

New Zealand Diploma in Business

LEVEL 6



WHY STUDY AT UCOL?

On all campuses, UCOL's Business programmes are the cornerstones of commerce. To prepare our students for employment in a wide range of business management and business support roles, UCOL offers a range of nationally accredited, professionally endorsed, programmes which extend from Certificate through to Diploma level.

Learning takes place where leading edge facilities combine with the latest in technology to offer you a superior business education and learning experience. Whether you are enjoying the benefits of our smaller class sizes or the flexibility and access of our UCOL Online learning, you are assured of a practical hands-on learning experience that is guided and supported by skilled and experienced tutors who are passionate about equipping you with real business skills.

Gain real skills for the real world. UCOL - Universal College of Learning, is a progressive Institute of Technology renowned for its student friendly style, comprehensive student support services, excellent student satisfaction levels, high academic standards and favourable employment outcomes.

Locality, ease of access, low transport and living costs and local industry contacts are all added advantages for studying at UCOL.

FIND OUT MORE

To find out more info on UCOL, its campuses, student support services or for comprehensive information relating to this programme; visit the UCOL website www.ucol.ac.nz, visit us at one of our three campus Information Centres, call us on 0800 GO UCOL and speak to one of our Advisory Officers.

ADMISSION TO UCOL

UCOL has introduced an Admission process that aims to make sure you are studying at a level you are prepared for. Admissions is all about helping you to find the right level of study and academic pathway for you to succeed at UCOL. Please refer to the Admission to UCOL fact sheet prior to completing your Admission and Enrolment Form.

HOW TO APPLY

Contact us and we will send you an Application and Enrolment Form or you can complete the Online Application and Enrolment Form on the UCOL website www.ucol.ac.nz.



New Zealand Diploma in Business

offers you a nationally recognised business qualification. There are two areas of specialisation – Accounting (meets the academic requirements for entry to the NZ Institute of Chartered Accountant's (NZICA) College of Accounting Technicians) or Management (also meets the requirements for the NZIM Diploma in Management). The diploma offers you the opportunity to learn a wide range of business skills and knowledge, including management, accounting, communication and law. It's an ideal preparation for business degree studies.

JAN11 - This is Intended as a general guide only. Some of the information contained in this flyer may be subject to change. This flyer supersedes all previous flyers. Please ensure you have the current flyer or check the UCOL website for the current programme information.

PALMERSTON NORTH • WHANGANUI • WAIRARAPA • ONLINE

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Te Pae Matauranga Ki Te Ao

Passing on the Passion

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GRADUATE PROFILE

Sarah-Jane Bell



Sarah-Jane Bell has always had an interest in numbers. That interest has defined a career pathway into professional accounting for the 24 year old.

As a school leaver, Sarah-Jane enrolled in the New Zealand Diploma in Business programme at UCOL. Two weeks after completing the two year programme, she was employed by Palmerston North accountancy firm Devlin Cameron and Hayes.

"UCOL gave me the skills to do the work immediately without anyone having to explain everything first," says Sarah-Jane.

UCOL's small class sizes and practical hands-on learning were everything Sarah-Jane needed to feel confident and prepared to put her skills to use in the business sector.

"The course was very enjoyable. I'd recommend it and UCOL to anyone who wants to go straight into the workforce after their studies and know what they are doing," she says.

As a result of a further three years on the job experience, including one year specialising in taxation, Sarah-Jane is now a qualified Accounting Technician with the NZ Institute of Chartered Accountants.

Devlin Cameron and Hayes Director Shane Wingfield-Smith says, "The New Zealand Diploma in Business offered by UCOL provides a practical component to the course of study, giving the graduating student an edge when applying for jobs."

He says, "I would have no hesitation employing a UCOL graduate with the New Zealand Diploma in Business in the future."

NEW ZEALAND DIPLOMA IN BUSINESS



The art of better business begins at UCOL.

Does the exciting, diverse and constantly changing nature of the business world interest you? Are you striving towards a career where you can make the most out of your skills in problem solving, people management, critical thinking and communication?

Successful graduates of the New Zealand Diploma in Business will be able to seek employment opportunities in all sectors of business including: **accounting technician, management and human resource management.**

PROGRAMME FEATURES

1. Friendly supportive learning environment and staff.
2. Opportunity to meet the academic requirements for the NZICA Accounting Technicians qualification
3. Opportunity to gain NZIM Diploma in Management.
4. Also receive UCOL's Diploma in Accounting or Diploma in Management
5. Flexible study options are available either full-time, part-time (study one paper at a time) or online.
6. Ideal platform for further tertiary study, students may earn cross credits towards other Business degrees.

ENTRY REQUIREMENTS

For those under 20:

- a minimum of 14 numeracy credits at Level 1 or higher in Mathematics or Pangarau on the National Qualifications Framework
- 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 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.

Programme:	New Zealand Diploma in Business
Level:	6
Study Options:	Full-time, part-time, online
Programme Length: (includes holiday breaks)	2 years (full-time) 34 Weeks, Year 1 34 Weeks, Year 2
Intakes:	Semester 1, Semester 2, Online - see www.ucol.ac.nz/online for dates and papers
Campus:	Palmerston North, Whanganui, Online
Start Date:	
Fees:	
Other Programme Costs:	

To achieve the NZ Diploma in Business you need to gain 240 credits. You will need to complete six of the following core papers (120 credits) and a further 80 credits at Level 6. The remaining credits may be gained from Level 4, 5, or 6 papers depending on your area of specialisation.

Accounting specialisation papers: 400, 501, 510, 520, 530, 550, 560, 601, 602, 603 or 606, plus two optional papers, one at 400 or 500 level and one at 600 level.

Management specialisation papers: 400, 510, 520, 530, 541, 550, 560, 630, 633, 636, plus one optional paper at any level and one optional paper at 600 level.

LEVEL 4 & 5 - CORE PAPERS

PAPER#	PAPER	CREDITS
400	Accounting Principles	20
510	Introduction to Commercial Law	20
520	The Economic Environment	20
530	Organisation and Management	20
541	Fundamentals of Marketing	20
550	Business Computing	20
560	Business Communication	20

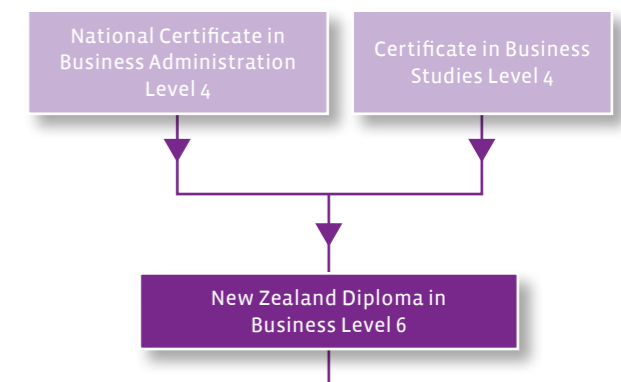
LEVEL 4 & 5 - OPTIONAL PAPERS

PAPER#	PAPER	CREDITS
430	Quantitative Business Methods	20
435	Fundamentals of Small Business	20
501	Accounting Practices	20

LEVEL 6

PAPER#	PAPER	CREDITS
601	Financial Accounting	20
602	Management Accounting	20
603	Business Finance	20
606	Taxation	20
630	Leadership	20
633	Human Resource Management	20
635	Employment Relations	20
636	Applied Management	20

STUDY PATHWAYS



CAREER AND STUDY OUTCOMES:

Depending on your area of specialisation you can potentially move into roles in: Human Resource Management, Management, Accounting Technician, Accounting Assistant, Business Administration, plus opportunities to study further at degree level.