

New Zealand Diploma in Business Level 5

with strands in Accounting or Leadership and Management

This one year Diploma will allow you to develop the skills that businesses are looking for. Learn a broad understanding of business operations and major in either Accounting or Leadership and Management.

You will learn how to:

- apply knowledge of the principles and practices of operations, accounting, sales/marketing, HR, and risk management, to support the operational efficiency and effectiveness of the entity.
- contribute in operational contexts to innovation and organisational change within a business entity.
- develop and maintain operational business relationships with stakeholders for efficient and effective performance of the entity.
- research and communicate information for efficient and effective performance of the entity.
- apply problem-solving and decision-making in operational contexts for efficient and effective performance of the entity.
- manage own and others' learning and performance within an operational context for efficient and effective performance of the entity.
- apply professional and ethical behaviour, in a socially and culturally appropriate manner.
- analyse the impact of internal and external environments on entities.
- analyse how the origin and nature of the bi-cultural partnership (as embedded in the Treaty of Waitangi) can be applied to business activities and relationships.

PROGRAMME INFORMATION

DBC5.001 Business Operations

Students will develop a broad understanding of business operations and apply the operational, accounting and risk management components of a business.

DBC5.002 People and Change

This provides an overview of business management in a changing environment, and enables students to understand and apply appropriate management principles to the human resources, sales and marketing components of a business.

DBC5.003 Communication

This enables students to apply communication and relationship management skills for the efficient and effective performance of the entity.

DBC5.004 New Zealand Business Context

Students will develop an understanding of how culture, heritage, sustainability and internal and external environments influence NZ business entities. This course will develop students' awareness and knowledge of NZ historical events that influence social, cultural, political and economic structures.

Programme Fees and Additional Expenses

Programme Fees

Domestic: \$762.50 per course/paper (approx.)

International: \$17,000

Additional expenses:

Required text books for some papers.

Note: Only purchase text books for the paper[s] you are enrolled into.

Stationery and printing \$130 per course/paper (approx.).

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Programme Specific Information

There are full-time and part-time study options available. For those working or who have a busy schedule you can undertake one or two papers at a time. This is a great opportunity for you to upskill while in employment. There are also evening papers available.

Career Options Include:

- **Accounting strand;** a variety of business entities in accounting roles such as: finance/accounts administrator, banking, payroll, 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.

Enrolment resources and timetables are available at www.witt.ac.nz.

Note: timetables are subject to change

PROGRAMME INFORMATION

Elective papers for Accounting strand

DBA5.005

Financial Statements

To enable students to prepare financial statements for a small business on an ongoing basis, calculate ratios, interpret and analyse financial information and utilize internal controls to minimize financial risk.

DBA5.006

Accounting Processes

To enable students (a) to record and process a wide range of financial transactions, (b) to manage the financial transactions of a small business using up to date accounting software, (c) to examine and apply accounting concepts and process adjustments.

DBA5.007

Budgeting and Taxation

To introduce students (a) to preparing and using budgets as a management tool to monitor the performance of a business entity, (b) to applying tax rules for small businesses and individuals.

DBA5.008

Decision Making and Analysis

To enable students to (a) calculate, interpret and analyse financial information to assist with decision making and risk management and (b) act in accordance with the accounting profession's Code of Ethics to research and communicate technical information for a business entity's performance.

Elective papers for Leadership and Management strand

DBM5.013

Business Planning

Students will be able to develop an understanding of business planning for efficient and effective performance of an entity.

DBM5.014

Applied Business Planning

Students will be able to contribute to the business planning for efficient and effective performance of an entity.

DBM5.015

Leading Projects

Students will be able to apply an understanding of project management theory to enable them to lead others in the implementation of projects and activities, including change, for efficient and effective performance of a business entity.

DBM5.016

Leading in the Workplace

Students will be able to understand and apply concepts of leadership and management, organisational culture and team engagement in order to achieve efficient and effective outcomes for a business entity.