

CI 340 New Zealand Diploma in Business (NZDipBus)

Course summary

The New Zealand Diploma in Business (NZDipBus) is a national business qualification which covers a broad range of business disciplines and is well recognised by employers. The New Zealand Diploma in Business may also provide a pathway to university degree courses with a number of universities awarding a considerable number of cross-credits.

Course content

NZDB Semester A

Paper 400: Accounting Principles: Topics include: The purpose of accounting and its relationship to the business environment; accounting policies, preparation of financial statements using accrual-based accounting for a sole trader / company; analysis and reporting on business performance for a sole trader / company; management accounting tools.

Paper 550: Business Computing: Topics include: Explanation and evaluation of a business information system; discussion and evaluation of communication technologies; issues associated with computer use and recommended actions to minimise their impact; use of software functions to produce information to meet business requirements.

Paper 560: Business Communication: Topics include: Theories and process of business communication; the influence of self-concept, perception and culture on the communication process; interpersonal communication skills; oral and written presentation skills; the influence of effective communication management on organisational performance.

Paper 501: Accounting Practices: Topics include: Processing transactions manually and using commercial accounting software from source documents through to financial statements for a sole trader / small GST-registered company on an invoice basis; processing transactions through subsystems; internal controls; accounting entities; preparation of a cash budget using spreadsheets.

NZDB Semester B

Paper 530: Organisation and Management: Topics include: The purpose of organisations and management; the development of management philosophies and their influence on business practices; the influence of environments on organisational behaviour; ethics and social responsibility; problem-solving and techniques to aid decision-making; planning and control; organisational structures; leadership, motivation and delegation; team dynamics.

Paper 541: Fundamentals of Marketing: Topics include: Concept of marketing within an organisation; environmental factors for marketing decisions; segmentation, targeting and positioning; marketing mix variables for marketing strategy development; the marketing planning process; factors affecting buyer behaviour.

Paper 510: Introduction to Commercial Law: Topics include: Understanding the legal system; basic principles of the Tort of Negligence; basic principles of the law of contract; basic principles and application of consumer law to everyday situations; aspect of a legal topic affecting business.

Paper 520: The Economic Environment: Topics include: The nature of economics and analysis of economic problems; the supply and demand model; profit-maximising behaviour; assumptions and failures of the free market model and the role of government; the macro-economic environment; potential effects of free trade and analysis of the impact of the global economy.

NZDB Semester C

Paper 602: Management Accounting: Topics include: types of cost; costing systems; overheads; job orders; process costing; activity-based costing; budgets; sensitivity analysis; price and quantity variances; performance measurement; inventory management and planning; relevant costs; cost-volume-profit; pricing decisions; management accounting information for decision-making.

Paper 630: Leadership: Topics include: Concepts of leadership and their relation to business; the influence of culture on leadership; self-evaluation of abilities and leadership potential; application of leadership concepts; leadership and social responsibility.

Paper 636: Applied Management: Topics include: Identification of a business problem and project proposal for the research of possible solutions (individual or team-work); preparation of a report on the application of management concepts to finding a solution to the problem (individual or team-work); a critical review of the project process and research outcomes.



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Paper 603: Business Finance: Topics include: Understanding the business finance environment; capital budgeting techniques; evaluating investment decisions; applying knowledge of working capital to effectively manage a business; comparing and contrasting financing options; understanding principles of capital; applying business finance knowledge to given situations.

Course achievement

New Zealand Diploma in Business (NZDipBus) Level 6
New Zealand Institute of Management (NZIM) Diploma in Management (optional - an additional fee of NZD 180 is payable if you wish to receive the NZIM qualification)

Course length

60 weeks (3 semesters of 20 weeks, plus holiday breaks)

Course times

20 hours per week from 8.30 am -1.00 pm or from 1.00 pm - 5.30 pm

2012 Course dates

31 Jan 2012 – 21 Jun 2013, 16 Apr 2012 – 13 Sep 2013, 9 Jul 2012 – 29 Nov 2013, 24 Sep 2012 – 4 Apr 2014

Entry requirements

Domestic Students

If you are less than 20 years old you must have the following credits and attend a personal interview. You may need to provide your school report and/or current resume.

A minimum of 14 numeracy credits at level 1 or higher in Mathematics or Pangarau on the National Qualifications Framework; and fifty credits at level 2 or above with at least 12 credits in each of three subjects including a minimum of 8 literacy credits at level 2 or higher in English or Te Reo Maori; 4 credits must be in reading and 4 credits must be in writing. The literacy credits will be selected from a schedule of approved achievement standards and unit standards. The schedule may be found on the NZQA website at: Literacy requirements for University Entrance.

or equivalent to the above.

If you are 20 years of age or over, you must pass the Crown entry test and attend a personal interview. You may need to provide your current resume.

International Students

Advanced, IELTS (Academic module) 6.0 overall with a minimum of 6.0 in writing and no less than 5.5 in any other band

Cross-credits from your Crown NZ Diploma in Business to other university and polytechnic degrees

You may cross-credit your New Zealand Diploma in Business (NZDipBus) towards a business degree at other New Zealand universities or polytechnics. The following Auckland institutions recognise the NZ Diploma in Business; please check their websites for cross-credit details:

The University of Auckland

www.auckland.ac.nz

Auckland University of Technology (AUT)

www.aut.ac.nz

Massey University*

www.massey.ac.nz

*Preferred pathway partner. See separate flyer for cross credit details.