

Business

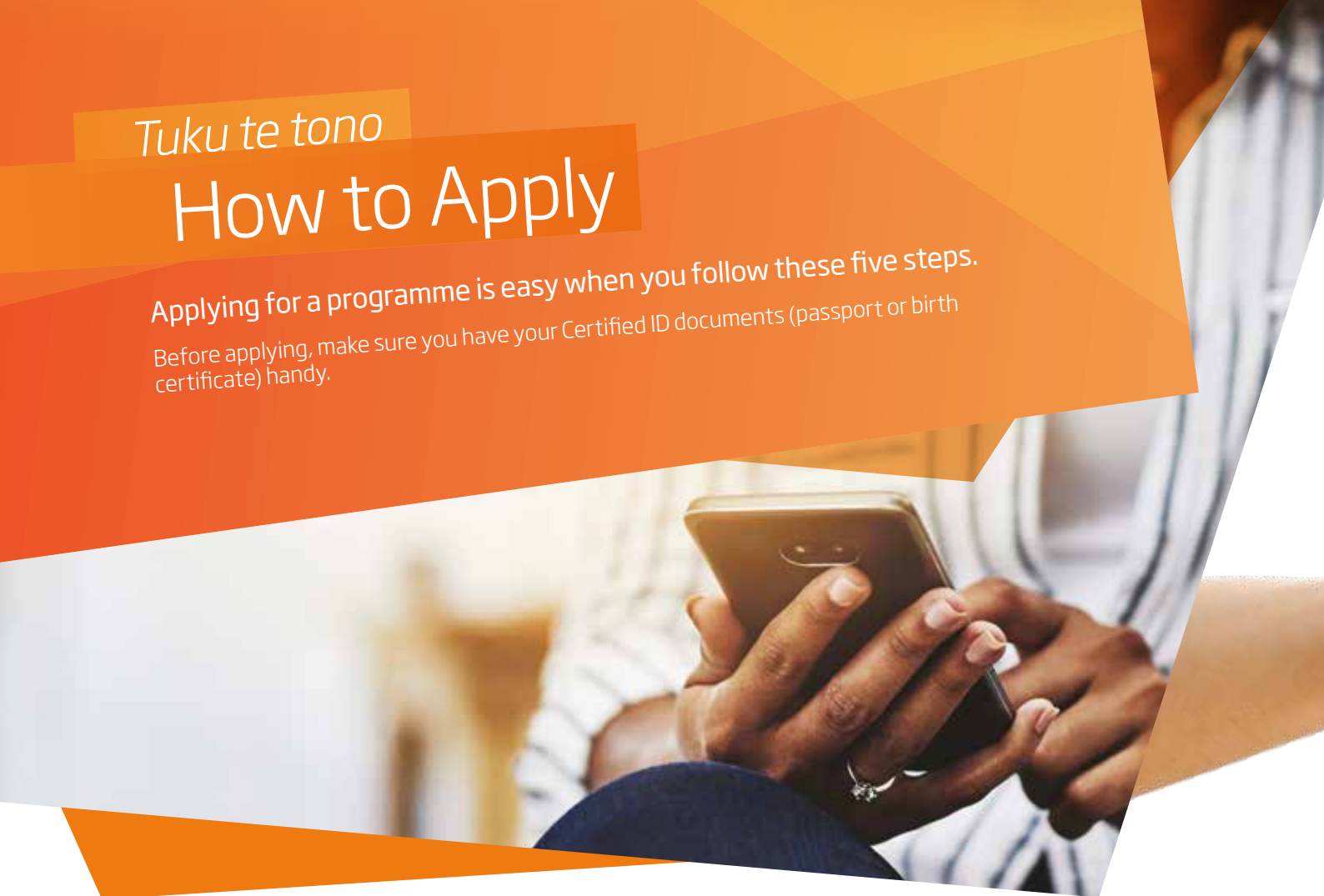
Te Kura Pakihi

Tuku te tono

How to Apply

Applying for a programme is easy when you follow these five steps.

Before applying, make sure you have your Certified ID documents (passport or birth certificate) handy.



Application Process

1

Decide on the right programme for you and click 'Apply Now'

On the Unitec website (unitec.ac.nz), visit a programme page you're interested in and click **Apply Now**.

2

Complete your application

You'll then need to create an account with Unitec, entering personal details and your academic history into our system.

3

Complete your enrolment tasks

When you've finished your application, you'll be welcomed to your **Enrolment Dashboard**. You'll then need to complete the necessary tasks to receive an **"Offer of Study"**.
(eg. upload documents to support your application)



Request an update

If you need help during your application, you can **'Request an Update'** in your Enrolment Portal. We'll also be keeping an eye on your progress, and may contact you if we need to. Otherwise, feel free to call **0800 10 95 10**, or email **study@unitec.ac.nz**.

Sorting out your timetable

Once you're enrolled into the right courses and classes, your timetable will be created. You'll then be sent an email telling you how to log into our Student Portal and access your timetable. Around this time, an invoice will be sent to you by post which will explain your study costs.

4

Accept your 'Offer of Study'

If all goes well, you'll receive an **'Offer of Study'** in your Enrolment Portal. You can then accept this offer via your Enrolment Portal.

5

Finish off remaining tasks

If your offer is conditional, you may be required to complete the additional tasks that are still outstanding. Wrap these up quickly and your place in the programme will be secured.

CONGRATS! YOU'RE IN!

We'll get you into the right courses for your programme. Then you'll need to arrange payment of your fees (see page 4).

Te tāhua akoranga

Funding your studies

Studying is an investment in your future and one of the best ways to ensure you remain work-ready in today's ever-changing world.

If you're considering study at tertiary level, here are some of your options for funding your studies.



Fees-Free

If this is your first time studying at Unitec, you might be eligible for fees-free study support.

Fees-free covers your tuition fees, compulsory course costs and compulsory student services fees. To receive fees-free support, you need to be eligible and enrolled in an eligible programme.

For up-to-date information on fees-free study, including eligibility criteria, visit feesfree.govt.nz



Top tip:

Our Student Support Advisors can help you with any questions to do with funding your studies - even before you've started study!

Email studentsupport@unitec.ac.nz, call 0800 10 95 10 or drop into Te Pae Kōrero (Student Central) on either campus.

Student Loans and Allowances

StudyLink is the best place to start when looking for help to pay for your study. What you're eligible to apply for depends on your age, income and course type.

StudyLink may be able to help with:

- Compulsory tuition fees
- Course-related costs
- Living costs
- Other costs (e.g. disability or childcare)

A Student Loan can help with paying for your tuition fees (compulsory fees charged by us), study materials (e.g. books, computer, travel) and living costs. Because this is a loan, you'll have to pay it back once you start working.

Note: *if you're eligible for fees-free study, you might not need a loan for your tuition fees (but you might still need one for course-related and living costs).*

A Student Allowance is a weekly payment to help you with your living expenses while you're studying. If you're eligible, you don't have to pay this one back.

To find out if you're eligible to apply for a Student Loan and/or Allowance, visit studylink.govt.nz.

The application process for a Student Loan and/or Allowance can be quite complicated if you've not experienced it before. So, we have drop-in sessions available at the beginning of each semester where our Student Support Advisors can help you with your application.

Youth Guarantee Scheme

If you're between the ages of 16 and 19, a New Zealand citizen or permanent resident, and enrolled in an eligible 6- or 12-month Level 3 programme, you might be able to apply for funding under the Youth Guarantee Scheme to cover your compulsory tuition fees.

For more information about eligibility criteria, visit tec.govt.nz

Help while you study

While you're studying, sometimes unexpected and additional costs can pop up. If you find yourself struggling financially, Unitec has Study Grants up to \$500 that domestic, full-time students can apply for, as well as an emergency hardship fund that can provide a small one-off payment to help you cover the cost of unforeseen circumstances. Our Student Support team can help put you in touch with other support services who can help to get you back on your feet.

Applying for a scholarship or award is another great way to help pay for your studies.

We have a huge range available there's something for everyone - with scholarships and awards available for school leavers, Māori, and Pacific as well as gender-specific, tuition-fee, performance-based, and community scholarships and awards.

Our full list of scholarships and awards

For a full list of the scholarships and awards we have available,

visit unitec.ac.nz/scholarships



Juvelino da Silva Sequeira
2018 Scholarship recipient





Business

Te Kura Pakihi

Programmes available

Accounting and Finance

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New Zealand Diploma in Business - Accounting

Level 5

Total credits 120 (1.0 EFTS)

Campus Mt Albert

Start dates February or July

Duration Full-time for one year or part-time options available

Annual tuition fees \$6,100 (NZD)
(Approximate domestic fee only)

Career opportunities

- Accounts payable/receivable administrator
- Assistant accountant
- Business administrator
- Credit manager
- Office manager
- Payroll administrator

Highlights

- Recognised qualification towards becoming an Accounting Technician through Chartered Accountants Australia New Zealand (CA ANZ).
- Students in this specialisation can apply for Provisional Membership with Chartered Accountants Australia New Zealand (CA ANZ).
- Get qualified quickly by studying full-time for only one year.
- Work on practical assignments and real-world cases – this will better prepare you for what you'll experience in accounting support roles.
- Industry experienced lecturers
- Provides an excellent pathway towards the Bachelor of Business (Accountancy) (see pg. 44) which is the qualification needed to by chartered accountants.

This one-year diploma will give you the fundamental knowledge and skills to get your career in accounting started.

Programme overview

You'll gain an understanding of the nature of business and the functions within an organisation. You'll develop accounting skills for small business including recording transactions, preparing financial statements and budgets, as well as preparing tax returns. This knowledge and technical skills will help you support an accountant or accounting team.

You'll also learn the personal skills necessary to operate effectively in business environments including problem-solving, developing and managing business relationships, managing your own performance and ethical awareness.

Admission requirements

NCEA:

For this programme, you'll need the following:

1. A total of 48 credits at NCEA Level 2 or higher in four subjects:
2. A minimum of 14 credits at NCEA Level 1 or higher in Mathematics or Pāngarau

Your 48 credits must include 8 credits in English or te reo Māori (4 in reading, 4 in writing)

3. Be 16 years old before the programme starts

4. If English is not your first language, you'll need one or more of the following:

- Achieved NCEA Level 3 and New Zealand University Entrance
- Provide evidence you satisfy our criteria for existing English proficiency
- Achieved at least one English proficiency outcome in the last two years

Other options:

- A relevant qualification at Level 3 on the NZQF or above or an equivalent qualification; or
- Provide sufficient evidence to be eligible for special or discretionary admission.



For more information download the programme regulations:
unitec.ac.nz/accounting

International Students, please visit unitec.ac.nz/international

Bachelor of Business (Accountancy)

Level 7

Total credits 360 (3.0 ECTS)

Campus Mt Albert

Start dates February or July

Duration Full-time for 3 years or part-time options available

Annual tuition fees \$6,400 (NZD)
(Approximate domestic fee only)

Career opportunities

- Financial accountant
- Chief financial officer
- Management accountant
- Chartered accountant
- Taxation consultant
- Systems accountant
- Business analyst
- Audit manager

Highlights

- Successful completion of this programme gives you the academic requirements for professional membership with the Chartered Accountants Australia and New Zealand, CPA Australia or ACCA Global (the Association of Chartered Certified Accountants).
- Develop a high-level of technical competence in accounting, concentrating on problem-solving and adaptability to change in the marketplace.
- Focus on current business practices
- Industry-based learning: a work placement in your final year and a chance to apply your skills in a business organisation of your choice.
- Flexible study: day and evening classes available
- Opportunity to graduate with a double major.

Accountants understand the financial impacts of operations and play a vital role in the success of a business. Gain a sound understanding of both accounting and finance principles in this programme, and learn to apply your technical accounting knowledge in a variety of business settings.

Programme overview

Accountants are pivotal in how well a business functions. They provide the numbers to analyse business problems and opportunities, and maintain the accounting systems and processes to ensure tax and financial reporting requirements are met. Accountants can also check the financial statements of organisations (auditing) and provide advice on a wide range of issues from tax planning to buying and selling businesses.

Because accountancy can be broad and full of variety, this programme has been designed to develop your skills in accounting to work in a variety of roles in a number of diverse organisations. You'll develop the accounting, financial, analytical and interpersonal skills required to become effective in working with financial accounts. You'll also study software platforms, double entry accounting and decision-making skills used to analyse and interpret financial statements.

Double Majors

Studying for a double major is strongly recommended.

Double majors further grow your knowledge and capabilities, and it makes you more employable and competitive in the job market.

A double major can be completed within 3-to-4 years of full-time study depending on the combination of majors.

Double majors available:

- Accountancy and Finance
- Accountancy and Marketing
- Accountancy and Management
- Finance and Management
- Finance and Marketing
- Marketing and Management

Admission requirements

NCEA:

For this programme, you'll need the following:

1. 42 credits at NCEA Level 3 or higher including:

- 14 credits in two different approved subjects; and
- 14 credits from up to two subjects (approved or non-approved)

2. 8 credits at NCEA Level 2 or higher in English or te reo Māori (4 in reading, 4 in writing)

3. 14 credits at NCEA Level 1 or higher in Mathematics or Pāngarau

4. If English is not your first language, you'll need one or more of the following:

- Achieved NCEA Level 3 and New Zealand University Entrance
- Provide evidence you satisfy our criteria for existing English proficiency
- Achieved at least one English proficiency outcome in the last two years

Other options:

- A relevant qualification at Level 3 on the NZQF or above or an equivalent qualification; or
- Provide sufficient evidence to be eligible for special or discretionary admission.



For more information download the programme regulations:
unitec.ac.nz/accounting

International Students, please visit unitec.ac.nz/international

Bachelor of Business (Finance)

Level 7

Total credits 360 (3.0 ECTS)

Campus Mt Albert

Start dates February or July

Duration Full-time for 3 years or part-time options available

Annual tuition fees \$6,400 (NZD)
(Approximate domestic fee only)

Career opportunities

- Business analyst
- Finance manager
- Financial analyst
- Financial planner
- Investment analyst
- Investment banker
- Risk manager
- Working capital manager

Highlights

- High level of competence: learn the skills to apply your technical knowledge to business problems.
- Work placement: in an organisation of your choice in your final year.
- Real-world learning: our sponsoring organisations range from large multi-national corporations to not-for-profit organisations and small local businesses.
- This is your chance to apply what you've learnt and make valuable contacts for your career.
- Flexibility: you choose how many courses you want to take each semester and how long it takes to complete the degree.

This degree is designed to prepare you for a career in finance – helping you to develop an understanding of business finance, investments, the operation of financial markets, financial risk management, and financial analysis.

Programme overview

The financial health of a company relies on people who can confidently advise on the operational costs of business.

You'll learn and develop your understanding of:

- business finance
- investments
- financial markets
- financial risk management
- financial analysis
- and how to practically apply financial management tools.

When you graduate, you'll have the know-how to overcome challenges facing the economy and be work-ready for a variety of jobs supporting companies to financially grow.

With this knowledge, you could also provide advice to businesses or individuals on their financial futures.

Double Majors

Studying for a double major is strongly recommended.

A popular double major combination is Accountancy and Finance. This combination will make you a broader business professional, an accountant with expertise in finance, and generate a wide variety of job opportunities.

A double major can be completed within 3-to-4 years of full-time study depending on the combination of majors. A double major in Accountancy and Finance can be completed in the same time as a single major.

Double majors available:

- Accountancy and Finance
- Accountancy and Marketing
- Accountancy and Management
- Finance and Management
- Finance and Marketing
- Marketing and Management

Admission requirements

NCEA:

To apply for this programme, you'll need the following:

1. 42 credits at NCEA Level 3 or higher including:

- 14 credits in two different approved subjects; and
- 14 credits from up to two subjects (approved or non-approved)

2. 8 credits at NCEA Level 2 or higher in English or te reo Māori (4 in reading, 4 in writing)

3. 14 credits in NCEA Level 1 or higher in Mathematics or Pāngarau

4. If English is not your first language, you'll need one or more of the following:

- Have achieved NCEA Level 3 and New Zealand University Entrance
- Provide evidence you satisfy our criteria for existing English proficiency
- Have achieved at least one English proficiency outcome in the last two years

Other options:

- A relevant qualification at Level 3 on the NZQF or above, or an equivalent qualification; or
- Provide sufficient evidence to be eligible for special or discretionary admission.



For more information download the programme regulations: unitec.ac.nz/accounting

International Students, please visit unitec.ac.nz/international

Graduate Certificate in Professional Accountancy

Level 7



Total credits 60 (0.5 ECTS)

Campus Mt Albert

Start dates February or July

Duration Full-time for a minimum of one semester or part-time options available

Annual tuition fees \$3,400 (NZD)
(Approximate domestic fee only)

Career opportunities

- Auditor
- Business adviser
- Chartered accountant
- Chief financial officer
- Divisional accountant
- Financial accountant
- Financial controller
- Management accountant
- Tax consultant

Highlights

- Develop technical accounting skills and knowledge to an advanced level.
- Work toward the academic requirements for professional body membership such as Chartered Accountants Australia & New Zealand and CPA Australia.
- A focus on application of technical skills for business practice.
- Flexible study options - day and night classes available.

This programme will help you work towards a professional accounting body membership by targeting areas of knowledge and skills you need to focus on.

Programme overview

This programme offers advanced accounting courses designed to develop your technical capabilities.

Choose your area of study from financial and management accounting, auditing, taxation, business finance or risk management – and take your career to the next level.

Admission requirements

To apply for this programme, you'll need the following:

- 1.** A recognised degree, a professional qualification in a relevant discipline or the ability to demonstrate competencies equivalent to the above.
- 2.** A minimum of 8 credits at NCEA Level 2 in English (4 in reading, 4 in writing)
- 3.** If English is not your first language, you'll need one or more of the following:
 - Achieved NCEA Level 3 and New Zealand University Entrance
 - Provide evidence you satisfy our criteria for existing English proficiency
 - Achieved at least one English proficiency outcome in the last two years

Other options:

- Provide sufficient evidence to be eligible for special or discretionary admission.



For more information download the programme regulations: unitec.ac.nz/accounting

International Students, please visit unitec.ac.nz/international

Graduate Diploma in Professional Accountancy

Level 7

Total credits 120 (1.0 ECTS)

Campus Mt Albert

Start dates February or July

Duration Full-time for a minimum of one year or part-time options available

Annual tuition fees \$6,300 (NZD)
(Approximate domestic fee only)

Career opportunities

- Auditor
- Business adviser
- Chartered accountant
- Divisional accountant
- Financial accountant
- Financial controller
- Chief financial officer
- Management accountant
- Tax consultant

Highlights

- Carry out accounting work at an advanced level applying relevant technical and professional standards.
- Work toward meeting the academic requirements for professional body membership such as New Zealand Institute of Chartered Accountants and CPA Australia.
- Complete a work placement and apply your skills within an organisation
- This programme has been developed with input from accounting professionals.
- Flexible programme content - select the courses that best meet the requirements for your accounting career.
- Industry experienced lecturers
- Flexible study options - full-time, part-time, day and/or night classes available.

This is an advanced accounting programme for: students with overseas accounting degrees wanting to get a New Zealand qualification and practical experience, or for those wishing to move into accounting from a related discipline.

Programme overview

This advanced-level programme will strengthen your accountancy skills with the aim of working towards the academic requirements for professional body membership. You'll apply technical and professional standards, become a better team member and debate current issues in the field of accountancy. The programme provides an opportunity to apply your practical skills in the workplace.

Note: if you don't meet the prerequisite requirements, you may need to achieve more than 120 credits, and take longer than one year, to complete the programme.

Admission requirements

For this programme, you'll need the following:

1. A recognised degree, a professional qualification in a relevant discipline or the ability to demonstrate competencies equivalent to the above
2. A minimum of 8 credits at NCEA Level 2 in English (4 in reading, 4 in writing)
3. If English is not your first language, you'll need one or more of the following:
 - Achieved NCEA Level 3 and New Zealand University Entrance
 - Provide evidence you satisfy our criteria for existing English proficiency
 - Achieved at least one English proficiency outcome in the last two years

Other options:

- Provide sufficient evidence to be eligible for special or discretionary admission.



For more information download the programme regulations: unitec.ac.nz/accounting

International Students, please visit unitec.ac.nz/international

Master of Applied Practice (Professional Accounting)

Level 9

Total credits 180 (1.5 EFTS)

Campus Mt Albert

Start dates February or July

Duration Full-time for 18 months or part-time for two-to-six years

Annual tuition fees \$8,200 (NZD)
(Approximate domestic fee only)

Career opportunities

- Assistant accountant
- Intermediate accountant
- Accounting technician
- Provides a pathway to becoming a Chartered Accountant (CA or CPA)

Highlights

- Provides you with the academic requirements for membership with Chartered Accountants Australia & New Zealand and CPA Australia, as well as entry into the Chartered Accountants Program.
- Gain the necessary knowledge and skills to become an accounting professional.
- Learn from world class lecturers who teach in a collaborative and supportive manner.
- No final exams: This programme is graded entirely by assessment.
- Your final project is industry-based: work in a business where you apply your accounting skills and gain valuable work experience.
- A globally recognised programme
- International students can apply for a post-study work visa to gain work experience in New Zealand.

Do you want to become an accountant but you don't have an accounting degree? If you have a Bachelor's degree in any discipline and wish to pursue a professional career in accounting, this Master's programme is the fast-track to your success.

Programme overview

This Master's programme in professional accounting is a conversion programme that gives you the opportunity to change your career if you don't have an accounting background. It provides an advanced understanding of accounting principles and practice, and combines this with practical work experience.

This programme provides you with the academic requirements for membership with the Chartered Accountants Australia and New Zealand and CPA Australia – a requirement for those who want to become registered chartered accountants.

Admission requirements

To apply for this programme, you'll need the following:

- 1.** A Bachelor's degree or Level 7 Graduate Diploma in the same or similar discipline with a B- average or above
- 2.** A minimum of 8 credits at NCEA Level 2 in English (4 in reading, 4 in writing)
- 3.** If English is not your first language, you'll need one or more of the following:
 - Achieved NCEA Level 3 and New Zealand University Entrance
 - Provide evidence you satisfy our criteria for existing English proficiency
 - Achieved at least one English proficiency outcome in the last two years

Other options:

- Provide sufficient evidence to be eligible for special or discretionary admission.



For more information download the programme regulations: unitec.ac.nz/accounting

International Students, please visit unitec.ac.nz/international

New Zealand Certificate in Study and Career Preparation (Level 4) - Business and Communication

Level 4

Total credits 60 (0.5 ECTS)**Campus** Mt Albert**Start dates** February or July**Duration** Full-time for 16 weeks or part-time options available**Annual tuition fees** \$3,400 (NZD)
(Approximate domestic fee only)**Career opportunities**

Entry into further study toward a career in media, communication, or business.

Highlights

- Emphasis on practical skills and project-based learning: you could be designing an advertising campaign, managing accounts for a simulated business, or creating promotional material such as press releases, print ads or posters.
- Learn from lecturers who are eager to share their industry experience with you.
- Access to Unitec's excellent communication studies and performing arts facilities.
- A mix of classroom sessions, practical workshops, critique sessions, student seminars, discussions, presentations and online learning.
- An opportunity to learn about Māori culture and business principles from Māori lecturers and guest speakers.

Note: International graduates will NOT be eligible for a post-study work visa upon completion of this programme.

This programme is ideal if you want to go on to higher-level study in Accounting, Business Management, Marketing and Digital Marketing, Human Resource Management and Supply Chain Management. It's also good for people already in employment who want to improve their professional presentation, business communication and digital skills.

Programme overview

Get started on an exciting future career in business with a programme that will prepare you for a variety of different business specialisations.

Admission requirements**NCEA:**

For this programme, you'll need the following:

1. A minimum of 12 credits at NCEA Level 1 in three different subjects, one subject must be English
2. A minimum of 4 years secondary education
3. Be 16 years old by the time the programme starts
4. You may be required to attend an interview or a Skills Review session at our Mt Albert campus
5. If English is not your first language you'll need one or more of the following:
 - Achieved NCEA Level 3 and New Zealand University Entrance
 - Provide evidence you satisfy our criteria for existing English proficiency
 - Achieved at least one English proficiency outcome in the last two years

Other options:

- A relevant qualification at Level 2 on the NZQF or above or an equivalent qualification; or
- Provide sufficient evidence to be eligible for special or discretionary admission.



For more information download the programme regulations: unitec.ac.nz/management

International Students, please visit unitec.ac.nz/international

New Zealand Diploma in Business - Leadership and Management

Level 5

Total credits 120 (1.0 ECTS)

Campus Mt Albert

Start dates February or July

Duration Full-time for one year or part-time options available

Annual tuition fees \$6,100 (NZD)
(Approximate domestic fee only)

Career opportunities

- Team leader
- Supervisor
- Business administrator

Highlights

- Great introduction to the diverse field of business management.
- One-year diploma programme so you'll be qualified quickly.
- Flexible studies: some evening study options available.
- Work on practical assignments and real-world cases: this will better prepare you for what you'll experience in leadership and management support roles.
- Industry experienced lecturers
- Provides an excellent pathway to Unitec's Bachelor of Business (Management) programme (see pg. 52) with specialisations available in Human Resources or Operations.

This programme prepares you for the demands of a career in management. It's the perfect introduction to leadership and management. You'll acquire the necessary skills and knowledge to prepare you for the roles and activities where you'll lead or manage people or projects - highly desirable skills to help you thrive in the business world.

Programme overview

Develop the knowledge and skills to effectively contribute to the efficiency and effectiveness of a business.

You'll learn the following technical skills:

- Identifying operational issues and challenges
- Techniques for continuous improvement
- Contributing to business planning
- Lead others to implement activities
- Manage projects within scope, resources, and time

You'll learn the following people skills:

- Negotiate and positively influence others to achieve the entity's outcomes.
- Develop a positive workplace culture and team engagement for efficient and effective performance of the entity.
- Working in different business environments
- Promote compliance with internal and external requirements.

Admission requirements

NCEA:

For this programme, you'll need the following:

- 1.** A total of 48 credits at NCEA Level 2 or higher in four subjects:
 - Your 48 credits must include 8 credits in English or te reo Māori (4 in reading, 4 in writing)
- 2.** A minimum of 14 credits at NCEA Level 1 or higher in Mathematics or Pāngarau
- 3.** Be 16 years old before the programme starts

4. If English is not your first language, you'll need one or more of the following:

- Achieved NCEA Level 3 and New Zealand University Entrance
- Provide evidence you satisfy our criteria for existing English proficiency
- Achieved at least one English proficiency outcome in the last two years

Other options:

- A relevant qualification at Level 3 on the NZQF or above or an equivalent qualification; or
- Provide sufficient evidence to be eligible for special or discretionary admission.



For more information download the programme regulations: unitec.ac.nz/management

International Students, please visit unitec.ac.nz/international

Bachelor of Business (Management)

Level 7

Total credits 360 (3.0 ECTS)

Campus Mt Albert

Start dates February or July

Duration Full-time for 3 years or part-time options available

Annual tuition fees \$6,400 (NZD)
(Approximate domestic fee only)

Career opportunities

- Human resources advisor
- Recruitment manager
- Payroll manager
- Human resources manager
- Training and development manager
- Process improvement analyst
- Logistics manager
- Operations coordinator
- Production planner
- Project coordinator
- Supply chain coordinator
- Inventory controller

Highlights

- Real-world skills: our programme has been developed with input from national and international business leaders.
- Accredited: this qualification is recognised by the New Zealand Institute of Management and Leadership (NZIML).
- Internship: our Industry Based Learning (IBL) is a cut above the rest with relevant project and work tasks related to your area of specialisation within an organisation.
- Flexible: part-time study options are available and some courses are offered as evening classes or during Summer School (Dec/Jan).

This degree develops your understanding of how a business operates and how to effectively manage resources and operations. This programme is designed using teamwork and project-based coursework to best prepare you for success in the workplace.

Programme overview

Management is about relationships – the art and science of people and process. Careers in management are available in nearly every industry and offer diverse opportunities for people with the right knowledge, skills, and credentials. This programme will prepare you with the knowledge and skills relevant to today's competitive business environment.

In the second year, you'll narrow your focus and choose to specialise in either Human Resources or Operations, and you'll apply what you've learned in an Industry Based Learning (IBL) work placement – giving you practical experience before you even graduate.

Human resource management:

Focus on understanding people and relationships at work, and how these can be moved and changed as needed. You'll learn about human resource (HR) strategy and planning, recruitment, selection, training, development, performance management systems and employment contracts.

Operations: Focus on designing and controlling processes. You'll learn about a broad range of operations functions, including forecasting, inventory management, process improvement, work methods, production planning, quality and supply chain management.

Double Majors

Studying for a double major is strongly recommended.

Double majors further grow your knowledge and capabilities, and it makes you more employable and competitive in the job market.

A double major can be completed within 3-to-4 years of full-time study depending on the combination of majors.

- Accountancy and Finance
- Accountancy and Marketing
- Accountancy and Management
- Finance and Management
- Finance and Marketing
- Marketing and Management

Admission requirements

NCEA:

To apply For this programme, you'll need the following:

1. 42 credits at NCEA Level 3 or higher including:
 - 14 credits in two different approved subjects; and
 - 14 credits from up to two subjects (approved or non-approved)
2. 8 credits at NCEA Level 2 or higher in English or te reo Māori (4 in reading, 4 in writing)
3. 14 credits in NCEA Level 1 or higher in Mathematics or Pāngarau
4. If English is not your first language you'll need one or more of the following:
 - Achieved NCEA Level 3 and New Zealand University Entrance
 - Provide evidence you satisfy our criteria for existing English proficiency
 - Achieved at least one English proficiency outcome in the last two years

Other options:

- A relevant qualification at Level 3 on the NZQF or above or an equivalent qualification; or
- Provide sufficient evidence to be eligible for special or discretionary admission.



For more information download the programme regulations: unitec.ac.nz/management

International Students, please visit unitec.ac.nz/international

Graduate Diploma in Business (Human Resource Management)

Level 7

Total credits 120 (1.0 ECTS)

Campus Mt Albert

Start dates February or July

Duration Full-time for one year or part-time options available

Annual tuition fees \$6,400 (NZD)
(Approximate domestic fee only)

Career opportunities

- Recruitment manager
- HR manager
- Training manager
- Occupational health and safety officer

Highlights

- Focus on applied business study
- Relevant for profit, not-for-profit and public sector organisations
- Emphasis on human resource management in small to medium enterprises
- Our programme considers your previous experience
- Includes a work placement (Industry Based Learning)
- Guest speakers who are HRM experts
- Can serve as a pathway into postgraduate business programmes like the Master of Business (see pg. 60)
- Supportive learning environment with small classes
- A mix of on-campus classes, online support and self-directed study
- Part-time study options available

This programme is designed for people who want a career in human resource management, but have a degree in another field of study or significant work experience in the business sector.

Programme overview

Develop a sound understanding of the theory and principles, organisational behaviour and current issues in human resource management (HRM) in as little as one year with our graduate diploma. You'll apply what you've learnt in an industry work placement.

Admission requirements

For this programme, you'll need the following:

- 1.** A recognised degree, a professional qualification in a relevant discipline or the ability to demonstrate competencies equivalent to the above.
- 2.** If you're a graduate of our Bachelor of Business programme, you won't be able to study this programme in the same specialisation as which you majored in the degree.
- 3.** A minimum of 8 credits at NCEA Level 2 in English (4 in reading, 4 in writing).
- 4.** If English is not your first language, you'll need one or more of the following:
 - Achieved NCEA Level 3 and New Zealand University Entrance
 - Pearson Test of English (Academic): 50 with no score lower than 50
 - Provide evidence you satisfy our criteria for existing English proficiency
 - Achieved at least one English proficiency outcome in the last two years

Other options:

- Provide sufficient evidence to be eligible for special or discretionary admission; or
- If you're seeking entry based on work experience, you'll be required to demonstrate, in a written application, CV and attestation from suitable referees, that you have substantial professional experience in activities related to this programme, and/or be able to demonstrate equivalent competencies.



For more information download the programme regulations: unitec.ac.nz/management

International Students, please visit unitec.ac.nz/international

Graduate Diploma in Business (Operations Management)

Level 7

Total credits 120 (1.0 ECTS)

Campus Mt Albert

Start dates February or July

Duration Full-time for one year or part-time options available

Annual tuition fees \$6,400 (NZD)
(Approximate domestic fee only)

Career opportunities

- Process improvement analyst
- Operations manager
- Logistics manager
- Supply chain manager
- Production manager
- Factory manager
- Warehouse manager

Highlights

- A short, concentrated programme specialising in operations management.
- An area of management that's relevant in organisations of all sizes, with a focus on small to medium-sized enterprises (SMEs).
- Learn about the theory and practical application of business process improvement, supply chain management, product quality, project management, sustainability and people management.
- Not just theory; you'll apply your learnings in a work placement in an organisation of your choice.
- If you decide you would like to study further, this qualification can be used to pathway into postgraduate business programmes like the Master of Business (see pg. 60).
- 60 credits of this programme can be cross-credited towards the Bachelor of Applied Technology - Transport Management programme.

If you have a degree in a field other than business, and would like a career specialising in operations management, or you have at least two years work experience and want a formal qualification, then this programme is for you.

Programme overview

Take your organisational skills to the next level by learning the important responsibilities and decision-making skills required for operations management.

This programme creates the framework for those with business experience wanting to move into management, focusing on business process improvement, supply chain relationships and management, quality, and sustainability. Learn how to ensure a business runs as well as it possibly can by focusing on creating smooth, efficient processes that meet customer expectations.

The first semester is intense, applied study, with the second focused on strategy, and applying core principles to a business model.

Admission requirements

For this programme, you'll need the following:

1. A recognised degree, a professional qualification in a relevant discipline or the ability to demonstrate competencies equivalent to the above.
2. If you're a graduate of our Bachelor of Business, you won't be able to study this programme in the same specialisation as which you majored in the degree.
3. A minimum of 8 credits at NCEA Level 2 in English (4 in reading, 4 in writing).
4. If English is not your first language, you'll need one or more of the following:
 - Achieved NCEA Level 3 and New Zealand University Entrance
 - Pearson Test of English (Academic): 50 with no score lower than 50
 - Provide evidence you satisfy our criteria for existing English proficiency
 - Achieved at least one English proficiency outcome in the last two years

Other options:

- Provide sufficient evidence to be eligible for special or discretionary admission; or
- If you're seeking entry based on work experience, you'll be required to demonstrate, in a written application, CV and attestation from suitable referees, that you have substantial professional experience in activities related to this programme, and/or be able to demonstrate equivalent competencies.



For more information download the programme regulations: unitec.ac.nz/management

International Students, please visit unitec.ac.nz/international



Bachelor of Business (Marketing)

Level 7

Total credits 360 (3.0 ECTS)

Campus Mt Albert

Start dates February or July

Duration Full-time for one year or part-time options available

Annual tuition fees \$6,400 (NZD)
(Approximate domestic fee only)

Career opportunities

- AdWords specialist
- Advertising specialist
- Brand manager
- Digital marketing executive
- Marketing manager
- Marketing specialist
- Market researcher
- SEO specialist
- Social media executive

Highlights

- This programme has been developed, and in some cases is being co-taught, with input from national and international business leaders.
- Industry Based Learning (IBL): in your final year, you're offered the opportunity to gain work experience in a real organisation based on your chosen specialisation.
- Digital Marketing focus with the opportunity for Professional Certification with Google Adwords, Google Analytics and Hubspot Inbound.
- Marketing simulation games to gain insights into more strategic areas of business.
- Real business experience in the classroom with real world business case studies.
- Opportunity to graduate with a double major.

This programme provides you with the knowledge and skills for a successful career in marketing - creating and managing brands that win consumers' hearts and minds using both traditional and new methods.

Programme overview

Discover how to identify consumers' needs and wants, gain valuable skills and insights into contemporary marketing practice with a digital marketing focus, learn how to develop sound marketing plans, and get the opportunity to create and present marketing campaigns for real New Zealand organisations.

You'll also learn how to create a social media plan and determine its effectiveness using Google Analytics. Become familiar with principles of digital marketing and acquire the advanced practical skills to be a digital marketing professional. We cover Search Engine Optimisation (SEO), Google AdWords, Facebook Advertising and other Pay Per Click (PPC) advertising, Inbound Marketing, and Social Media Marketing. You'll also learn about digital metrics, legislation, regulation and codes of practice so you know how to help brands communicate effectively with their target audiences using emerging online technologies.

Practice and refine what you've learnt in the classroom through a work experience internship. In your final year, you'll take part in the Industry Based Learning (IBL) course where you'll be in the workplace, completing a project and work tasks specifically related to your area of specialisation.

We allow for flexible learning so you can undertake your IBL while you complete other courses should you choose. We'll guide you through the IBL experience. You'll have an academic supervisor and we'll hold a series of useful workshops. Our marketing students intern at a wide range of organisations from retail through to hospitality, and complete various projects such as developing a social media plan to organising, promoting and hosting an event.

Double Majors

Studying for a double major is strongly recommended.

Double majors further grow your knowledge and capabilities, and it makes you more employable and competitive in the job market.

A double major can be completed within 3-to-4 years of full-time study depending on the combination of majors.

Double majors available:

- Accountancy and Finance
- Accountancy and Marketing
- Accountancy and Management
- Finance and Management
- Finance and Marketing
- Marketing and Management

Admission requirements

NCEA:

For this programme, you'll need the following:

1. 42 credits at NCEA Level 3 or higher including:

- 14 credits in two different approved subjects; and
- 14 credits from up to two subjects (approved or non-approved)

2. 8 credits at NCEA Level 2 or higher in English or te reo Māori (4 in reading, 4 in writing)

3. 14 credits in NCEA Level 1 or higher in Mathematics or Pāngarau

4. If English is not your first language, you'll need one or more of the following:

- Achieved NCEA Level 3 and New Zealand University Entrance
- Provide evidence you satisfy our criteria for existing English proficiency
- Achieved at least one English proficiency outcome in the last two years

Other options:

- A relevant qualification at Level 3 on the NZQF or above or an equivalent qualification; or
- Provide sufficient evidence to be eligible for special or discretionary admission.



For more information download the programme regulations: unitec.ac.nz/marketing

International Students, please visit unitec.ac.nz/international

The Bee Business - Literally...

Business students majoring in marketing were recently given an insider's guide to the lives of bees on site at Unitec's apiary, but what exactly do the lives of bees have to do with marketing?

Students teamed up with BuzzTech, a NZ company helping beekeepers go digital, to develop a marketing strategy for a new App the company is launching called ApiBuzz. It allows beekeepers to keep digital tabs on their bees, taking the manual paperwork out of beekeeping and automating the process along the way.



Graduate Diploma in Business (Marketing)

Level 7

Total credits 120 (1.0 EFTS)

Campus Mt Albert

Start dates February or July

Duration Full-time for one year or part-time options available

Annual tuition fees \$6,400 (NZD)
(Approximate domestic fee only)

Career opportunities

- Marketing manager
- Marketing consultant
- Digital strategist

Highlights

- Industry Based Learning (IBL): in your second semester of study, you'll be offered the opportunity to gain work experience in a real organisation.
- Relevant within a variety of organisations including profit, not-for-profit and public sector organisations, with a focus on small to medium enterprises.
- Customised programme based on your experience, incorporating industry certifications where applicable.
- A mix of on-campus classes, online support and self-directed study.
- Small class structure
- Options for further business study: this programme is good preparation for another postgraduate business programme like our Master of Business (see pg. 60)

This programme is designed for those who want a career in marketing, but have a degree in another field of study, or a significant amount of business experience and want a formal qualification.

Programme overview

Marketing roles in business are vital in conveying value to potential and existing customers, and it's necessary to get that message to its intended audience. Develop a sound understanding of marketing in just one year with the potential to open many doors for your career.

This programme provides a solid base of knowledge around brand management, digital marketing, advertising, business analytics and consumer behaviour. Learn how to help an organisation achieve its marketing goals using strategies and applied digital marketing.

Admission requirements

For this programme, you'll need the following:

1. A recognised degree, a professional qualification in a relevant discipline or the ability to demonstrate competencies equivalent to the above.
2. If you're a graduate of our Bachelor of Business programme, you won't be able to study this programme in the same specialisation as which you majored in the degree.
3. A minimum of 8 credits at NCEA Level 2 in English (4 in reading, 4 in writing).
4. If English is not your first language, you'll need one or more of the following:
 - Achieved NCEA Level 3 and New Zealand University Entrance
 - Pearson Test of English (Academic): 50 with no score lower than 50
 - Provide evidence you satisfy our criteria for existing English proficiency
 - Achieved at least one English proficiency outcome in the last two years

Other options:

- Provide sufficient evidence to be eligible for special or discretionary admission; or
- If you're seeking entry based on work experience, you'll be required to demonstrate, in a written application, CV and attestation from suitable referees, that you have substantial professional experience in activities related to this programme, and/or be able to demonstrate equivalent competencies.



For more information download the programme regulations: unitec.ac.nz/marketing

International Students, please visit unitec.ac.nz/international

Postgraduate Diploma in Business

Level 8

Total credits 120 (1.0 ECTS)

Campus Mt Albert

Start dates February or July

Duration Full-time for one year or part-time options available

Annual tuition fees \$7,700 (NZD)
(Approximate domestic fee only)

Career opportunities

- Marketing executive
- Human resources manager
- Operations manager
- Business researcher

Highlights

- Developed with input from national and international business leaders
- Approaches the business world from a multidisciplinary perspective.
- Flexibility: select the courses most relevant to your business career. Choose from several electives covering business communication, information technology, business management, marketing, and organisational theory and behaviour.
- Highly-qualified staff with strong links to the business community
- Classes are a mixture of weekly, weekend, evening and distance learning formats.
- Further study: cross-credits available towards the Master of Business (see pg. 60)

This postgraduate programme can be tailored to suit your needs and will help you develop a broad range of skills to take your business acumen - and career - to the next level.

Programme overview

Develop a sound knowledge of business strategy and processes, relationships in business organisations, and the business environment, as well as explore the tools to improve business performance and practice. You'll also gain an understanding of the nature of the new business environment in which you'll be working.

Admission requirements

For this programme, you'll need the following:

- 1.** A recognised Bachelor's degree in the same or similar discipline, with a minimum of one year appropriate work experience; or
- 2.** A recognised Bachelor's degree in an unrelated discipline, or equivalent, with a minimum of three years of appropriate work experience AND demonstrate an ability to succeed in the programme by providing:
 - Recommendations from employers or professional colleagues; and
 - Evidence of outcomes in the discipline work environment.
- 3.** Able to contribute to group learning outside of class time.
- 4.** 8 credits at NCEA Level 2 in English (4 in reading, 4 in writing).
- 5.** If English is not your first language, you'll need one or more of the following:
 - Achieved NCEA Level 3 and New Zealand University Entrance
 - Pearson Test of English (Academic): 50 with no score lower than 50
 - Provide evidence you satisfy our criteria for existing English proficiency
 - Achieved at least one English proficiency outcome in the last two years

Other options:

- Provide sufficient evidence to be eligible for special admission.



For more information download the programme regulations: unitec.ac.nz/management

International Students, please visit unitec.ac.nz/international

Master of Business

Level 9

Total credits 240 (2.0 ECTS)

Campus Mt Albert

Start dates February or July

Duration Full-time for two years or part-time options available

Annual tuition fees \$6,900 (NZD)
(Approximate domestic fee only)

Career opportunities

- Human resources manager
- Marketing manager
- Business management

Highlights

- Design your own programme of study by choosing the courses most relevant to your business career.
- Developed with input from national and international business leaders.
- Approaches the business world from a multidisciplinary perspective.
- Focus on small to medium-sized enterprises.
- Undertake a substantial piece of business-focused research in an area of management that interests you. Deepen your understanding of how to find and utilise information from a range of sources.
- Highly qualified staff who have strong links with the business community.
- A mix of classes (weekly, weekend and evening) and distance learning formats.
- You could be entitled to a postgraduate scholarship to help fund your studies (see pg. 15)

This Master's programme will help you develop the knowledge and skills to succeed in today's complex and changing business environments. Invest in your future, stand out from the crowd and boost your earning potential.

Programme overview

With the new economy comes new opportunities. We're faced with new technology, modern laws, world leaders and global conflicts. Business is affected on the worldwide stage and needs modern thinkers to plan and strategize ways to stay ahead of trends and work on solutions. It's for these reasons we've designed the Master of Business programme to teach structure and strategy as well as critical analysis skills.

You'll explore key aspects of business and management such as marketing, strategic management, human resource management and organisational theory and behaviour. The programme provides the capacity for specialization with an academic and theoretical framework designed to help you become an expert in the field you choose. This allows for graduates to apply for more specialized roles upon completion of the programme.

Admission requirements

For this programme, you'll need the following:

1. A recognised Bachelor's degree in the same or similar discipline, with a minimum of one year's appropriate work experience; or
2. A recognised Bachelor's degree in an unrelated discipline, or equivalent, with a minimum of three years of appropriate work experience.
3. Demonstrate an ability to succeed in the programme by providing:
 - Recommendations from employers or professional colleagues; and
 - Evidence of outcomes in the discipline work environment.
4. Able to contribute to group learning outside of class time.
5. 8 credits at NCEA Level 2 in English (4 in reading, 4 in writing).

6. If English is not your first language, you'll need one or more of the following:

- Achieved NCEA Level 3 and New Zealand University Entrance
- Provide evidence you satisfy our criteria for existing English proficiency
- Achieved at least one English proficiency outcome in the last two years

Other options:

- Provide sufficient evidence to be eligible for special or discretionary admission.



For more information download the programme regulations:
unitec.ac.nz/management

International Students, please visit unitec.ac.nz/international

A photograph of Nafisa Kapadia, a young woman with long dark hair wearing a teal shirt, holding a clipboard and talking to a man in a dark blue Foodstuffs uniform. They are in a grocery store aisle with shelves of packaged food in the background.

Nafisa Kapadia

Bachelor of Business (Management)

Nafisa Kapadia, 20, an international student from Mumbai, India, recently completed her third-year Applied Operations project in collaboration with Foodstuffs. The project involved reviewing the implementation of a new automated and centralised operations system.

As part of the Bachelor of Business (Management), students are asked to put theory into practice, working on real business projects with New Zealand companies as part of one of the programme's final-year papers.

In collaboration with Foodstuffs, one of New Zealand's largest grocery organisations, Nafisa worked with a team to come up with potential improvements to Foodstuffs' operations system, designed to help improve the way the company's smaller stores manage things like inventory.

"We kind of forgot this was an assignment - it felt more like it was our job and we were all held accountable for the work that we did.

The balance of thinking and doing has been good. We've learned about all the different areas that make up a company, as well as how to deal with regulations, health and safety, and other areas relating to business - from professional practice to project management and law. This degree really teaches you all aspects of the business world."

New Zealand Certificate in Real Estate (Salesperson)

Level 4

Total credits 50 (0.42 EFTS)

Campus Mt Albert, North Shore

Start dates Throughout the year

Duration Full-time: 7 weeks in class plus 5 weeks of self-directed study and assignments.

Annual tuition fees \$2,600 (NZD)
(Approximate domestic fee only)

Career opportunities

- Real estate salesperson
- Real estate agent (with further study)
- Real estate branch manager (with further study)

Highlights

- A prerequisite for employment in real estate sales
- Always updated to cover the most current laws
- Work experience in a real estate branch office with assessments conducted in the field
- Lecturers who are qualified real estate professionals with years of industry experience
- Hands-on learning and classroom experience
- Small classes - anywhere between 15 and 40 students
- Guest speakers are professionals currently active in the industry (advertising, marketing, auction, sales)
- Flexible study options: choose from two different campus locations
- Good support system with a dedicated tutor

This programme gives you everything you need to be eligible to apply for a salesperson's license via the Real Estate Authority (REA) which allows you to sell property in New Zealand.

Programme overview

A career in real estate sales is a fast paced, high performance experience. It's a mix of office work and being out in the field, and the commissions you earn are a direct reflection of the hard work applied. It's a fast-moving career that combines people skills with data analysis, and an understanding of market trends. This popular certificate provides you with the knowledge, skills and requirements for entry into this exciting industry.

Become familiar with auction and tender methods, the law of agency and land ownership, council zoning, building law and the transfer of ownership and titles. Complete sale and purchase agreements and learn about the legal requirements involved with the sale of real estate. You'll also look at how to identify misleading and deceiving conduct and misrepresentation, and develop your negotiation skills.

Assessments

Some of the assessments for this qualification happen in class so you'll need to check you can attend every class before enrolling in this programme. You'll also need to complete approximately 6 hours of Industry Based Learning (IBL) outside of class time. Your assessment is done by an authorised branch manager who works directly with you during your IBL experience.

Admission requirements

NCEA

For this programme, you'll need the following:

1. 12 credits at NCEA Level 1 in two different subjects, one subject must be English
2. Be at least 16 years old by the time the programme begins
3. A minimum of four years secondary education

4. If English is not your first language, you'll need one or more of the following:

- Achieved NCEA Level 3 and New Zealand University Entrance
- Provide evidence you satisfy our criteria for existing English proficiency
- Achieved at least one English proficiency outcome in the last two years

Other options:

- A relevant qualification at Level 2 on the NZQF or above or an equivalent qualification; or
- Provide sufficient evidence to be eligible for special or discretionary admission.



For more information download the programme regulations:
unitec.ac.nz/real-estate

International Students, please visit unitec.ac.nz/international

“The best thing about real estate is that it offers a diverse career path, It allows for independence and flexibility. You’re your own boss, so you can develop your own schedule to fit in with your own family life”

Gary Qi

Unitec Real Estate Graduate
Gary Qi Realty



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