

Short Courses for International Education Administrators

These four assessed short courses meet the requirements for the National Certificate in Business Administration, Level 4 (60 credits). The purpose of this qualification is to meet individual skill needs that reflect the diverse roles and positions required to meet business administration and information technology needs of the business community at an advanced level. Minimum credits specified for interpersonal communications and writing recognise the need for competencies that underpin all business administration roles.

There are four assessed short courses:

- Pastoral care in international education (**underway**)
- Services for international education
- Meeting change and challenges in international education
- Marketing international education

Each course involves:

- 2 days 8.30-5.30 of face-to-face teaching in Auckland, or Wellington.
12 weeks of self-directed study, made up of readings, reflection, learning activities, assessments and discussions
- Self-directed study materials posted to students at the start of each course.
- Each week will involve up to 11 hours of study, however as students are fully engaged in working in the sector, there will be a good deal of overlap between the focus of study and their day-to-day work

The first two-day block course (Auckland or Wellington) will be scheduled over the first weeks of the course. If students are out of the country during block teaching there will be an equivalent CD-Rom available as an alternative, with support available if needed.

GENERAL INFORMATION

Code	Course Name	Level	Total Credits	Duration	Dates	Fees
EDUC S402	Services for international education	3/4/5	17	12 weeks	18 February ~ 9 May 2008	\$400.00
EDUC S401	Meeting change and challenges in international education	3/4	14	12 weeks	12 May ~ 1 August 2008	\$400.00
EDUC S501	Marketing international education	5/6	15	12 weeks	4 August – 17 October 2008	\$400.00

VENUE

Auckland Classes are held at the School of Education, Unitec New Zealand, Carrington Rd, Mt Albert, Auckland, Building 180. Wellington venues will be advised – please contact Dr Karen Dobric at Unitec's School of Education for more details.

ADMISSION REQUIREMENTS

We ask that people enrolling in these short courses have at least one year's experience in international education.

FEES

The fee for each course is \$400.00 incl GST. The fees are reduced for the first offering of this newly designed programme

HOW TO APPLY AND ENROL

Please complete a Unitec application/enrolment form, and send it together with your fees payment of \$400 to:

Celine Ho
School of Education
Unitec New Zealand
Private Bag 92025
Auckland

If there is no application/enrolment form attached to this flyer, you can download a short course enrolment form from our website www.unitec.ac.nz (look on the 'How to enrol' page) or request a form by phoning Course Information on 0800 10 95 10 or +64 9 815 2945.

Where there are places available, applications will be accepted up until the class begins. However, as places are often limited, we recommend that you apply early.

FURTHER INFORMATION

For more details on the Short Courses for International Education Administrators, or other programmes offered by the School of Education, please contact:

Dr Karen Dobric
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Building 180, Carrington Rd, Mt Albert

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