

Diploma in Applied Business 2010

Faculty of Business and Computing Te Manga Pākihi me te Rorohiko

The Diploma in Applied Business is a full-time, one year programme (or equivalent part-time) that offers you stimulating diploma level studies and provides a pathway to your professional qualification which will give you the skills and knowledge to meet your current or future employment requirements.

The Diploma in Applied Business is a local 120 credit diploma that introduces students to a generic overview of the field of business. Students can also select one of the following endorsements:

- Accounting
- Human Resource Management
- Operations Management
- Marketing
- Office Administration
- Small Business

The Diploma in Applied Business programme enables graduates to pursue further study. All courses can transfer to the New Zealand Diploma in Business and most courses can cross credit to the Bachelor of Business Studies offered at EIT Hawke's Bay.

There are two entry points per year:

- February
- July

This programme is being offered in full at our Taradale Campus and some courses will be offered online and at our Learning Centre in Hastings (please refer to the 'Online' section on page 16).

You are welcome to make an appointment to discuss your study options with our staff and to view our facilities.

If you have any questions please feel free to contact us.

Wendy Nichol, School of Business Diploma Secretary,
Faculty of Business and Computing
Phone: (06) 974 8000, ext 5016
Email: Wnichol@eit.ac.nz



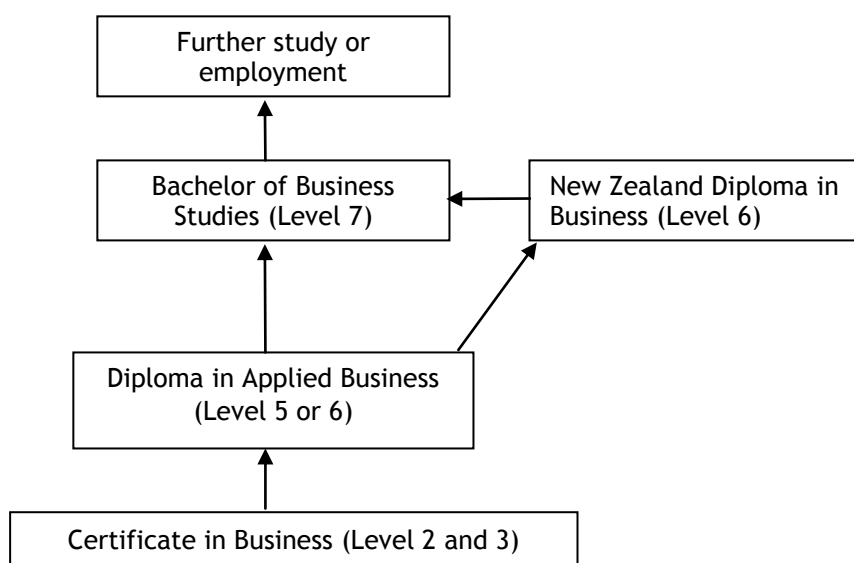
Te Whare Takiura o Kahungunu

FUTURE PATHWAYS/EMPLOYMENT OPPORTUNITIES

A graduate of the Diploma in Applied Business will, in a range of diverse and changing organisational settings, effectively be able to:

- add value by applying specialised business skills
- apply a range of interpersonal and communication skills
- apply critical problem solving skills in a specialised business area with initiative and judgement
- work independently and within teams of diverse people
- have appropriate skills and knowledge to pursue further study and professional development.

Strategically the diploma fits into the following pathways:



Students are able to transfer credits obtained in the Diploma in Applied Business towards either the New Zealand Diploma in Business or the Bachelor of Business Studies.

PROGRAMME SUMMARY

Qualification	Diploma in Applied Business
Programme Level	Five and Six
Length	One Year
Study Options	Full-time, Part-time, Evening, Online
Total Number of Credits	120 credits

PROGRAMME LENGTH

The Diploma in Applied Business programme commences on 15 February 2010 and concludes on 26 November 2010.

Classes are scheduled between 8am and 8pm, Monday through Friday.

Timetables will be available on the EIT website www.eit.ac.nz in September/October 2009. If you require a paper copy to be sent to you please contact the secretary.

SEMESTER 1		SEMESTER 2	
PROGRAMME STARTS	Monday, 15 February	Lectures Start	Monday, 19 July
Easter Holiday	Friday, 2 April - Tuesday, 6 April	Mid-Semester Holidays	Monday, 27 September - Friday, 8 October
Mid-Semester Holidays	Monday, 5 April Friday, 16 April	Hawke's Bay Anniversary Day	Friday, 22 October
Queen's Birthday	Monday, 7 June	Labour Day	Monday, 25 October
Semester 1, Final Exam Dates	Monday, 14 June - Friday, 25 June	Semester 2, Final Exam Dates	Monday, 15 November - Friday, 26 November
Semester 1 Ends	Friday, 25 June	PROGRAMME ENDS	Friday, 26 November
Mid-Year Holidays	Monday, 28 June - Friday, 16 July		

STUDENT WORK COMMITMENTS

Duration	Semester 1, 2010 Semester 2, 2010	17 weeks 17 weeks
Hours per week (classroom based)		Usually two x two hour lectures and a one hour tutorial per week, per course.
Individual Study hours (class based)		Two hours of individual study for each classroom hour.
Credits per semester - for full-time students		60 credits
One credit generally equals		10 student learning hours. Learning hours include both classroom and out-of-class hours.

Typically, a full-time student will take three courses in each semester.

This programme of study includes holiday or study breaks during which there are no scheduled classes. These breaks usually align with school holidays, but this may not always be the case. Students may find it necessary to spend time during non-teaching weeks working on assignments and other study-related tasks set during the teaching weeks.

ENTRY REQUIREMENTS

A personal interview may be part of the application process.
Applicants must meet one of the following criteria:

Standard Entry

Applicants less than 20 years old must have:

- A minimum of 14 numeracy credits at Level 1 or higher in Mathematics or Pangarau on the National Qualifications Framework **and**
- 50 credits at Level 2 or above with at least 12 credits in each of three subjects, **plus** 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 must be in Writing **or**
- Successful completion of a certificate programme such as NZIM Certificate in Management

Applicants 20 years old or more:

- Applicants who do not meet the criteria above, but present evidence of ability to succeed (eg. maturity, life experience, work experience, other study).

Entry to subsequent study is conditional on success at the entry level.

English Language Entry Requirement

Students are required to have attained an acceptable level of English language fluency. This may be demonstrated in a variety of ways, including successful study in English, approved scores on TOEFL (540) or IELTS (5.5 Academic) tests, completion of accepted international equivalents, or completion of an EIT Hawke's Bay assessment.

Entry With Credit

You may already have some knowledge or skills that can be recognised as part of your intended study. This may take a number of different forms including study while at high school, study at a private training establishment, workplace training, other tertiary study, life experiences or voluntary work. If you think you may qualify, you may want to apply for Cross Credit or Recognition of Prior Learning.

- Cross Credit is based on the equivalency of courses or qualifications. You would apply for Cross Credit if you have passed a very similar course at the same level.
- Recognition of Prior Learning (RPL) is based on the assessment of your current knowledge and skills. You would apply for RPL if you had gained the relevant knowledge and skills through life experiences and informal learning situations.

You will be asked to provide details of anything that you would like considered as credit toward your intended programme of study, as part of your application.

You must apply prior to enrolment. RPL and Cross Credit cannot be awarded for a course if you are enrolled in that course. An original transcript or notice of results from the Institution at which you previously studied (or verified copies) will be required for all applications.

NB: There is a Cross Credit fee of \$12.00 per course.

For further information and enquiries about RPL and Cross Credit please contact the Faculty of Business and Computing Diploma Secretary, phone (06) 974 8000, ext 5016.

ACADEMIC STAFF

Our lecturers are highly trained professionals with particular areas of expertise in accountancy, management, economics, law, computing, marketing and statistics. Staff also maintain contacts with other professionals through organisations such as the New Zealand Institute of Chartered Accountants, the New Zealand Law Society and the New Zealand Institute of Management.

We value our partnership with students and aim to provide quality education in a supportive environment, encouraging personal growth and professional development.

Name	Qualifications
Fin Hamilton	B Com Hons (Edinburgh), CA,(Scotland)
Robbie Field *	BA Hons (Ind/Org Psychology), MA (HR), B Comm (Business Economics, Industrial Psychology)
Michael Fowler	CA, MBS (Accounting), Dip Bus Stud, PG Dip Acc, NCBS
Lara Giles *	Dip Tch, BEd, M Ed (1st class Hons)
Tom Johnson *	MBA (Massey), MMgmt (Massey), Dip Bus. Sport and Recreation
Djavlonbek Kadirov	BSc (Economics), MSc (Marketing)
Carolyn Martin	BCA, CA
Robyn Pascoe *	BCS, DipBC
Ram Roy	PhD. M Tech, B Eng, MPOMS (USA), MCILT (NZ), PG DipBA (UC)
Cathy Saenger *	BSc (Maths)
Joe Saenger	M Comm (Accounting), B Compt
Conrad Schumacher *	LLB Hons, BA Hons
Arti Triveni	MDM, BA, Dip Ed
Janet Turvey *	BA Hons (Economics), PG Ed
Noel Yahanpath *	BSc (Maths), MBA, FAIBF

*these lecturers also deliver 'online' courses.

Diploma in Applied Business

The Diploma in Applied Business can be completed at Level 5 without a specific qualification endorsement. It is designed to offer a generic orientation to the field of business studies; people who are potentially interested in a career in business.

The programme is a stepping stone towards either the New Zealand Diploma in Business or the Bachelor of Business Studies, and consists of selected courses from the New Zealand Diploma in Business. It not only allows people to orientate themselves onto a business career, but also to find out if they are ready for study at level 5 or above.

The aim of this programme is to provide students with an introduction to a broad range of business skills.

A graduate of the Diploma in Applied Business will:

1. in a range of organisational settings, effectively be able to:
 - apply elementary business skills;
 - apply a range of interpersonal and communication skills;
 - work independently and within teams of diverse people.

2. have appropriate skills and knowledge to pursue further study and professional development in the New Zealand Diploma in Business, the Bachelor of Business Studies, or equivalent.

To complete the Diploma in Applied Business (Unendorsed), students must select compulsory courses and a minimum of 40 credits from the optional courses with no more than 40 credits at level 4.

Compulsory courses	Optional courses
400 Accounting Principles	430 Quantitative Business Methods
530 Organisation and Management	435 Fundamentals of Small Business
541 Fundamentals of Marketing	469 Academic Skills for Business Studies
560 Business Communication	510 Introduction to Commercial Law
	520 The Economic Environment
	550 Business Computing

Other business-oriented courses may be selected with the approval of the Programme Co-ordinator

Please refer to page 13 for the other course descriptors.

Diploma in Applied Business (Accounting)

The Accounting endorsement aims to provide students with basic and specialist accounting knowledge and techniques in the fundamentals of accounting. Whilst it is not a programme designed to enable you to become a Chartered Accountant, it can give you the specialist knowledge to become a successful member of an accounting team.

Possible job and career opportunities can include:

- Accounts Officer
- Accounting Manager

In particular, the accounting endorsement prepares students to:

- record transactions and prepare financial statements for sole traders, partnerships and farms
- apply regulatory and technical aspects of financial accounting
- collect, interpret and present the information business managers need to plan, control and make decisions about their operations
- function effectively in association with financial management decision makers
- determine the responsibilities of individuals and companies with respect to taxation obligations
- apply management knowledge and skills in functional management typical of middle management.

The Diploma in Applied Business (Accounting) consists of six compulsory courses, as shown in the table below. Students may, with the approval of the Programme Co-ordinator, replace 606 Taxation with another accounting course at Level 5 or above.

Due to the prerequisites, this programme will normally take one and a half years to complete. However, if a student chooses to complete 400 Accounting Principles during a summer school he/she will be able to complete the remaining five courses in the same year.

400 Accounting Principles	601 Financial Accounting
501 Accounting Practices	602 Management Accounting
530 Organisation & Management	606 Taxation

Note: Unless you have a very strong background in accounting you are advised to complete this programme on a part-time basis (one or two courses per semester).

Please refer to page 13 for the course descriptors.

Diploma in Applied Business (Operations Management)

The Operations Management endorsement is a specialist qualification which enables graduates to have enhanced employment opportunities in a wide range of business applications.

Possible jobs and career opportunities can include:

- Business management
- Operations management
- All areas of administration

The Operations Management endorsement can be completed at Level 5 or Level 6 and prepares students to:

- describe the nature of organisations, their types of structures and the factors influencing design
- explain the basic functions of operations management, management theory, the decision making process and the principles of people management
- apply theories of communication to business practices
- evaluate and understand the effect of transactions on a firm's financial statements, interpret results and understand how business performance is measured.

To complete the Diploma in Applied Business (Operations Management) students must select all compulsory courses and a minimum of 40 credits from the optional courses.

Students wishing to graduate with the Diploma in Applied Business (Operations Management) at Level 6 must successfully complete at least 72 credits at Level 6.

Compulsory courses	Optional courses
530 Organisation & Management	400 Accounting Principles
560 Business Communication	435 Fundamentals of Small Business
632 Operations Management	630 Leadership
636 Applied Management	633 Human Resource Management
	635 Employment Relations

Any other courses at Level 4 or above up to a maximum of 40 credits total as approved by the Programme Co-ordinator

Please refer to page 13 for the course descriptors.

Diploma in Applied Business (Human Resource Management)

The Human Resource Management endorsement can be completed at Level 5 or Level 6 and prepares students to:

- describe the nature of organisations, their types of structures and the factors influencing design
- explain the basic functions of human resource management, management theory, the decision making process and the principles of people management
- apply theories of communication to business practices
- understand the effect of transactions on a firm's financial statements, interpret results and understand how business performance is measured.

Possible jobs and career opportunities can include:

- Business management
- Human resource management
- All areas of administration

To complete the Diploma in Applied Business (Human Resource Management) at Level 5, students must select all compulsory courses and a minimum of 40 credits from the optional courses.

Students wishing to graduate with the Diploma in Applied Business (Human Resource Management) at Level 6 must successfully complete at least 72 credits at Level 6.

Compulsory courses	Optional courses
530 Organisation & Management	400 Accounting Principles
560 Business Communication	435 Fundamentals of Small Business
633 Human Resource Management	630 Leadership
635 Employment Relations	632 Operations Management
	636 Applied Management

Any other courses at Level 4 or above up to a maximum of 40 credits total as approved by the Programme Co-ordinator.

Please refer to page 13 for the course descriptors.

Diploma in Applied Business (Marketing)

The Marketing endorsement enables graduates to gain a specialist marketing qualification which provides knowledge and techniques in the fundamentals of marketing and marketing management.

In particular, the marketing endorsement is designed to:

- provide students with a comprehensive understanding of the roles and functions of marketing
- give students the opportunity to apply marketing skills and knowledge
- enable students to investigate the various processes involved in marketing and to be able to evaluate their effectiveness
- enable students to gain a professional New Zealand business qualification.

Possible jobs and career opportunities can include:

- Sales Representative
- Marketing Assistant
- Customer Services Officer
- Promotions or Public Relations Co-ordinator
- Retail Sales Person

To complete the Diploma in Applied Business (Marketing) at Level 5, students must select all compulsory courses and a minimum of 40 credits from the optional courses.

Students wishing to graduate with the Diploma in Applied Business (Marketing) at Level 6 must successfully complete at least 72 credits at Level 6.

Compulsory courses	Optional courses
541 Fundamental of Marketing	435 Fundamentals of Small Business
560 Business Communication	530 Organisation & Management
644 Buyer Behaviour and Communication Strategies	550 Business Computing
648 Marketing Planning and Control	

Any marketing related courses at Level 4 or above up to a maximum of 40 credits total as approved by the Programme Co-ordinator.

Please refer to page 13 for the course descriptors.

Diploma in Applied Business (Office Administration)

The Office Administration endorsement gives graduates a solid grounding in administrative and business computing skills for today's office environment.

In particular, the programme is designed to:

- recognise the diverse roles in the workplace
- incorporate a broad range of office administration competencies, knowledge and skills, through compulsory courses and optional specialised courses
- prepare students for employment in a wide range of situations
- enable graduates to apply for jobs such as Office Administrators, Personal Assistants, sole charge office person, secretarial/accounts, and retail/office positions.

Possible jobs and career opportunities can include:

- Office Administrator
- Personal Assistant
- Sole charge office person
- Secretarial/accounts position
- Retail/office position

To complete the Diploma in Applied Business (Office Administration) you are to select up to 120 credits from the list in the table below, including all compulsory courses.

Compulsory Courses	Optional Courses
432 Office Management	400 Accounting Principles
550 Business Computing	435 Fundamentals of Small Business
560 Business Communication	501 Accounting Practices
	510 Introduction to Commercial Law
	530 Organisation and Management
	541 Fundamentals of Marketing
	633 Human Resource Management
	635 Employment Relations
	650 Applied Computing
	Legal 1 Introduction to the Legal System *
	Legal 2 Introduction to Law Office Practice *

Any courses at Level 4 or above up to a maximum of 40 credits total as approved by the Programme Co-ordinator

* These courses belong to the New Zealand Law Society Legal Executive Course which commences Monday, 8 February and finishes Friday, 29 October 2010.

Brief Description	Number of Credits
<p>Introduction to the Legal System (may cross credit to 110 Introduction to Commercial Law)</p> <p>To provide students with an understanding, at an introductory level, of the elements of the New Zealand Legal System and to apply basic legal principles to common fact situations. Students will also study the law relating to legal personality, property, contract and torts law.</p>	20
<p>Introduction to Law Office Practice</p> <p>To introduce the law and practice associated with the land transfer system, conveyancing and property law generally.</p>	20

Please refer to page 13 for the other course descriptors.

Diploma in Applied Business (Small Business)

The Small Business endorsement is a specialist qualification which aims to provide students with basic and specialist skills and knowledge in the financial, operational, management and marketing areas essential for starting or effectively continuing a small business.

Possible job and career opportunities can include:

- Business management
- Starting a small business of their own
- Business consultancy

In particular, the small business endorsement is designed to:

- provide students with a comprehensive understanding of the requirements for starting a business
- enable students to evaluate and apply critical business management skills to small business practices
- equip students with the financial, operational, management and marketing applications for a small business.

To complete the Diploma in Applied Business (Small Business), students must select compulsory courses and a minimum of 40 credits from the optional courses.

Compulsory courses	Optional courses
400 Accounting Principles	541 Fundamentals of Marketing
435 Fundamentals of Small Business	550 Business Computing
530 Organisation and Management	632 Operations Management
631 Strategic Planning for Small Business	636 Applied Management

Any courses at Level 4 or above up to a maximum of 40 credits total as approved by the Programme Co-ordinator

Please refer to page 13 for the other course descriptors.

COURSE DESCRIPTORS

N.B. Courses are offered subject to sufficient numbers applying. For more information about course content or 'Assumed Prior Knowledge' please contact the secretary to make an appointment with the Programme Co-ordinator.

*In the following descriptions: **Assumed Prior Knowledge** - courses or equivalent knowledge and skills which must be gained before.*

Course No.	Brief Description	No. Credits	NZQA Level	Semester Offered
400	Accounting Principles To provide students with an understanding of financial statements and reports and to enable them to analyse and interpret business performance for sole traders and small companies.	20	4	1 & 2
430	Quantitative Business Methods To enable students to demonstrate knowledge of the concepts and methods of data analysis, statistical inference and financial mathematics.	20	4	1
432	Office Management To enable students to demonstrate knowledge of effectively managing an office and its employees.	20	4	1
435	Fundamentals of Small Business To enable students to demonstrate knowledge of the characteristics, options and operations of small business in NZ context.	20	4	1
469	Academic Skills for Business Studies To enable students to recognise the skills of vocabulary acquisition and use, reading, note taking, critical thinking, writing and oral presentation in a business context.	20	4	1& 2
501	Accounting Practices To enable students to record and process financial transactions and prepare financial statements and cash budgets for entities in accordance with current accounting practices. Assumed Prior Knowledge: A level of knowledge as provided by the NZDipBus course 400 Accounting Principles or equivalent knowledge and skills.	20	5	1 & 2
510	Introduction to Commercial Law To provide students with basic knowledge of commercial law, to enable application of legal reasoning.	20	5	1& 2
530	Organisation and Management To provide students with an understanding of the factors that influence management and the organisation.	20	5	1 & 2
541	Fundamentals of Marketing To provide students with a working knowledge of fundamental marketing concepts relevant to contemporary organisations.	20	5	1 & 2
550	Business Computing To enable students to understand, discuss, evaluate and apply information technology to meet business requirements.	20	5	1 & 3
560	Business Communication To enable students to apply communication knowledge and skills in the evolving context of NZ and global business.	20	5	1 & 2

Course No.	Brief Description	No. Credits	NZQA Level	Semester Offered
601	<p>Financial Accounting</p> <p>To apply the regulatory and technical aspects of financial accounting and external reporting for companies and evaluate financial and non-financial information.</p> <p>Assumed Prior Knowledge:</p> <p>A level of knowledge as provided by the NZDipBus course 400 Accounting Principles and NZDipBus course 501 Accounting Practices, or equivalent knowledge and skills.</p>	20	6	2
602	<p>Management Accounting</p> <p>To learn to collect, interpret, present and use relevant management accounting information for an organisation to effectively plan, control and make appropriate decisions regarding business operations.</p> <p>Assumed Prior Knowledge:</p> <p>A level of knowledge as provided by the NZDipBus courses 400 Accounting Principles and 501 Accounting Practices.</p>	20	6	1
606	<p>Taxation</p> <p>To enable students to apply knowledge of taxation rules to NZ taxable entities in a range of situations.</p> <p>Recommended Pre-requisite:</p> <p>A level of knowledge as provided in the NZDipBus course 400 Accounting Principles or the equivalent.</p>	20	6	1
630	<p>Leadership</p> <p>To enable students to understand concepts and apply principles of leadership. Students will create a personal plan to develop leadership capabilities.</p> <p>Assumed Prior Knowledge</p> <p>NZDipBus course 530 Organisation and Management or the equivalent.</p>	20	6	2
631	<p>Strategic Planning for Small Business</p> <p>To enable students to develop a strategic plan for a small business in New Zealand.</p>	20	6	2
632	<p>Operations Management</p> <ol style="list-style-type: none"> 1 To provide for the study of the management function in relation to the production of goods and services. 2 To expose students to the practical realities of operations management. 3 To gain an introductory understanding of operations' contribution to the overall management of the organisation. <p>Assumed Prior Knowledge:</p> <p>NZDipBus course 530 Organisation and Management or the equivalent.</p>	20	6	2
633	<p>Human Resource Management</p> <p>This course is designed to meet the needs of students who require skills and knowledge in human resource management in general or specific organisational roles. This course of study should provide students with:</p> <ol style="list-style-type: none"> 1 knowledge of the human resource functions, processes, procedures and related legislation needed to effectively manage people in organisations 2 practical skills in specific human resource management processes. 	20	6	1 & 2

Course No.	Brief Description	No. Credits	NZQA Level	Semester Offered
635	Employment Relations To enable students to apply knowledge of current employment relations legislation, processes and practices, and understand the complex relationship of the parties involved.	20	6	2
636	Applied Management To enable students to apply management concepts. Assumed Prior Knowledge: NZDipBus 530 Organisation and Management or the equivalent. It is recommended that students take this course in their final semester.	20	6	2
644	Buyer Behaviour and Communication Strategies To provide knowledge and understanding of buyer behaviour, to develop consumer profiles and to develop appropriate marketing communication strategies to reach specific target markets. Assumed Prior Knowledge: NZDipBus course 541 Fundamentals of Marketing and 560 Business Communication.	20	6	2
648	Marketing Planning and Control To enable students to produce an operational marketing plan for a market or business of interest. Assumed Prior Knowledge: NZDipBus course 541 Fundamentals of Marketing or the equivalent.	20	6	2
650	Applied Computing To provide students with the skills, competence and confidence to use information technology software tools effectively to develop computer based solutions for business problems. Assumed Prior Knowledge NZDipBus course 550 Business Computing or the equivalent	20	6	2

If you would like to see a full prescription, visit the NZQA website
www.nzqa.govt.nz/qualifications/tertqual/dipbus/prescriptions.do

LOCAL COURSE DESCRIPTORS

These two courses have been developed by EIT and have been approved by NZQA. If you would like to see a full prescription of these courses, please contact Wendy Nichol ph (06) 974 8000 ext 5016 or email wnichol@eit.ac.nz

597	Career Planning & Development To enable students to understand career theory and concepts that impact on individual and organisational progress and to apply theories to their own planning	20	5	2
598	Introduction to Project Management To enable students to discuss the basic principles of Project Management and use recommended techniques to effectively plan and schedule simple projects.	20	5	1

HASTINGS LEARNING CENTRE COURSES

Semester One	Semester Two
400 Accounting Principles	432 Office Management
435 Fundamentals of Small Business	550 Business Computing
530 Organisation & Management	560 Business Communication

ONLINE COURSES

The online courses are designed for students who are unable to attend lectures. They are delivered as online learning with a one day residential component. As classes utilise online learning systems, the suggested minimum computer requirements are:

- a reliable computer with up-to-date software
- an internet connection (preferably broadband)
- microsoft Office suite including Word, Excel and Access (Office 2002 or more recent).

However, if you do not have an appropriate computer system you could use a computer at the Taradale Campus or the Learning Centres in Hastings, Waipukurau, Flaxmere, Wairoa and Maraenui.

NB: You will be expected to attend any mid semester workshops and/or tests which will take place at our Taradale Campus **ONLY**.

All final exams will be at the Taradale Campus but may be taken at our regional centres in Hastings, Waipukurau, Flaxmere, Wairoa. and Maraenui.

These alternative arrangements will only be organised if EIT is advised within the first six weeks of the study semester.

The following courses are offered online:

Semester One	Semester Two
400 Accounting Principles	400 Accounting Principles
501 Accounting Practices	435 Fundamentals of Small Business
510 Introduction to Commercial Law	501 Accounting Practices
550 Business Computing	530 Organisation & Management
598 Introduction to Project Management	541 Fundamentals of Marketing
633 Human Resource Management	550 Business Computing
	560 Business Communication
	602 Management Accounting
	606 Taxation
	650 Applied Computing

PLEASE DETACH THE COURSE SELECTION FORM AND HAND IN WITH YOUR ENROLMENT.

Is Online Learning For Me?

When you study online at EIT, you enter your course through the EIT Online website. After logging in, you can access your course materials such as readings, learning activities and assessments. Online communication tools, such as, discussion forums and chat sessions let you interact with your teacher and classmates. You will be supported in how to do this and receive relevant training for specific software. Many students find that online learning offers them the flexibility to study when, where and how they want.

The best way to determine if online learning is for you, is to understand what it takes to be successful. Answer Yes or No to the following statements to see if you might be a successful student in an online course:

1. Essential

- I like to work independently and have enough self-discipline to learn without face-to-face classes.
- I have reliable access to a computer and an internet connection. (A broadband connection is preferred, but not essential).
- I know how to use a computer to browse the web, do word processing and send email (Training is available at EIT to gain these skills).
- Typing is not a problem for me; I may not be fast but I'm usually accurate.
- I don't mind reading.
- I can set and complete goals on my own and on time.
- I will be able to attend scheduled exams and face-to-face meetings when required.
- I am willing to dedicate the same amount of time and effort to an online learning course as I would to a traditional course.

These **Essential** statements focus on the very basic needs of online learning. You really need to answer **Yes** to all eight to be successful. If you did, continue...

2. Important

- I can plan my time on a weekly basis for an online course (EIT's Learning Services can provide assistance if necessary).
- I'm confident about downloading files or installing a program.
- Exploring new things appeals to me.
- Asking questions doesn't worry me.
- I am happy to work at a computer for extended periods of time.
- Learning with other students through online individual and group communication tools sounds like fun.

If you answered **No** to one or two of the **Important** statements you're doing fine. More than that and you may need additional support to become an online student.

Finally, continue with this last set of statements...

3. Bonus

- Having the freedom to choose when I study matches the way I like to work.
- Sometimes I find that when I write, I can organise my thoughts better than when I speak.
- I have wanted to take courses in the past, but was unable to combine them with work or family responsibilities.
- I enjoy exchanging ideas with my classmates.
- Direct, personal teacher feedback is something I value and benefit from.
- Attending class without worrying about transportation & parking sounds great!
- I like to communicate through email or chat channels.
- In class, sometimes my best answers were the ones I thought of just after the one I gave.
- Sharing a class with people from all over the Hawke's Bay sounds like a great opportunity.

Any of the above is a bonus. The more **Yes** answers you have, the better online learning will suit you.

ASSESSMENTS

All assessments for the School of Business courses are marked internally. Assessments include examinations, assignments, tests and practical demonstrations. Assessment is continuous throughout the semester, with two weeks for examinations at the end of each semester.

TRANSFERS/CROSS CREDITS

These qualifications have been approved by the New Zealand Qualifications Authority.

These courses can lead to the award of nationally approved qualifications.

The Diploma in Applied Business courses are derived from the New Zealand Diploma in Business qualification which is delivered at a number of other tertiary institutes around New Zealand. If you were to transfer to one of those other institutes you will be granted academic credit for the courses completed successfully while studying at EIT Hawke's Bay.

Please note: Fees are not transferable between institutes.

ACCREDITATION

The Eastern Institute of Technology (EIT Hawke's Bay) is an accredited tertiary education provider under the provisions of the Education Act 1989.

FEES/COSTS

Please note:

- All costs quoted include GST.
- These fees apply to NZ Citizens and NZ Permanent Residents only.

Course Fees:	\$670.80 approximately per course
See separate section below for International fees.	

ADDITIONAL COSTS

\$90 approximately	(per course) for textbooks - booklists will be distributed before the start of your programme.
\$100 approximately	(per year) for stationery (full-time student)
Upon completion of degree and diploma studies, students who wish to attend the graduation ceremony will be required to hire academic regalia.	

EIT Hawke's Bay expects student fees to be paid at least one week prior to the start of the programme.

STUDENT FINANCE

Student Loans and Allowances

Financial assistance for full-time and some part-time students is available through the Student Loan scheme. Some students may also be eligible for Student Allowances. Student Loans and Allowances are administered by StudyLink, a service provided by the Ministry of Social Development. For more information and for application forms, please contact:

STUDYLINK on 0800 88 99 00 or online at www.studylink.govt.nz

Note: International students are not eligible to apply for StudyLink Student Loans and Allowances (see below).

Training Incentive Allowances

Students who have applied to the Department of Work and Income New Zealand for a Training Incentive Allowance must ensure fees are paid prior to the programme start date or we ask that a confirmation of fees letter be handed to the Enrolment Officers.

Scholarships and Grants

You may be eligible to apply for a wide variety of different funding options. Many scholarships or grants are available to new and returning EIT Hawke's Bay students. Each scholarship or grant lists different criteria, such as gender, age or previous experience. To find out more about what is available for you, please call the EIT Infoline on 0800 22 55 348 or visit our website www.eit.ac.nz.

APPLICATION PROCESS

Successful applicants will receive a letter of acceptance from the appropriate Faculty. Please contact the Registry Manager on (06) 974 8000, ext 6026 if you wish to discuss enrolment fee payment arrangements.

Please refer to the chart over the page.

INTERNATIONAL STUDENTS

Classroom based

If you do not have permanent residency in New Zealand, a different application form, application process and a different fee structure applies. Please contact the International Section on telephone +64 6 974 8902 for the correct application form and for further information regarding fees.

Online

Generally online courses are not available to International students, however, please contact the International Section on telephone +64 6974 8902 for clarification regarding application and fees.

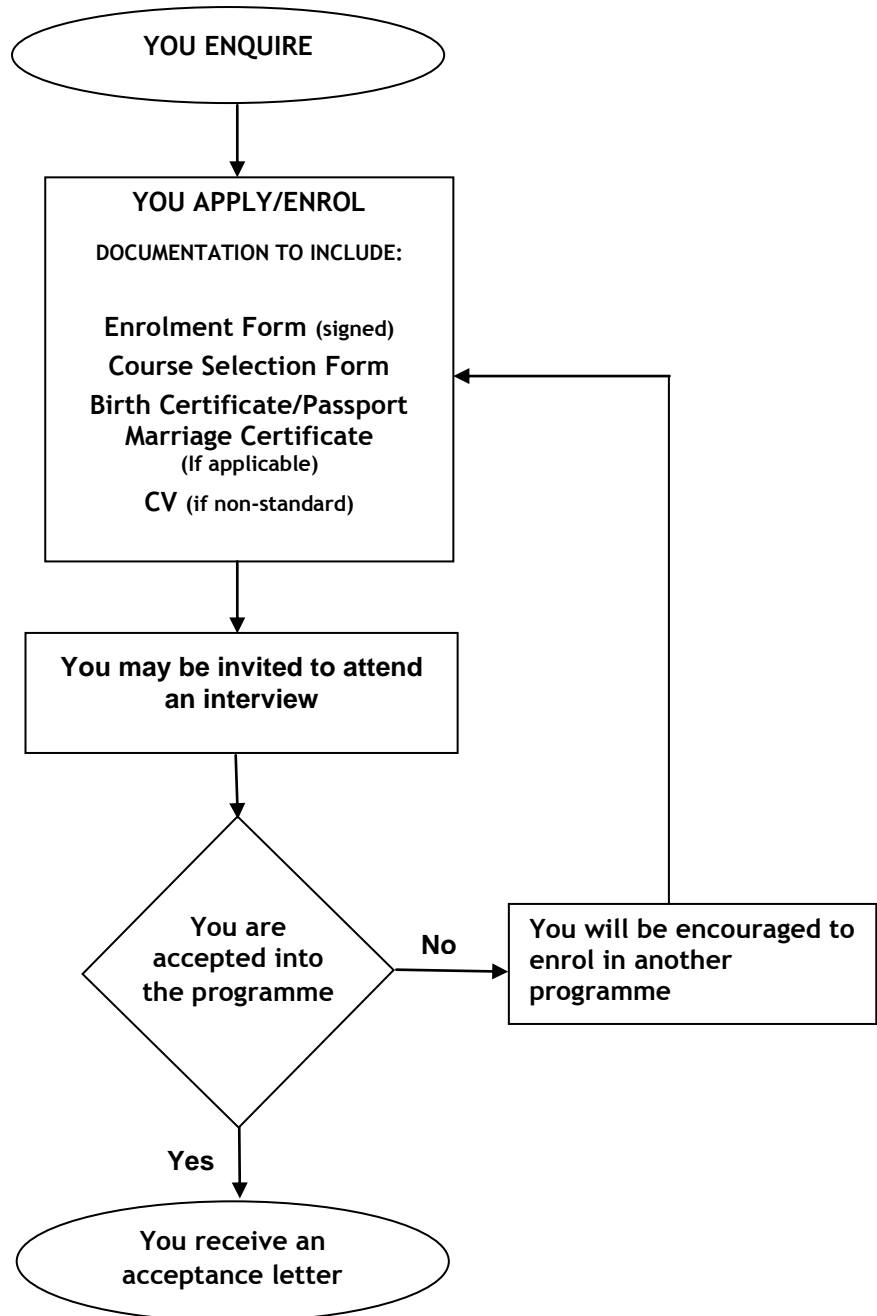
DISCLAIMER

Information contained in this publication is correct at the time of printing, but may be subject to change. While all reasonable efforts will be made to ensure listed programmes/courses are offered and regulations are current, the Institute reserves the right to change content or method of delivery, to withdraw any programme or course of study, or to impose limitations on enrolment, should circumstances require this.

Some programmes / courses mentioned in EIT publications are offered subject to final approval and accreditation or to sufficient enrolments being received.

For the latest information visit our website at www.eit.ac.nz

ENROLMENT PROCESS FLOWCHART



Timetables are available on the EIT Website www.eit.ac.nz.



EASTERN INSTITUTE OF TECHNOLOGY
Te Whare Takiura o Kahungunu

FACULTY OF BUSINESS AND COMPUTING

(TARADALE CAMPUS) DIPLOMA IN APPLIED BUSINESS COURSE SELECTION FORM SEMESTER ONE 2010

Please complete and return this *Course Selection Form*. If you are studying full time you must select three courses (less than three courses is part time study). Your selection will be confirmed by separate letter.

NB: Courses are offered subject to sufficient numbers applying.

FULL NAME: _____

ADDRESS: _____

PHONE NO: Home: _____ Cell: _____ Bus: _____

IF YOU WISH TO COMPLETE AN ENDORSEMENT PLEASE INDICATE ONE OF THE FOLLOWING:

ACCOUNTING OPERATIONS MANAGEMENT OFFICE ADMINISTRATION
MARKETING HUMAN RESOURCE MANAGEMENT SMALL BUSINESS

LECTURES COMMENCE WEEK BEGINNING 15 FEBRUARY 2010
THERE WILL BE NO TUTORIALS (*tut*) DURING THE FIRST WEEK OF STUDY.

CODE	COURSE	DAY	TIME	CHOICE (Please Tick)
400\1	Accounting Principles	Mon Wed	08.00 - 10.00 12.00 - 13.00 13.00 - 15.00	(<i>tut</i>) <input type="checkbox"/>
430\1	Quantitative Business Methods	Tue Thur	13.00 - 15.00 10.00 - 12.00 12.00 - 13.00	(<i>tut</i>) <input type="checkbox"/>
432\1	Office Management	Tue Thur	10.00 - 12.00 12.00 - 13.00 08.00 - 10.00	(<i>tut</i>) <input type="checkbox"/>
435\1	Fundamentals of Small Business	Tue Thur	15.00 - 17.00 15.00 - 17.00	<input type="checkbox"/>
469\1	Academic Skills for Business Studies	Tue Fri	13.00 - 15.00 13.00 - 15.00	<input type="checkbox"/>
501\1	Accounting Practices <small>Assumed Prior Knowledge: A level of knowledge as provided by the NZDipBus course 400 Accounting Principles or equivalent knowledge and skills</small>	Mon Thur	10.00 - 12.00 12.00 - 13.00 13.00 - 15.00	(<i>tut</i>) <input type="checkbox"/>
510\1	Introduction to Commercial Law	Wed Fri	10.00 - 12.00 09.00 - 10.00 10.00 - 12.00	(<i>tut</i>) <input type="checkbox"/>

CODE	COURSE	DAY	TIME	CHOICE (Please Tick)
530\1E	Organisation and Management (NIGHT CLASS)	Tue Thur	18.00 - 20.00 18.00 - 20.00	<input type="checkbox"/>
541\1	Fundamentals of Marketing	Mon Wed	15.00 - 17.00 15.00 - 17.00	<input type="checkbox"/>
550\1A	Business Computing (Stream A)	Tue Thur	15.00 - 17.00 (Pract) 14.00 - 15.00 (Lecture) 15.00 - 17.00 (Pract)	<input type="checkbox"/>
(Select 550\1A OR 550\1B)				
550\1B	Business Computing (Stream B)	Mon Wed Thur	13.00 - 15.00 (Pract) 13.00 - 15.00 (Pract) 14.00 - 15.00 (Lecture)	<input type="checkbox"/>
560\1	Business Communication	Tue Thur	10.00 - 12.00 12.00 - 13.00 (tut) 08.00 - 10.00	<input type="checkbox"/>
(Select 560\1 OR 560\1E)				
560\1E	Business Communication (NIGHT CLASS)	Mon Wed	18.00 - 20.00 17.00 - 18.00 (tut) 18.00 - 20.00	<input type="checkbox"/>
602\1E	Management Accounting (NIGHT CLASS) Assumed Prior Knowledge: A level of knowledge as provided by the NZDipBus courses 400 Accounting Principles and 501 Accounting Practices.	Mon Wed	18.00 - 20.00 17.00 - 18.00 (tut) 18.00 - 20.00	<input type="checkbox"/>
606\1	Taxation Assumed Prior Knowledge: A level of knowledge as provided in the NZDipBus course 400 Accounting Principles or the equivalent.	Mon Wed	15.00 - 17.00 09.00 - 10.00 (tut) 10.00 - 12.00	<input type="checkbox"/>
633\1	Human Resource Management	Mon Thur	15.00 - 17.00 15.00 - 17.00	<input type="checkbox"/>



EASTERN INSTITUTE OF TECHNOLOGY
Te Whare Takiura o Kahungunu

(TARADALE CAMPUS) DIPLOMA IN APPLIED BUSINESS COURSE SELECTION FORM SEMESTER TWO 2010

Please complete and return this *Course Selection Form*. If you are studying full time you must select three courses (less than three courses is part time study). Your selection will be confirmed by separate letter.

NB: Courses are offered subject to sufficient numbers applying.

FULL NAME: _____

ADDRESS: _____

PHONE NO: Home: _____ Cell: _____ Bus: _____

IF YOU WISH TO COMPLETE AN ENDORSEMENT PLEASE INDICATE ONE OF THE FOLLOWING:

- | | | |
|-------------------------------------|--|--|
| ACCOUNTING <input type="checkbox"/> | OPERATIONS MANAGEMENT <input type="checkbox"/> | OFFICE ADMINISTRATION <input type="checkbox"/> |
| MARKETING <input type="checkbox"/> | HUMAN RESOURCE MANAGEMENT <input type="checkbox"/> | SMALL BUSINESS <input type="checkbox"/> |

LECTURES COMMENCE WEEK BEGINNING 19 JULY 2010
THERE WILL BE NO TUTORIALS (*tut*) DURING THE FIRST WEEK OF STUDY.

CODE	COURSE	DAY	TIME	CHOICE (Please Tick)
400\2	Accounting Principles	Tue Thur	08.00 - 10.00 10.00 - 12.00 12.00 - 13.00 <i>(tut)</i>	<input type="checkbox"/>
469\2	Academic Skills for Business Studies	Wed Fri	08.00 - 10.00 10.00 - 12.00	<input type="checkbox"/>
501\2	Accounting Practices <small>Assumed Prior Knowledge: A level of knowledge as provided by the NZDipBus course 400 Accounting Principles or equivalent knowledge and skills</small>	Mon Wed	15.00 - 17.00 10.00 - 12.00 12.00 - 13.00 <i>(tut)</i>	<input type="checkbox"/>
510\2	Introduction to Commercial Law	Tue Thur	12.00 - 13.00 <i>(tut)</i> 13.00 - 15.00 13.00 - 15.00	<input type="checkbox"/>
530\2	Organisation and Management	Tue Thur	10.00 - 12.00 08.00 - 10.00	<input type="checkbox"/>
541\2	Fundamentals of Marketing	Wed Fri	13.00 - 15.00 13.00 - 15.00	<input type="checkbox"/>

CODE	COURSE	DAY	TIME	CHOICE (Please Tick)
550\2A	Business Computing (Stream A)	Mon Wed Fri	10.00 - 11.00 (Lecture) 13.00 - 15.00 (Prac) 10.00 - 12.00 (Prac)	<input type="checkbox"/>
(Select 550\2A OR 550\2B)				
550\2B	Business Computing (Stream B)	Mon Wed	08.00 - 10.00 (Prac) 10.00 - 11.00 (Lecture) 08.00 - 10.00 (Prac)	<input type="checkbox"/>
560\2A	Business Communication (Stream A)	Mon Wed	10.00 - 12.00 12.00 - 13.00 (tut) 15.00 - 17.00	<input type="checkbox"/>
(Select 560\2A OR 560\2B)				
560\2B	Business Communication (Stream B)	Tue Thur	08.00 - 10.00 10.00 - 12.00 12.00 - 13.00 (tut)	<input type="checkbox"/>
597\2	Career Planning & Development	Mon Wed	10.00 - 12.00 08.00 - 10.00	<input type="checkbox"/>
601\2E	Financial Accounting (NIGHT CLASS) Assumed Prior Knowledge: A level of knowledge as provided by the NZDipBus course 400 Accounting Principles and NZDipBus course 501 Accounting Practices. or equivalent knowledge and skills.	Mon Wed	18.00 - 20.00 17.00 - 18.00 (tut) 18.00 - 20.00	<input type="checkbox"/>
630\2	Leadership Assumed Prior Knowledge NZDipBus course 530 Organisation and Management or the equivalent.	Mon Wed	08.00 - 10.00 15.00 - 17.00	<input type="checkbox"/>
631\2	Strategic Planning for Small Business	Tue Thur	15.00 - 17.00 15.00 - 17.00	<input type="checkbox"/>
632\2	Operations Management Assumed Prior Knowledge NZDipBus course 530 Organisation and Management or the equivalent.	Mon Wed	15.00 - 17.00 10.00 - 12.00	<input type="checkbox"/>
633\2E	Human Resource Management (NIGHT CLASS)	Tue Thur	18.00 - 20.00 18.00 - 20.00	<input type="checkbox"/>
635\2	Employment Relations	Tue Thur	15.00 - 17.00 15.00 - 17.00	<input type="checkbox"/>
636\2E	Applied Management (NIGHT CLASS) Assumed Prior Knowledge NZDipBus course 530 Organisation and Management or the equivalent. It is recommended that students take this course in their final semester.	Mon Wed	18.00 - 20.00 18.00 - 20.00	<input type="checkbox"/>
644\2E	Buyer Behaviour and Communication Strategies (NIGHT CLASS) Assumed Prior Knowledge: NZDipBus course 541 Fundamentals of Marketing and 560 Business Communication.	Mon Wed	18.00 - 20.00 18.00 - 20.00	<input type="checkbox"/>
648\2	Marketing Planning and Control Assumed Prior Knowledge NZDipBus paper 541 Fundamentals of Marketing or the equivalent.	Tue Thur	13.00 - 15.00 13.00 - 15.00	<input type="checkbox"/>

DIPLOMA IN APPLIED BUSINESS

Semester One 2010

	8.00	9.00	10.00	11.00	12.00	13.00	14.00	15.00	16.00	17.00	18.00	19.00	20.00
Mon	Accounting Principles M102 Cathy Saenger		Accounting Practices M201 Carolyn Martin		Acct Prac (<i>tut</i>) M201			Taxation M100 Carolyn Martin			Business Communication M102 Lara Giles		
						Business Computing (B) <i>Prac</i> C314 Robyn Pascoe		Human Resource Management M201 Donna Petry			Management Accounting M101 Noel Yahanpath		
								Fundamentals of Marketing M101 Barbara Stokes					
Tue			Business Communication M101 Lara Giles		Bus Com (<i>tut</i>) M101	Quantitative Business Methods M100 Noel Yahanpath		Fundamentals of Small Business M101 Arti Triveni			Organisation & Management LTH2 Tom Johnson		
			Office Management M201 Carolyn Martin		Office Man (<i>tut</i>) M201	Academic Skills for Business Studies A304 TBA		Business Computing (A) (<i>Prac</i>) C312 Robyn Pascoe					
Wed		Taxation (<i>tut</i>) M103	Taxation M103 Carolyn Martin		Acct Princ (<i>tut</i>) M102	Accounting Principles M102 Cathy Saenger		Fundamentals of Marketing M101 Barbara Stokes		Bus Com (<i>tut</i>) M102	Business Communication M102 Lara Giles		
			Intro to Commercial Law M101 Conrad Schumacher			Business Computing (B) <i>Prac</i> C214 Robyn Pascoe				Man Acct (<i>tut</i>) M100	Management Accounting M100 Noel Yahanpath		
Thu	Business Communication M103 Lara Giles		Quantitative Business Methods M201 Noel Yahanpath		QBM (<i>tut</i>) M201	Accounting Practices M102 Carolyn Martin		Human Resource Management M201 Donna Petry			Organisation & Management LTH2 Tom Johnson		
	Office Management M101 Carolyn Martin						Bus Computing (A & B) (<i>Lecture</i>) C117	Business Computing (A) (<i>Prac</i>) C314 Robyn Pascoe					
								Fundamentals of Small Business M101 Arti Triveni					
Fri		Intro Com Law (<i>tut</i>) M101	Intro to Commercial Law M101 Conrad Schumacher			Academic Skills for Business Studies A304 TBA							

LECTURES COMMENCE THE WEEK BEGINNING 15 FEBRUARY 2010

Note there will be no tutorials (*tut*) in the first week

DIPLOMA IN APPLIED BUSINESS

Semester Two 2010

	8.00	9.00	10.00	11.00	12.00	13.00	14.00	15.00	16.00	17.00	18.00	19.00	20.00
Mon	Leadership R113 Donna Petry		Career Planning & Development M101 Donna Petry			Applied Computing (Online tutorial) C315 Robyn Pascoe		Operations Management M102 Ram Roy			Buyer Behaviour & Communication Strategies M100 Javlon		
			Business Communication (A) M102 Jo Young		Bus Comm (A) (<i>tut</i>) M102			Accounting Practices M202 Cathy Saenger			Financial Accounting M102 TBA		
	Bus Computing (B) <i>Prac</i> C315 Robyn Pascoe		BusComp (A & B) Lecture) C117									Applied Management M201 Tom Johnson	
Tue	Business Communication (B) M202 Lara Giles		Organisation & Management LTH 1 Tom Johnson		Intro ComLaw (<i>tut</i>) M102	Intro to Commercial Law M102 Conrad Schumacher		Strategic Planning for Small Bus M102 Arti Triveni			Human Resource Management M201 Robbie Field		
	Accounting Principles M102 Carolyn Martin					Marketing Planning & Control M202 Javlon		Employment Relations M101 Graham Duley					
Wed	Academic Skills for Business Studies M201 TBA		Accounting Practices M101 Cathy Saenger		Acct Prac (<i>tut</i>) M101	Fundamentals of Marketing PGA Simkin Barbara Stokes		Leadership M101 Donna Petry			Buyer Behaviour & Communication Strategies M100 Javlon		
	Bus Computing (B) <i>Prac</i> C312 Robyn Pascoe		Operations Management M201 Ram Roy			Bus Computing (A) <i>Prac</i> C314 Robyn Pascoe		Business Communication (A) M102 Jo Young			Applied Management M201 Tom Johnson		
	Career Planning & Development M202 Donna Petry										Fin Acct (<i>tut</i>) M102	Financial Accounting M102 TBA	
Thu	Organisation & Management R113 Tom Johnson		Accounting Principles M101 Carolyn Martin		Acct Princ (<i>tut</i>) M101	Marketing Planning & Control M201 Javlon		Strategic Planning for Small Bus M102 Arti Triveni			Human Resource Management M201 Robbie Field		
			Business Communication (B) M102 Lara Giles		Bus Comm (B) (<i>tut</i>) M102	Intro to Commercial Law M202 Conrad Schumacher		Employment Relations M101 Graham Duley					
Fri			Bus Computing (A) <i>Prac</i> C315 Robyn Pascoe			Fundamentals of Marketing M102 Barbara Stokes							
			Academic Skills for Business Studies M201 TBA										

LECTURES COMMENCE THE WEEK BEGINNING 19 JULY 2010

Note there will be no tutorials (*tut*) in the first week

DIPLOMA IN APPLIED BUSINESS HASTINGS

SEMESTER ONE 2010

	8.00	9.00	10.00	11.00	12.00	13.00	14.00	15.00
Monday			Fundamentals of Small Business Janet Turvey					
Tuesday			Accounting Principles TBA			Organisation & Management Tom Johnson		
Wednesday			Fundamentals of Small Business Janet Turvey					
Thursday			Accounting Principles TBA		Acct Princ (<i>tut</i>)	Organisation & Management Tom Johnson		

LECTURES COMMENCE THE WEEK BEGINNING 15 FEBRUARY 2010

Note there will be no tutorials (*tut*) in the first week

DIPLOMA IN APPLIED BUSINESS HASTINGS

SEMESTER TWO 2010

	8.00	9.00	10.00	11.00	12.00	13.00	14.00	15.00
Monday			Business Communication Diana Desmond			Office Management Carolyn Martin		
Tuesday		Business Computing (Lecture) Rachael Rehu	Business Computing (Practical) Rachael Rehu					
Wednesday		Business Communication (tut)	Business Communication Diana Desmond		Office Man (tut)	Office Management Carolyn Martin		
Thursday			Business Computing (Practical) Rachael Rehu					

LECTURES COMMENCE THE WEEK BEGINNING 19 JULY 2010

Note there will be no tutorials (*tut*) in the first week

(HASTINGS CENTRE)
DIPLOMA IN APPLIED BUSINESS
COURSE SELECTION FORM

SEMESTER ONE 2010

Please complete and return this *Course Selection Form*. If you are studying full time you must select three courses (less than three courses is part time study). Your selection will be confirmed by separate letter.

NB: Courses are offered subject to sufficient numbers applying.

FULL NAME: _____

ADDRESS: _____

PHONE NO: Home: _____ Cell: _____ Bus: _____

IF YOU WISH TO COMPLETE AN ENDORSEMENT PLEASE INDICATE ONE OF THE FOLLOWING:

ACCOUNTING OPERATIONS MANAGEMENT OFFICE ADMINISTRATION
MARKETING HUMAN RESOURCE MANAGEMENT SMALL BUSINESS

LECTURES COMMENCE WEEK BEGINNING 15 FEBRUARY 2010

CODE	COURSE	DAY	TIME	CHOICE (Please Tick)
400\1H	Accounting Principles	Tue Thur	10.00 - 12.00 10.00 - 12.00 12.00 - 13.00 (<i>tut</i>)	<input type="checkbox"/>
435\1H	Fundamentals of Small Business	Mon Wed	13.00 - 15.00 13.00 - 15.00	<input type="checkbox"/>
530\1H	Organisation and Management	Tue Thur	13.00 - 15.00 13.00 - 15.00	<input type="checkbox"/>

There will be no tutorials (*tut*) during the first week of study.

(HASTINGS CENTRE)
DIPLoma IN APPLIED BUSINESS
COURSE SELECTION FORM

SEMESTER TWO 2010

Please complete and return this *Course Selection Form*. If you are studying full time you must select three courses (less than three courses is part time study). Your selection will be confirmed by separate letter.

NB: Courses are offered subject to sufficient numbers applying.

FULL NAME: _____

ADDRESS: _____

PHONE NO: Home: _____ Cell: _____ Bus: _____

IF YOU WISH TO COMPLETE AN ENDORSEMENT PLEASE INDICATE ONE OF THE FOLLOWING:

ACCOUNTING OPERATIONS MANAGEMENT OFFICE ADMINISTRATION
MARKETING HUMAN RESOURCE MANAGEMENT SMALL BUSINESS

LECTURES COMMENCE WEEK BEGINNING 19 JULY 2010

CODE	COURSE	DAY	TIME	CHOICE (Please Tick)
432\2H	Office Management	Mon Wed	13.00 - 15.00 12.00 - 13.00 13.00 - 15.00 (<i>tut</i>)	<input type="checkbox"/>
550\2H	Business Computing	Tue Thur	09.00 - 12.00 10.00 - 12.00	<input type="checkbox"/>
560\2H	Business Communication	Mon Wed	10.00 - 12.00 09.00 - 10.00 10.00 - 12.00 (<i>tut</i>)	<input type="checkbox"/>

There will be no tutorials (*tut*) during the first week of study.



EASTERN INSTITUTE OF TECHNOLOGY
Te Whare Takiura o Kahungunu

(ON-LINE)
DIPLOMA IN APPLIED BUSINESS
COURSE SELECTION FORM

SEMESTER ONE 2010

Please complete and return this *Course Selection Form*. **If you are studying full time you must select three courses (less than three courses is part time study)**. Your selection will be confirmed by separate letter.

NB: Courses are offered subject to sufficient numbers applying.

FULL NAME: _____

ADDRESS: _____

PHONE NO: Home: _____ Cell: _____ Bus: _____

IF YOU WISH TO COMPLETE AN ENDORSEMENT PLEASE INDICATE ONE OF THE FOLLOWING:

- | | | | | | |
|------------|--------------------------|---------------------------|--------------------------|-----------------------|--------------------------|
| ACCOUNTING | <input type="checkbox"/> | OPERATIONS MANAGEMENT | <input type="checkbox"/> | OFFICE ADMINISTRATION | <input type="checkbox"/> |
| MARKETING | <input type="checkbox"/> | HUMAN RESOURCE MANAGEMENT | <input type="checkbox"/> | SMALL BUSINESS | <input type="checkbox"/> |

COURSES COMMENCE 15 FEBRUARY 2010

CODE	COURSE	CHOICE (Please Tick)
400\1WB	Accounting Principles	<input type="checkbox"/>
501\1WB	Accounting Practices <small>Assumed Prior Knowledge: A level of knowledge as provided by the NZDipBus course 400 Accounting Principles or equivalent knowledge and skills</small>	<input type="checkbox"/>
510\1WB	Introduction to Commercial Law	<input type="checkbox"/>
550\1WB	Business Computing	<input type="checkbox"/>
598\1WB	Introduction to Project Management	<input type="checkbox"/>
633\1WB	Human Resource Management	<input type="checkbox"/>

(ON-LINE)
DIPLOMA IN APPLIED BUSINESS
COURSE SELECTION FORM
SEMESTER TWO 2010

Please complete and return this *Course Selection Form*. **If you are studying full time you must select three courses (less than three courses is part time study)**. Your selection will be confirmed by separate letter.

NB: Courses are offered subject to sufficient numbers applying.

FULL NAME: _____

ADDRESS: _____

PHONE NO: Home: _____ Cell: _____ Bus: _____

IF YOU WISH TO COMPLETE AN ENDORSEMENT PLEASE INDICATE ONE OF THE FOLLOWING:

ACCOUNTING OPERATIONS MANAGEMENT OFFICE ADMINISTRATION
MARKETING HUMAN RESOURCE MANAGEMENT SMALL BUSINESS

COURSES COMMENCE 19 JULY 2010

CODE	COURSE	CHOICE (Please Tick)
400\2WB	Accounting Principles	<input type="checkbox"/>
435\2WB	Fundamentals of Small Business	<input type="checkbox"/>
501\2WB	Accounting Practices <small>Assumed Prior Knowledge: A level of knowledge as provided by the NZDipBus course 400 Accounting Principles or equivalent knowledge and skills</small>	<input type="checkbox"/>
530\2WB	Organisation and Management	<input type="checkbox"/>
541\2WB	Fundamentals of Marketing	<input type="checkbox"/>
550\2WB	Business Computing	<input type="checkbox"/>

CODE	COURSE	CHOICE (Please Tick)
560\2WB	Business Communication	<input type="checkbox"/>
602\2WB	Management Accounting Assumed Prior Knowledge: A level of knowledge as provided by the NZDipBus courses 400 Accounting Principles and 501 Accounting Practices.	<input type="checkbox"/>
606\2WB	Taxation Assumed Prior Knowledge: A level of knowledge as provided in the NZDipBus course 400 Accounting Principles or the equivalent.	<input type="checkbox"/>
650\2WB	Applied Computing Assumed Prior Knowledge: A level of knowledge as provided in the NZDipBus course 550 Business Computing or the equivalent. NB: This course has a tutorial on campus - Monday 13.00 - 15.00 Room C315	<input type="checkbox"/>