



# Business Diplomas

## School of Business Programme Guide 2019

Course of study and programme specific completion requirements.

This programme guide provides you with specific programme information and course summaries for the Business Diploma programme. Prior to selecting your courses and occurrences, please ensure that you work with both this programme guide (PG1) and the latest version of the timetable (T1). These documents are available online <http://www.manukau.ac.nz/fobitguide>.

For all programmes in this guide we recommend you bring your own laptop. Please see page 6 for the recommended minimum specifications.

### PROGRAMMES OFFERED:


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#### If you require information about the progress of your enrolment contact:

Ask Me!  Student Services Centre 0800 62 62 52 [enquiries@manukau.ac.nz](mailto:enquiries@manukau.ac.nz)

#### If you require help planning your course of study contact:

Renuka Narayan Academic Lead - Student 975 4646 [renuka.narayan@manukau.ac.nz](mailto:renuka.narayan@manukau.ac.nz)

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Some programmes require you to refer to this information during the academic year. We recommend that you file this document for safe keeping.

### SCHOOL OF BUSINESS

MIT Manukau Campus, Ask Me! Atrium, Ground Floor, Corner of Manukau  
Station Road and Davies Avenue Private Bag 94 006, Auckland 2241

0800 62 62 52 | [manukau.ac.nz](http://manukau.ac.nz) | [enquiries@manukau.ac.nz](mailto:enquiries@manukau.ac.nz)

# FOR NEW STUDENTS ONLY

If you are using the online process to apply. You would have already received the acceptance email and clicked the “CLICK HERE TO START YOUR ACCEPTANCE” link.

Before you can complete the online acceptance form, you must choose your courses (example shown below). Please ensure that you work with both this programme guide (PG1) and the latest version of the timetable (T1).

(Please note - if you are a re-enrolling student please use the Re-enrolment form E2 – please visit us at the Information Desk).

## Course Selection

### Programme Guides and Timetables

You can find useful information such as Programme Guides and Timetables on [this page](#). This page contains information on courses and class times.

#### Information on course selection

Please select from the following courses:

- 181.520 Communication
- 301.520 NZ Business Context
- 301.521 People & Change
- 301.522 Business Operations

Please check the timetable in the link above for information on class times and course occurrence information.

These are the courses you can choose from for your first quarter. If you are full time you will need to choose 2 courses, and for part time study you will need to choose 1 course.

Please use the timetable (T1) to select an occurrence for these papers.

	Course code	Course name	Course occurrence
Course selection 1	eg 143.505 *	eg Business Statistical Analysis *	eg 17-MC-11 *
Course selection 2	eg 143.505 *	eg Business Statistical Analysis *	eg 17-MC-11 *

301.521 People & Change

[Please choose one occurrence only]

**Occurrence 18-MC-11**  
Mon 9.00 – 12.00 pm  
Wed 1.00 – 4.00 pm  
Fri 9.00 – 11.00 am

This is an example of what you will find in the timetable and where to type it on your acceptance form.

Once you have typed in your course selection(s) you will be able to go to the next screen on your online acceptance form.

## GLOSSARY OF TERMS

### Compulsory course

A course which must be studied as part of a programme of study by all students.

### Core

A course in a group of courses from which a certain number must be taken.

### Cross credits

A Cross Credit is given to a student when they have successfully completed a course at MIT or another institution, which is equivalent to a course on their present programme.

### Occurrence

The time and place that a course is held.

### Optional courses

A course which may be taken as part of a programme of study but is not compulsory.

### Pre-requisite

One or more specified courses which must be completed before a student is permitted to proceed to another course or programme.

### Programme

A set or group of courses that must be passed by a student to meet the requirement a qualification.

# NEW ZEALAND DIPLOMA IN BUSINESS

(WITH STRANDS IN ACCOUNTING AND LEADERSHIP AND MANAGEMENT) LEVEL 5 NZ2459

<b>Method of study</b>	Full time or part time
<b>Qualification</b>	New Zealand Diploma
<b>Duration</b>	One year (full time)
<b>Start dates</b>	February, May, July, October
<b>Credits</b>	120
<b>Cost (2019 Fees)</b>	\$6,200 approx.

## ABOUT THE PROGRAMME

The New Zealand Diploma in Business includes current and relevant business knowledge and skills as well as interpersonal and organisational communication, essential for any business career along with critical thinking skills, writing and speaking skills essential for any career.

You will study four core courses and then a further four courses in the particular strand that you choose. These strands are; Accounting or Leadership and Management.

This programme will prepare you for employment and/or further study in the fields of management or accounting primarily within the New Zealand context. If you successfully complete the NZ Diploma in Business, you will be eligible to receive cross credits towards the Bachelor of Applied Management programme.

**Graduates will have the skills and knowledge to be employed within a range of business entities as follows:**

### Accounting strand

Finance administrator, inventory controller, accounts receivable/payable officer. Graduates may also be able to contribute to community groups in volunteer accounting functions.

### Leadership and Management strand

Manager/leader in roles at an operational level within New Zealand business entities.

## ENTRY REQUIREMENTS

### General

#### Open entry for Domestic students

*There are no academic requirements that need to be met to enter this programme.*

#### International students: English Language Entry Requirements

For the minimum English language requirements refer to the requirements set out in the *NZQF Programme and Accreditation Rules*

<https://www.nzqa.govt.nz/providers-partners/qa-system-for-teos/english-international-students/>

#### International students

Test your English level to help you plan.

Take our free online English test to get a basic indication of your English level. This will help you understand what programmes you can apply for and what preparation you may require before you start your programme of study.

***Applicants will be accepted in order of application.***

**To graduate with the NZ Diploma in Business  
(with strands in Accounting and Leadership and Management) (Level 5)**

Students must successfully complete 8 courses (120 credits)  
made up as follows:

- ..60 credits (four courses) from the level 5 core compulsory courses listed below and;
- ..60 credits (four courses) from the level 5 selected strand courses listed below.

**CORE COMPULSORY COURSES                      60 CREDITS  
(THESE FOUR COURSES)**

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181.520      Communication

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301.520      NZ Business Context

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301.521      People & Change

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301.522      Business Operations

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**COMPULSORY STRAND COURSES                      60 CREDITS  
(THESE FOUR COURSES)**

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**Accounting Strand**

311.540      Accounting Processes

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311.541      Financial Statements

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311.542      Budgeting and Taxation

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311.543      Decision Making and Analysis

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**OR**

**Leadership & Management Strand**

341.578      Leading in the Workplace

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341.579      Business Planning

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341.580      Applied Business Planning

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341.581      Leading Projects

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# COURSE SUMMARIES

## **NEW ZEALAND DIPLOMA IN BUSINESS (with strands in Accounting and Leadership and Management) PROGRAMME CODE - NZ2459**

### **LEVEL 5**

#### **181.520 Communication**

Learn to apply communication and relationship management skills for the efficient and effective performance of the entity

*Pre-requisite: None*

#### **301.520 NZ Business Context**

Develop an understanding of how cultural heritage, sustainability and internal and external environments influence New Zealand business entities.

*Pre-requisite: None*

#### **301.521 People & Change**

Understand and apply the principles of the management of people in the ever-changing business environment.

*Pre-requisite: None*

#### **301.522 Business Operations**

Understand and apply the operational & financial components of a business.

*Pre-requisite: None*

### **Accounting Strand**

#### **311.540 Accounting Processes**

Manage the financial transactions of a small business using up to date accounting software, and to research and communicate financial information on a business's performance.

*Pre-requisite: None*

#### **311.541 Financial Statements**

Examine and apply accounting concepts, to prepare financial statements for a small business on an ongoing basis, to apply accounting tools to manage risk.

*Pre-requisite: None*

#### **311.542 Budgeting and Taxation**

Prepare and use budgets as a management tool to monitor the performance of a business entity and apply tax rules for small businesses and individuals.

*Pre-requisite: 311.540 Accounting Processes and 311.541*

*Financial Statements*

#### **311.543 Decision Making and Analysis**

Calculate interpret and analyse financial information to assist with decision making and risk management.

*Pre-requisite: 311.540 Accounting Processes and 311.541*

*Financial Statements*

### **Leadership & Management Strand**

#### **341.578 Leading in the Workplace**

Develop the concepts of leadership and management that positively influence workplace culture and team engagement and which are needed to achieve efficient and effective outcomes of an entity.

*Pre-requisite: None*

#### **341.579 Business Planning**

Develop understanding of business planning for efficient and effective performance of an entity.

*Pre-requisite: None*

#### **341.580 Applied Business Planning**

Contribute to the business planning for efficient and effective performance of an entity.

*Pre-requisite: 341.579 Business Planning*

#### **341.581 Leading Projects**

Lead others in the implementation of projects and activities, including change, for efficient and effective performance of the entity.

*Pre-requisite: 341.578 Leading in the Workplace*

## BRING YOUR OWN DEVICE

### If you need to purchase a new laptop

If you do not currently own a laptop or are thinking of buying a new one, we recommend you purchase one with the following specifications, or better, to future proof your needs and ensure a great experience.

- .. Windows 10 (or Mac OS 10.x Yosemite or higher)
- .. i3 dual core or equivalent processor  
(i5 or equivalent if you are an IT student)
- .. 4GB RAM (at least 8GB for IT programmes)
- .. 320GB or greater hard drive
- .. Wireless capability 802.11n dual band
- .. At least a 13 inch screen
- .. Up-to-date antivirus software

### If you currently own a laptop

Be sure that it has these minimum specs or above, to use at MIT Manukau. The minimum specs are;

- .. A 10 inch screen or larger
- .. 4GB RAM (at least 8GB for IT programmes)
- .. 50GB free space minimum
- .. Windows v7.0 or higher (XP will not work)
- .. Apple Mac 10.6 (Leopard) or higher
- .. Wireless capability 802.11n dual band
- .. CPU meets vendor OS minimum requirements. *(Please note for IT students CPU must be i5 or equivalent).*

## ACADEMIC TRANSCRIPT

You may request an academic record with the Information and Application Centre either in person at South Campus Main Reception, or email

StudentRecordRequests@manukau.ac.nz

There is a fee for an academic transcript. Payments can be made at the cashier's office at the South Campus (L Block).

Visa and MasterCard payments are accepted. The processing time for issue of an academic transcript may be up to five working days however there is an option for an urgent request. There will be an extra charge for this.

## GRADE TABLE

### PASS GRADES

Grade	Mark Range	Meaning
A+	90 -100	Pass
A	85-89	
A-	80-84	
B+	75-79	
B	70-74	
B-	65-69	
C+	60-64	Fail
C	55-59	
C-	50-54	
D	40-49	
E	0-39	
F	Not passed compulsory assessment	

Non graded results will be reported as

Result	Definition	Circumstance
CP	Conceded Pass	Conceded Pass (ungraded) awarded at the discretion of the Programme Committee
RP	Restricted Pass	Restricted Pass (ungraded) awarded at the discretion of the Programme Committee –does not meet pre-requisite for further study
CC	Cross Credit	Application granted for Cross Credit
CT	Credit Transfer	Successful prior completion of an identical course at MIT or elsewhere.
NC	Fail	Student “did not complete the course”. Informally withdraws.
AP	Aegrotat Pass	Aegrotat Pass (ungraded)
W	Withdrawn	Officially withdrawn from course
RPL	Recognition of Prior Learning	Where a student is evaluated based on prior learning

NOTE: Every effort is made to ensure that this Programme Guide is correct at the time of printing. However the School of Business reserves the right to make any changes that may be necessary.