



NZ Diploma in **Business** (Accounting)

Study with us and experience our unique approach

LEVEL	WEEKS	CREDITS
5	40	120

Duration

Full-time – 40 weeks

Papers

Eight

Tuition Fee

\$5,725.00

- Pay by paper options available
- GOVT Fees Free offer applies
- Studylink approved

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

***This programme pathways into Bachelor Degrees with Massey University.**

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!

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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.

This programme also pathways and cross credits into the Bachelor of Business and the Bachelor of Retail and Business Management Degrees with **Massey University**. *Conditions apply.*

Contact Details:

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www.employnz.co.nz/business-courses