



# New Zealand Diploma in Business (Accounting) (Level 5)



## Domestic fee (all GST inclusive)

Programme: \$5,197.28

Per course: \$649.66

\*Fees are approximate, subject to change and exchange rates

Location	Online
Duration	36 weeks full-time   72 weeks part-time
Delivery	Delivered through the eCampus. Online activities – readings, discussion forums, research tasks and fact-finding. Study will be mainly self-directed and is flexible to suit your needs

Level	5
Start	Flexible
Apply	Anytime



Got a question? Ask the team at eCampus

## Delivered online through eCampus NZ

Advance your career. Gain a solid grasp of all aspects of business management - including accounting.

This programme is ideal if you are already charging forward with your career in the corporate sector but need additional accounting skills or if you are already operating in a finance role but want to formalise your skills.

Please note: Learners under the age of 18 cannot apply for this programme.

## Want to study face-to-face?

No problem. We offer this programme at our Dunedin Campus.

## Already got relevant skills and experience?

Your existing knowledge could be worth academic credits towards this qualification. Find out more at Capable NZ.

## What will I gain?

Gain the accounting technical knowledge you need

If you want to contribute at a more senior level within your work environment, you need to have a sound understanding of the technical components of accounting. You will learn how to record and process a wide range of financial transactions and apply the correct accounting standards when preparing financial statements and reports.

Learn how to minimise business risk

Having the right knowledge to minimise business risk is essential when operating within a leadership role. This expertise is even more important when it applies to the financial area of a business. You need to understand the internal and external controls and processes that are required within a business to minimise risk as well as full knowledge of legal and professional requirements.

Discover how to make informed decisions that enhance business performance

Effective, informed and accurate decision making is a core requirement. You need to be able to analyse and interpret financial information accurately and with confidence to make informed decisions, prepare budgets and monitor performance. The right knowledge will give you that confidence.

Learn about the accounting professions code of ethics

Trusted roles within a business generally have a professional body that oversees member behaviour and practice. The code of Ethics provides an important and informed guide about what is and what isn't acceptable business behaviour.

Career opportunities

Become ready to take on a variety of careers with the skills and knowledge to be employed in a variety of business entities in roles like finance administrator or inventory controller.

Entry requirements

#### **Applicants under 20 years old**

- > A minimum of 14 numeracy credits at Level 1 or higher in Mathematics on the Directory of Assessment Standards, **and**
- > 50 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 Māori (4 credits must be in reading and 4 credits in writing)
- > The literacy credits will be selected from a schedule of approved achievement standards and unit standards found on the NZQA website at Literacy Requirements for University Entrance.
- > **OR** equivalent to the above.

#### **Applicants 20 years or over**

- > No minimum academic entry requirements.
- > However, you need to provide your CV detailing any relevant work experience and academic achievements.
- > If English is not your first language, you must provide:
  - > New Zealand University Entrance OR
  - > Overall Academic IELTS 5.5 with no individual band score lower than 5.0 (achieved in one test completed in the last two years), OR
  - > Acceptable alternative evidence of the required IELTS (see here for NZQA proficiency table and here for list of recognised proficiency tests).

If you need to improve your English Language skills, we offer a wide range of English programmes.

#### **Special entry**

In exceptional circumstances, an applicant under the age of 20 who does not meet the academic entry requirements may be granted entry where they supply evidence to satisfy the relevant Academic Committee of their ability to succeed in the programme.

#### **COVID-19 vaccination information**

As this programme is delivered fully online, you do not need to provide us with a My Vaccine Pass.

- > You will need to provide us with a valid My Vaccine Pass if you want to visit an Otago Polytechnic site for any reason while you are studying with us (e.g. meetings, events, presentations) or attend graduation in person at the end of this programme.
- > You do not need to provide a valid My Vaccine Pass if you are attending on campus health services (e.g. student health, Kowhai Centre).
- > In exceptional circumstances, exemptions may be granted to this. You can find out more about this in our vaccination policy. If you think you have grounds to be exempt from our vaccination requirements, please email [Covid-19@op.ac.nz](mailto:Covid-19@op.ac.nz)

You can find more information about our vaccination requirements [here](#). And, if you still have further questions, please visit our [FAQs page](#) which you can find [here](#).

#### **Pathways into the programme**

This qualification may build on from:

- > New Zealand Certificate in Business (Accounting Support Services) (Level 4)
- > New Zealand Certificate in Business (Small Business) (Level 4)

Your workload

This programme is made up of eight courses with a total of 1200 learning hours. This breaks down to approximately 33 hours per week if you're studying full-time and 16.5 hours per week if you're studying part-time.

Depending on your previous academic online experience this may vary a little.

Programme structure

Course name	Credits	Level	Learning hours
Organisations in a New Zealand Context	15	5	150
Business Environments	15	5	150
Business Functions	15	5	150
Understanding Change	15	5	150
Introduction to Accounting and Taxation	15	5	150
Applied Accounting	15	5	150
Analysis of Financial Information	15	5	150
Budgets for Planning and Control	15	5	150
<b>Totals</b>	<b>120</b>		<b>1200</b>

Course descriptions

### 1. Organisations in a New Zealand Context

To review and analyse business entities from a range of perspectives in an Aotearoa NZ context

Learning Outcomes:

- > Identify the nature of business entities and their stakeholders in relation to: interests, influences and risks they are exposed to
- > Identify and apply professional and ethical behaviour to ensure business communications are effective, conducted in a socially and culturally appropriate manner and relationships with stakeholders are developed and maintained
- > Analyse and present evidence of how the business activities and relationships of organisations in Aotearoa NZ can be influenced by bi-cultural partnerships.

### 2. Business Functions

Apply knowledge of core business functions for operational efficiency and effectiveness.

Learning Outcomes:

- > Apply the principles and practices of accounting, and operations to make decisions supporting business efficiency and effectiveness
- > Understand and apply practices of Human Resource Management, Sales and Marketing to support business efficiency and effectiveness
- > Demonstrate skills for managing own and others learning and performance within an operational context

### 3. Business Environments

To analyse environmental influences on a business entity.

Learning Outcomes:

- > Apply a range of legal and economic principles to internal and external business environments
- > Analyse the potential impacts of a range of internal and external environmental influences on business entities
- > Identify and utilise relevant internal and external environmental data to plan the management of risk and performance in a business entity.

### 4. Understanding Change

To contribute to innovation and change in organisations

Learning Outcomes:

- > Identify and demonstrate how innovation and organisation change can contribute to enhanced business performance
- > Explain and assess the impact and importance of sustainability to business entities
- > Research and recommend solutions for improving performance of a business entity

## 5. Introduction to Accounting and Taxation

To apply accounting concepts and standards to prepare financial statements for a business entity and apply tax rules.

Learning Outcomes:

- > Process end of period/balance day adjustments.
- > Apply accounting concepts and standards to prepare financial statements.
- > Apply tax rules for individuals and small businesses.

## 6. Applied Accounting

To apply accounting concepts and standards to prepare financial statements for a business entity and apply tax rules.

Learning Outcomes:

- > Process a wide range of transactions to Trial Balance.
- > Record accounting processes for a GST registered business using accounting software.
- > Apply the accounting profession's Code of Ethics to given situations.
- > Research and communicate on technical issues of a business.

## 7. Analysis of Financial Information

To calculate, analyse and interpret financial information to inform decision making for a business entity and evaluate debtor risk.

Learning Outcomes:

- > Calculate ratios and analyse financial performance for a business entity.
- > Analyse and interpret financial information to inform decision-making for a business entity.
- > Evaluate debtor risk and apply relevant actions to mitigate these risks.

## 8. Budgets for Planning and Control

To prepare budgets and use budgets to monitor business performance for a business entity and determine internal controls to minimise financial risk for a business entity.

Learning Outcomes:

- > Prepare budgets and monitor performance against budgets for a GST registered person
- > Prepare budgets and use budgets to monitor performance for a business
- > Determine internal controls to minimise financial risk for a business entity.

Further study options

Upon successful completion of this programme, you may choose to further your learning and progress to other strands of the New Zealand Diploma in Business such as Leadership and Management, or Administration and Technology, or other business qualifications at degree level. Alternatively, you may choose to pursue relevant industry or professional qualifications at Level 6 or above. We offer the Leadership and Management strand on campus in Dunedin.

Student loans and allowances

Full-time **domestic students** of this programme are eligible for student loans and allowances (dependent on age and financial circumstances.) Please contact Studylink for additional information. Phone 0800 88 99 00 or visit [www.studylink.govt.nz](http://www.studylink.govt.nz)

Recognition of prior learning

If you already have extensive knowledge and skills gained from practical experience in this area, enquire about our recognition of prior learning process at Capable NZ. You may have already gained credits towards this qualification in the course of your life. Visit [www.capablenz.ac.nz](http://www.capablenz.ac.nz)

Disclaimer

While every effort is made to ensure that this sheet is accurate, Otago Polytechnic reserves the right to amend, alter or withdraw any of the contained information. The fees shown in this document are indicative

ONLY. Both domestic and international fees are subject to change and are dependent on the development and implementation of Government policies. Please note that additional fees may from time to time be required for external examination, NZQA fees and/or additional material fees.



Got a question? Ask the team at eCampus

International **+64 3 477 3014**  
New Zealand **0800 762 786**  
Email **info@op.ac.nz**

**Dunedin Campus**  
Forth Street, Dunedin  
Private Bag 1910  
New Zealand 9054

**Central Otago Campus**  
Corner Erris & Ray Streets  
PO Box 16, Cromwell  
New Zealand 9342

**Auckland Campus**  
Level 2, 350 Queen Street  
PO Box 5268, Auckland  
New Zealand 1141