



NZ Diploma in  
**Business** (Accounting)

*Study with us and experience our unique approach*

LEVEL	WEEKS	CREDITS
<b>5</b>	<b>40</b>	<b>120</b>

**Duration**

Full-time – 40 weeks

**Papers**

Eight

**Tuition Fee**

\$5,725.00

- Pay by paper options available

**Other Costs**

Course costs \$599

**Intakes**

February 4th, April 29, July 22nd  
& October 14th

**Location**

94 Second Ave, Tauranga Central

**Programme Aim**

The objective of this programme is to provide a broad understanding of business fundamentals, with a focus on introductory and work ready accounting and finance technician capabilities. You will learn the general business skills and modern accounting practices that will enable you to progress to higher level learning or entry level positions in business.

\*Graduates of this programme may gain an accounting technician professional membership with Chartered Accountants New Zealand & Australia

**Programme Content**

Programme content includes the fundamentals of accounting and marketing, business operations and resources, management professional development and practice, data processing and decision making, and a work-integrated accounting project.

**Entry Criteria**

Applicants must be at least 18 years of age and must have - a minimum of 14 numeracy credits at Level 1 or higher in Mathematics or Pangarau on the National Qualifications Framework; AND • 50 credits at Level 1 or above with at least 12 credits each of three subjects plus a minimum of eight literacy credits at Level 2 or higher in English or Te Reo Māori; four credits must be in Reading and four credits must be in Writing.

All applicants who are over 20 years will be considered for the programme.

Please check the prospectus for further details.

**What You Can Expect**

Students can expect interactive classes with field trips, guest speakers and the chance to meet finance and accounting focussed employers. Regular tutorials will be run by the tutor along with one on one coaching sessions in a new purpose built and uncrowded training facility.

**Apply Today!**

0800 002 159  
employnz.co.nz

# Paper Summaries

## **Business Environment (NZDB 501)**

This paper focuses on the key external elements of the business environment and their impact on business entities. It also assesses the value of the stakeholder model of business. The paper further examines the concept of biculturalism, Treaty of Waitangi and its subsequent principles, and analyses the core effects of biculturalism and Māori contribution of knowledge and beliefs to business and management.

## **Fundamentals of Marketing (NZDB 502)**

This paper examines the fundamentals of marketing including theory, tools, and best practices in industry. It focuses on key components of the marketing planning process for marketing decisions, analyses consumers buying behaviour, explores concepts of segmentation, targeting and positioning to real life situations, evaluates the marketing mix variables and provides for recommendations for development of marketing strategies.

## **Business Operations & Resources (NZDB 503)**

The contribution of operations management to organisational objectives is the key focus of this paper. Included are human resource management functions and their impact on productivity, and risk management principles in human resource activities. It also explores concepts of change management and innovation, and encourages innovative thinking and practice by investigating and solving industry-based challenges with regard to innovation and change in operational contexts.

## **Management Professional Development & Practice (NZDB 504)**

This paper aims to build connections between management theory and practice and to equip learners with professional skills and behaviour to establish and succeed in their management careers. Learners will practice in accordance to industry expectations and best standards and demonstrate ethical behaviour. They will also employ professional communication conventions, apply problem solving frameworks, and assess risks and make recommendations to management.

## **Data Processing & Budgeting (NZDB ACTG 507)**

The purpose of accounting and its relevance to the New Zealand business environment, recording and processing a wide range of financial statements, preparing budgets and monitoring business performance against these budgets are the focus of this paper.

## **Accounting Concepts & Principles (NZDB ACTG 508)**

This paper examines accounting concepts and principles applicable to New Zealand businesses, applies these principles and policies in the preparation of financial statements, analyses and interprets this information for internal and external decision-making.

## **Work-Integrated Accounting Project (NZDB ACTG 510)**

This paper provides a practical work-integrated learning opportunity for learners to undertake an accounting project that involves taxation for individual and small businesses, identifying internal controls for minimising financial risks, mitigating debtor risk, applying professional communication techniques to convey technical accounting solutions to related problems, and demonstrating professional behaviour and conduct in accordance with the accounting profession's code of ethics at all times.

# Employment Options

This qualification will give you a wide range of potential employment options including as a Finance administrator, inventory controller, accounts receivable or payable officer, project accountant, sales ledger administrator, purchase ledger administrator, payroll administrator, and accounts assistant in various business sectors.

# Future Study Pathways

## **NZ Diploma in Business level 6**

This programme is part of professional accountant qualification pathway. Graduates of this programme may gain an Accounting Technician professional membership with Chartered Accountants Australia / New Zealand.

# Contact Details:

0800 002 159  
info@employnz.co.nz  
www.employnz.co.nz/business-courses





**We do everything we can to ensure the quality of your education is world class. This includes;**

- A modern purpose built campus
- Smaller class size and a personalised experience
- Course content that is individualised and contextualised to your life skills and career path
- A hands on applied teaching style that is based on real world requirements (and not just theory)!
- We know our students by name, you will never be just another number with us!



**Our programmes are designed to give you the knowledge you need to succeed in your chosen field. Our curriculum is;**

- Informed by what New Zealand Employers are currently looking for in their ideal candidates
- Based on a New Zealand cultural context
- Designed to open potential career pathways
- Underpinned by a quadruple bottom-line approach (cultural, financial, social, environmental)
- Flexible, you can study fulltime, part-time or after hours



**Our tutors are highly trained and are experts in their field, they will improve your learning experience by:**

- Being available to provide academic assistance in and out of the class
- Running small group sessions and / or the tutorials themselves
- Giving in-depth assessment marking and feedback
- Delivering the curriculum using an educational facilitation approach



**We add value to your learning experience with:**

- A personalised approach
- Regular field trips to local businesses and experiential work-integrated learning components
- Guest speakers from local business leaders
- Career advisor available to discuss career direction and next steps once you graduate
- Course material and resources provided to you on a USB stick
- Logon to Questia research library
- Graduation gift