and Techniques
- MGMT801 Management in a Multicultural Environment
- MKTG801 Marketing and Enterprise

#### PGDBA ELECTIVE COURSES

- ECON802 Economics and Global Trade
- FINA802 Financial Intelligence
- FINA903 Financial Risk Management
- MGMT902 Enterprise and Information Systems
- MGMT904 Global Strategy and Leadership
- MKTG802 Strategic Marketing – Brands, Products and Services
- MKTG903 Global Marketing – Future Dynamics
- OPER802 Operations, Quality and Technology
- OPER903 Supply Chain and Project Management
- BUAD915 Exploring Business Research

#### INTERNSHIP OPTION

Candidates with less than two years of relevant work experience, but with a degree or postgraduate qualification in cognate business disciplines, must include BUAD920 Internship and six taught courses as determined by the Director, Business Administration.

This option is also available to candidates with more than two years of relevant work experience, and with a degree or postgraduate qualification in cognate business disciplines.

The internship comprises at least 30 hours per week over 12 weeks (360 hours minimum).

#### AIS GRADUATES OF THIS PROGRAMME ARE NOW:

- Marketing Manager - Artemis
  - Quality Assurance Coach - Concentrix
  - Collection Associate - Dun & Bradstreet
  - Business Manager - Focus Marketing
  - Office Manager - Critical Mass Communication
  - Business Insight Advisor - Cardinal Logistics Ltd
  - Logistics Coordinator - Hamburg Sud
  - Project Administrator - Energy Star Limited
- To name but a few...



# ATION PROGRAMMES

## 4.700 MASTER OF BUSINESS ADMINISTRATION

LEVEL 9 | 180 CREDITS | NZQA APPROVED

The Master of Business Administration (MBA) degree is the most internationally-recognised business qualification in the world today. It covers a range of business disciplines which form the basis of executive decision-making.

The AIS MBA offers four specialisations:

- Master of Business Administration (International Business)
- Master of Business Administration (Finance)
- Master of Business Administration (Marketing)
- Master of Business Administration (Operations and Logistics)

The MBA also has three alternative pathways:

- 11 Taught courses including BUAD915 Exploring Business Research plus BUAD916 Applied Business Research
- 10 Taught courses plus BUAD920 Internship
- 8 Taught courses including BUAD915 Exploring Business Research plus BUAD917 Dissertation

Programme participants will increase and broaden their skills base and enhance their ability to think laterally, research, problem-solve, be proactive, apply new ideas, think strategically and increase managerial competence. Skills are acquired today that can be applied tomorrow.

The MBA programme comprises five stages:



**PROF. RICHARD GOODALL**

**Director, Business Administration**

[richardg@ais.ac.nz](mailto:richardg@ais.ac.nz)

**Download all the latest information on our BA programmes and an enrolment pack at:**  
[www.AIS.ac.nz](http://www.AIS.ac.nz)

### STAGE 2 - COMPULSORY SPECIALIST COURSES

Choose one of four available specialisations:

#### INTERNATIONAL BUSINESS

ECON802 Economics and Global Trade  
MGMT902 Enterprise and Information Systems

#### FINANCE

FINA802 Financial Intelligence  
FINA903 Financial Risk Management

#### MARKETING

MKTG802 Strategic Marketing – Brands, Products and Services  
MKTG903 Global Marketing – Future Dynamics

#### OPERATIONS AND LOGISTICS

OPER802 Operations, Quality and Technology  
OPER903 Supply Chain and Project Management

### STAGE 3 - ELECTIVE COURSES

ECON802 Economics and Global Trade  
FINA802 Financial Intelligence  
FINA903 Financial Risk Management  
MGMT902 Enterprise and Information Systems  
MKTG802 Strategic Marketing – Brands, Products and Services  
MKTG903 Global Marketing – Future Dynamics  
OPER802 Operations, Quality and Technology  
OPER903 Supply Chain and Project Management  
BUAD915 Exploring Business Research\*

### STAGE 4 - COMPULSORY COURSE

MGMT904 Global Strategy and Leadership

\* MBA Research and Dissertation pathway students must take BUAD915 Exploring Business Research

**95%**   
**student satisfaction**

### STAGE 5 - RESEARCH COMPONENT

BUAD916 Applied Business Research; or  
BUAD920 Internship consisting of 360 hours minimum; or  
BUAD917 Dissertation

### AIS GRADUATES OF THIS PROGRAMME ARE NOW:

Country Manager - Oceanic Communications Ltd  
Import / Export Operations - Mainfreight Limited  
Finance Advisor - American International Assurance  
Capital Market Compliance Manager - Innovative Securities Ltd  
Senior Manager, Technical and Operations - Lalan Group  
Marketing Manager - Ecowax  
To name but a few...



### STAGE 1 - COMPULSORY COURSES

ACCT801 Accounting for Managers  
BUAD801 Decision Support Tools and Techniques  
MGMT801 Management in a Multicultural Environment  
MKTG801 Marketing and Enterprise

# ABOUT AUCKLAND INSTITUTE OF STUDIES



**NZQA  
CATEGORY 1  
RATED DEGREES  
& DIPLOMAS**

Category 1 is the highest accreditation the New Zealand government can give to an education provider which means you can be assured of the quality of programmes at AIS.

Established in 1990, AIS is one of New Zealand's largest independent degree-granting institutions offering a wide range of qualifications.

We are located in central Auckland and operate from two campuses – St Helens and Asquith. Our flexible three-semester system allows students to fast-track their studies and to get a head start on their careers. We provide assistance to students on all employment issues during and after their studies – this includes arranging interviews and internships with potential employers.

We ensure that a friendly nurturing environment balances and supports our rigorous and demanding academic programmes. Students at AIS experience expert personalised education – our knowledgeable and approachable teaching faculty value personal contact with students.

We give our students everything needed to succeed and ensure that studying at AIS is a uniquely rewarding experience.

## Our Programmes

### Postgraduate

- Master of Business Administration
- Postgraduate Diploma in Business Administration
- Postgraduate Diploma in Information Technology

### Graduate

- Graduate Diploma in Business
- Graduate Diploma in Hospitality Management
- Graduate Diploma in Information Technology
- Graduate Diploma in Tourism Management

### Undergraduate

- Bachelor of Business
- Bachelor of Hospitality Management
- Bachelor of Information Technology
- Bachelor of Tourism Management
- New Zealand Diploma in Hospitality Management (L5 & 6)
- New Zealand Diploma in Tourism and Travel (L5 & 6)

### Certificates

- New Zealand Certificate in Language Teaching (L5)
- Food and Beverage Service (Café Services) (L3)
- Licence Controller Training (LCQ)
- Barista Skills
- Food Safety

### English Language

- New Zealand Certificate in English Language (L4 & 5)
- General English - Elementary to Advanced
- IELTS Preparation
- English for Academic Purposes I (EAPI)

## What AIS offers:

- Great value
- Individual focus
- Employment assistance
- Internships
- Fast-track programmes
- Flexible entry dates
- Scholarships and excellence awards
- Cross-credits
- On-site accommodation
- Easy access to transport
- Ample on-site parking

## QUALITY EDUCATION

## SUPPORTIVE ENVIRONMENT

## INDIVIDUAL FOCUS

## REAL WORLD SUCCESS

Qualification	NZQA Level	Duration	2019 Intakes	Entry Requirements	Docs Req	Work Options	Outcomes	Pathways	Immigration Benefits**	Fees (NZD)
POSTGRADUATE DIPLOMA IN BUSINESS ADMINISTRATION	Level 8	12 months	26 Jan 23 Mar 18 May	<ul style="list-style-type: none"> <li>• IELTS 6.5 academic (with no band less than 6.0) / TOEFL iBT 79 (with a writing score of 21) / PTOE academic score of 58 with no band lower than 50 / NZCEL L5; and</li> <li>• A degree, or equivalent professional qualification as approved by the Academic Board of AIS; and</li> <li>• at least two years relevant work experience as approved by the Academic Board of AIS or</li> <li>• hold a Bachelor of Commerce or Bachelor of Business degree (recognised by Academic Board as being at least equivalent to New Zealand pass standard) or other qualification approved by the Director, Business Administration and include the module 4,798 Internship.</li> </ul>	Application form + postgrad entry form + transcripts + employer letters + English test results + one referee form	20hrs per week on student visa + 3 years post-study work visa	Work opportunities in entry-level management positions	MBA	50 points + 10 bonus points (Postgraduate)	International: \$22,900 Domestic: \$15,400
MASTER OF BUSINESS ADMINISTRATION (MBA)	Level 9	18 months	26 Jan 7 Sep 2 Nov	<ul style="list-style-type: none"> <li>• IELTS 6.5 academic (with no band less than 6.0) / TOEFL iBT 79 (with a writing score of 21) / PTOE academic score of 58 with no band lower than 50 / NZCEL L5; and</li> <li>• A degree, or equivalent professional qualification as approved by the Academic Board of AIS; and</li> <li>• at least two years relevant work experience as approved by the Academic Board of AIS or</li> <li>• hold a Bachelor of Commerce or Bachelor of Business degree (recognised by Academic Board as being at least equivalent to New Zealand pass standard) or other qualification approved by the Director, Business Administration and include the module 4,798 Internship.</li> </ul>	Application form + postgrad entry form + transcripts + employer letters + English test results + one referee form	20hrs per week on student visa + 3 years post-study work visa	Work opportunities in entry- to middle-level management positions	MBA	70 points + 10 bonus points (postgraduate) + spouse open work visa + subsidised school education for children of spouse Visa holder (not Student Visa holder)	International: \$34,350 Domestic: \$23,100

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v.05/03/19

\*\*Subject to Immigration New Zealand policy.

1. SPECIAL ADMISSION - Students who do not meet the entry criteria may apply for Special Admission and provide additional information on education, employment and life experience in support of their application.

This publication is subject to change without notice. For the latest version please see our website: [www.ais.ac.nz](http://www.ais.ac.nz)