

# Bachelor of Applied Management and Graduate Diplomas

## School of Business

## Programme Guide 2022

### Course of study and programme specific completion requirements.

This programme guide provides you with specific programme information and course summaries for the Bachelor of Applied Management & Graduate Diplomas\*. Prior to selecting your courses and occurrences, please ensure that you work with the latest online version of this programme guide (PG3) and timetable <https://www.manukau.ac.nz/business-info>. For all programmes in this guide we recommend you bring your own laptop. Please see page 21 for recommended minimum specifications.

#### PROGRAMMES OFFERED:

MN4535 BACHELOR OF APPLIED MANAGEMENT (LEVEL 7) Majors in: ACCOUNTING: CAANZ/CPA & NON - CAANZ/CPA PATHWAY, HUMAN RESOURCE MANAGEMENT, SALES AND MARKETING, OPERATIONS AND PRODUCTION MANAGEMENT, PROJECT MANAGEMENT	PAGE 3-9
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\* Re-enrolling students only – please see page 22 for information with regards change from quarter to semester delivery (effective from February 2022)

#### If you require information about the progress of your enrolment contact:

Ask Me! Student Services Centre 0800 62 62 52 [enquiries@manukau.ac.nz](mailto:enquiries@manukau.ac.nz)

#### If you require help planning your course of study contact:

Renuka Narayan Academic Lead - Student Experience 09 9754646 [renuka.narayan@manukau.ac.nz](mailto:renuka.narayan@manukau.ac.nz)

Some programmes require you to refer to this information during the academic year. We recommend that you file this document for safe keeping.

#### SCHOOL OF BUSINESS

MIT Manukau Campus, Ask Me! Atrium, Ground Floor, Corner of Manukau Station Road and Davies Avenue Private Bag 94 006, Auckland 2241

0800 62 62 52 | [manukau.ac.nz](http://manukau.ac.nz) | [enquiries@manukau.ac.nz](mailto:enquiries@manukau.ac.nz)

## GLOSSARY OF TERMS

### Compulsory course

A course which must be studied as part of a programme of study by all students.

### Co-requisite

One or more specified courses that must be undertaken in conjunction with another course.

### Credit recognition (CR)

The granting of credit for having successfully completed a similar course to the required level, credits, and learning outcomes. Determined through an equivalence mapping exercise from the academic transcript and learning outcomes already achieved. Also known as **cross credit**.

### Credit recognition and transfer (CRT)

See credit recognition and/or credit transfer.

### Credit transfer (CT)

The granting of credit for having successfully completed a course that is an exact match to the required level, learning and outcomes.

### Cross credits (CC)

The granting of credit for having successfully completed a similar course to the required level, credits, and learning outcomes. Determined through an equivalence mapping exercise from the academic transcript and learning outcomes already achieved. Also known as **credit recognition**.

### Occurrence

The time and place that a course is held.

### Optional courses

A course which may be taken as part of a programme of study but is not compulsory

### Pre-requisite

One or more specified courses which must be completed before a student is permitted to proceed to another course or programme.

### Programme

A set or group of courses that must be passed by a student to meet the requirement of a qualification.

# BACHELOR OF APPLIED MANAGEMENT

## LEVEL 7 MN4535

Method of study	Full-time/ Part-time
Qualification	MIT Degree
Duration	Three years (full-time)
Start dates	February and July
Credits	360
Cost (2022 Fees)	<a href="#">Click here to see a list of domestic course fees</a>

### ABOUT THE PROGRAMME

The Bachelor of Applied Management is designed to ensure you have a business skill-set that is aligned to both the current and future job market. This is a flexible programme that provides you with a combination of general relevant skills and specialisations of your choice.

The purpose of the Bachelor of Applied Management is to enable you to become a work-ready graduate with industry-relevant skills designed specifically to result in employment.

The degree begins with a common first year, introducing you to all of the main disciplines of business. After the first year, you can choose how you want to specialise as your study continues, selecting from a variety of Major options (including having no major at all).

When planning your degree, remember that not all courses are available each Quarter. You must check the programme structure, pre-requisites and availability of your chosen courses in advance. Note that it is your responsibility to ensure that you meet all requirements necessary for the completion of your degree.

The Head of School (or their nominees) will approve your chosen course of study.

#### To be awarded the Bachelor of Applied Management (with or without a major), you need to successfully complete a total of:

360 credits at Level 5 and above

All compulsory courses

Minimum of 75 credits at Level 6

Minimum of 75 credits at Level 7

In addition to graduate with a major or double major, a student must complete all compulsory courses in that major.

#### Bachelor of Applied Management without a major

You may complete the degree without a major. The Head of School will approve your course of study.

### ENTRY REQUIREMENTS

Applicants must meet one of the following entry requirements:

Successfully completed at least 42 NCEA (or equivalent) at **Level 3 or higher, made up of:**

14 credits in one approved subject

14 credits in another approved subject

14 credits from one or two additional domains or approved subjects **and**

8 credits in NCEA English Level 2 (four in reading and four in writing from NZQA Literacy Requirements for University Entrance list) (or equivalent) **and**

14 credits in NCEA Mathematics (or Pāngarau) Level 1 (or equivalent) **or**

Have successfully completed a minimum of 72 credits at NCEA (or equivalent) Level 2 including a minimum of 14 credits in each of four subjects and a minimum of 30 credits at Merit or Excellence. Applicants will need to have achieved degree entry standards for numeracy and literacy **or**

Provide evidence of equivalence through practical, professional or educational experience e.g. three - five year's full-time work experience (relevant to business). Evidence of literacy and numeracy will be required. MIT literacy assessments are available **and**

Have English language competence to undertake this programme which is taught and assessed in English. Any applicants whose first language is not English may be required to provide evidence of an overall IELTS (Academic) band score of 6.0 or greater (with no score below 5.5 in speaking, reading, writing and listening) or equivalent.

Students who have attained the age of 20 years and do not hold the minimum entry requirements for a programme will be eligible to be enrolled as a student where their previous educational, work or life experience indicates they have a reasonable likelihood of success.

Students who have not attained the age of 20 years and do not hold the required minimum entry requirements for a programme may also be eligible to enroll in exceptional circumstances. Such decisions will be made by the Director/Head of School.

**Applicants who meet the requirements for admission are accepted into the programme in the order their applications are received.**

#### Course Codes

The fourth digit in a course code indicates the level:

xxx.5xx is a level 5 course

xxx.6xx is a level 6 course

xxx.7xx is a level 7 course

## BACHELOR OF APPLIED MANAGEMENT COURSE STRUCTURE

(All majors Except major in Accounting CAANZ/CPA Pathway)

LEVEL 7	CO-OPERATIVE EDUCATION PROJECT (EQUIVALENT TO 4 COURSES)				MAJOR 1 COURSE 4	MAJOR 1 COURSE 5	MAJOR 2 COURSE 4	MAJOR 2 COURSE 5
							ELECTIVE (at Level 5, 6, and 7)	ELECTIVE (at Level 5, 6, and 7)
LEVEL 6	APPLIED MGMT.	RESEARCH METHODOLOGY	MAJOR 1 COURSE 1	MAJOR 1 COURSE 2	MAJOR 1 COURSE 3	MAJOR 2 COURSE 1	MAJOR 2 COURSE 2	MAJOR 2 COURSE 3
						ELECTIVE (at Level 5, 6, and 7)	ELECTIVE (at Level 5, 6, and 7)	ELECTIVE (at Level 5, 6, and 7)
LEVEL 5	MANAGING OPERATIONS	BUSINESS HERITAGE CULTURE AND SUSTAINABILITY	COMMERCIAL LAW	ECONOMICS	INTRO TO ACCOUNTING	INTRO TO MARKETING	MGMT.	PROFESSIONAL COMMUNICATIONS

KEY:  Compulsory Courses  Compulsory Major 2 for students doing a double major  
 Compulsory for Single Major  Elective choices for students doing a single major

## BACHELOR OF APPLIED MANAGEMENT COURSE STRUCTURE

Major in Accounting CAANZ/CPA Pathway

(This is a prescribed programme of study with a 45-credit project that does not allow a double major option.)

LEVEL 7	INDUSTRY PROJECT (EQUIVALENT TO 3 COURSES)								ADVANCED FINANCIAL ACCOUNTING	ADVANCED MGMT. ACCOUNTING
LEVEL 6	APPLIED MGMT.	RESEARCH METHODOLOGY	INT. FINANCIAL ACCOUNTING	INT. MANAGEMENT ACCOUNTING	TAXATION IN NZ	INTRO TO FINANCE	AUDITING AND ASSURANCE	LAW OF BUSINESS ENTITIES	ACCOUNTING INFORMATION SYSTEMS	
LEVEL 5	MANAGING OPERATIONS	BUSINESS HERITAGE CULTURE AND SUSTAINABILITY	COMMERCIAL LAW	ECONOMICS	INTRO TO ACCOUNTING	INTRO TO MARKETING	MGMT.	PROFESSIONAL COMMUNICATIONS	BUSINESS STATISTICS ANALYSIS	ACCOUNTING PRACTICES

All courses are 15 credits except co-operative education project which is 60 credits and the industry project which is 45 credits.

### COMPULSORY COURSES LEVEL 5

181.519 Professional Communication

311.537 Introduction to Accounting

323.510 Commercial Law

351.515 Introduction to Marketing

341.571 Business Heritage, Culture and Sustainability

341.576 Management

371.514 Economics

341.582 Managing Operations

\* This course should be taken in your last two quarters

### AND

CAANZ/CPA major only

143.505 Business Statistical Analysis

311.538 Accounting Practices (compulsory for non CAANZ/CPA)

### LEVEL 6

341.628 Applied Management

341.629 Research Methodology

### LEVEL 7

341.736 Co-operative Education Project\* (60 credits) or

341.752 Industry Project\* (45 credits) (CAANZ/CPA Pathway or Accounting major with a double major)

## MAJOR IN ACCOUNTING: CAANZ/CPA PATHWAY PATHWAY

### COMPULSORY COURSES

#### LEVEL 5

143.505	Business Statistical Analysis
181.519	Professional Communication
311.537	Introduction to Accounting
311.538	Accounting Practices
323.510	Commercial Law
341.571	Business Heritage, Culture and Sustainability
341.576	Management
351.515	Introduction to Marketing
371.514	Economics
341.582	Managing Operations

### COMPULSORY COURSES

#### LEVEL 6

341.628	Applied Management
341.629	Research Methodology
311.646	Intermediate Financial Accounting
311.647	Intermediate Management Accounting
311.648	Taxation in NZ
311.650	Introduction to Finance
311.651	Auditing and Assurance
323.607	The Law of Business Entities
578.605	Accounting Information Systems

### COMPULSORY COURSES

#### LEVEL 7

341.752	Industry Project* (45 Credits) <small>* If possible, this course should be taken in your last semester</small>
311.728	Advanced Financial Accounting
311.729	Advanced Management Accounting

Due to the structure of the CAANZ/CPA pathway, elective courses or a second major are not possible.

## MAJOR IN ACCOUNTING: NON-CAANZ/CPA

### COMPULSORY COURSES

#### LEVEL 5

181.519	Professional Communication
311.537	Introduction to Accounting
311.538	Accounting Practices
323.510	Commercial Law
341.571	Business Heritage, Culture and Sustainability
341.576	Management
351.515	Introduction to Marketing
371.514	Economics
341.582	Managing Operations

### COMPULSORY COURSES

#### LEVEL 6

341.628	Applied Management
341.629	Research Methodology
311.646	Intermediate Financial Accounting
311.647	Intermediate Management Accounting
311.648	Taxation in NZ

### COMPULSORY COURSES

#### LEVEL 7

311.728	Advanced Financial Accounting
311.729	Advanced Management Accounting <b>AND</b>
341.736	Co-operative Education Project* (60 Credits)

\*This course must be taken in your last semester

### ELECTIVE COURSES

In addition, you must select **four** other elective courses from the list on page 9. If you are doing a double major you will not be able to take elective courses, you will need to take five courses from your other major and instead 341.752 Industry Project (45 Credits).

## HUMAN RESOURCE MANAGEMENT MAJOR

### COMPULSORY COURSES

#### LEVEL 5

181.519	Professional Communication
311.537	Introduction to Accounting
323.510	Commercial Law
341.571	Business Heritage, Culture and Sustainability
341.576	Management
351.515	Introduction to Marketing
371.514	Economics
341.582	Managing Operations

### COMPULSORY COURSES

#### LEVEL 6

341.628	Applied Management
341.629	Research Methodology
342.619	Industrial Relations
342.620	Human Resources
342.621	Organisational Behaviour

### COMPULSORY COURSES

#### LEVEL 7

342.720	Advanced Human Resource Management
342.721	Contemporary Issues in Human Resource Management
341.736	Co-operative Education Project* (60 Credits) <small>*This course must be taken in your last semester</small>

## SALES AND MARKETING MAJOR

### COMPULSORY COURSES

#### LEVEL 5

181.519	Professional Communication
311.537	Introduction to Accounting
323.510	Commercial Law
341.571	Business Heritage, Culture and Sustainability
341.576	Management
351.515	Introduction to Marketing
371.514	Economics
341.582	Managing Operations

### COMPULSORY COURSES

#### LEVEL 6

341.628	Applied Management
341.629	Research Methodology
351.630	Consumer Behaviour
351.631	Market Development and Sales
351.632	Marketing Planning and Control

### COMPULSORY COURSES

#### LEVEL 7

351.725	International Marketing
351.726	Strategic Marketing
341.736	Co-operative Education Project* (60 Credits) <small>*This course must be taken in your last semester</small>

### ELECTIVE COURSES

In addition, for each major you must select **five** other elective courses from the list on page 9. If you are doing a double major you will not be able to take elective courses, you will need to take five courses from your other major.

**OPERATIONS AND  
PRODUCTION MANAGEMENT  
MAJOR**

**COMPULSORY COURSES**

LEVEL 5

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181.519	Professional Communication
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311.537	Introduction to Accounting
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323.510	Commercial Law
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341.571	Business Heritage, Culture and Sustainability
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341.576	Management
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351.515	Introduction to Marketing
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371.514	Economics
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341.582	Managing Operations
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**COMPULSORY COURSES**

LEVEL 6

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341.628	Applied Management
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341.629	Research Methodology
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343.607	Project Management
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343.611	Operations Management
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SELECT ONE COURSE FROM THE FOUR BELOW:

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311.647	Intermediate Management Accounting
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311.650	Introduction to Finance
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342.619	Industrial Relations
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342.620	Human Resources
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**COMPULSORY COURSES**

LEVEL 7

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341.738	Product Development
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343.705	Resource Integration Management
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341.736	Co-operative Education Project* (60 Credits)
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\*This course must be taken in your last semester

**ELECTIVE COURSES**

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In addition, for a single major, you must select five other electives from the list on page 9. For double majors, you are not required to take elective courses, except for **Project Management major**. This is because four core courses overlap with both majors (**Operations and Production Management major and Project Management major**). In this instance, you must select four other elective courses from the list on page 9.

## PROJECT MANAGEMENT MAJOR

### COMPULSORY COURSES

#### LEVEL 5

181.519	Professional Communication
311.537	Introduction to Accounting
323.510	Commercial Law
341.571	Business Heritage, Culture and Sustainability
341.576	Management
351.515	Introduction to Marketing
371.514	Economics
341.582	Managing Operations

### COMPULSORY COURSES

#### LEVEL 6

341.628	Applied Management
341.629	Research Methodology
311.650	Introduction to Finance
343.607	Project Management
343.611	Operations Management

311.650	Introduction to Finance
343.607	Project Management
343.611	Operations Management

### COMPULSORY COURSES

#### LEVEL 7

341.757	Advanced Project Management
343.705	Resource Integration Management
341.736	Co-operative Education Project* (60 Credits)

\*This course must be taken in your last semester

### ELECTIVE COURSES

In addition, for a single major, you must select five other electives from the list on page 9. For double majors, you are not required to take elective courses, except for **Project Management major**. This is because four core courses overlap with both majors (**Operations and Production Management major and Project Management major**). In this instance, you must select four other elective courses from the list on page 9.



## ELECTIVE COURSES

**Note: courses are not necessarily available every Semester or every year. Please check timetable**

<https://www.manukau.ac.nz/business-calendar>

### LEVEL 5

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143.505	Business Statistical Analysis
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311.538	Accounting Practices
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### LEVEL 6

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311.646	Intermediate Financial Accounting
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311.647	Intermediate Management Accounting
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311.648	Taxation in NZ
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311.650	Introduction to Finance
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311.651	Auditing and Assurance
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323.607	The Law of Business Entities
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341.650	Principles of Leadership
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342.619	Industrial Relations
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342.620	Human Resources
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342.621	Organisational Behaviour
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343.607	Project Management
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343.611	Operations Management
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351.630	Consumer Behaviour
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351.631	Market Development and Sales
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351.632	Marketing Planning and Control
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578.605	Accounting Information Systems
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### LEVEL 7

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311.728	Advanced Financial Accounting
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311.729	Advanced Management Accounting
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341.738	Product Development
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341.757	Advanced Project Management
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342.720	Advanced Human Resource Management
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342.721	Contemporary Issues in the Human Resource Management
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343.705	Resource Integration Management
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351.725	International Marketing
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351.726	Strategic Marketing
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# GRADUATE DIPLOMA IN PROFESSIONAL ACCOUNTING

LEVEL 7 MN4443

<b>Method of study</b>	Full-time and part-time
<b>Qualification</b>	MIT Graduate Diploma
<b>Duration</b>	One year full-time/or equivalent part-time
<b>Start dates</b>	February and July
<b>Credits</b>	120

**Fees (2022) one year** [Click here to see a list of domestic course fees](#)

**Programme requirements:** All students must complete 120 credits (eight courses) to graduate with a Graduate Diploma in Professional Accounting. A minimum of five courses must be at Level 7.

**Please choose one of the following options:**

## Option 1

Five courses at Level 7 and three papers at Level 6  
**OR**

## Option 2

Five courses at Level 7 two papers at Level 6 and one paper at Level 5

## ABOUT THE PROGRAMME\*

The Graduate Diploma in Professional Accounting is designed to satisfy the academic requirements for provisional membership in the College of Chartered Accountants of New

Zealand (CAANZ) or CPA Australia and to prepare students to

start their practical experience and professional competence components to become a full member of the professional

Accounting bodies. The qualification is suitable for degree graduates from New Zealand or overseas institutions, to complete courses that meet the academic requirements of professional accounting bodies: CAANZ and CPA Australia.

Applicants will be given an individual study plan by the Head of School - Business (or their nominees) prior to enrolment. They will be advised to seek an assessment of their existing qualifications from CAANZ or CPA Australia, before or within the first Semester of study to

confirm that their study plan includes all the courses required by the professional accounting bodies. It may be necessary for students to complete more than one year of study (120 credits) in order to meet the requirements of CAANZ or CPA Australia.

**\*Please note:** You may need to complete more than one year of study (120 credits) in order to meet pre-requisite requirements for the level 6 and/or level 7 courses and to fully meet the requirements of the professional accounting bodies

## Courses

Students complete courses in their individual course of study from the list below

### Level 5

143.505 Business Statistical Analysis

311.537 Introduction to Accounting

311.538 Accounting Practices

323.510 Commercial Law

371.514 Economics

341.576 Management

### Level 6

311.646 Intermediate Financial Accounting

311.647 Intermediate Management Accounting

311.648 Taxation in New Zealand

311.650 Introduction to Finance

311.651 Auditing and Assurance

323.607 The Law of Business Entities

578.605 Accounting Information Systems

### Level 7

311.728 Advanced Financial Accounting

311.729 Advanced Management Accounting

341.753 Industry Project Part A (15Credits)

341.754 Industry Project Part B (30Credits)

In addition, other courses may be selected from the Bachelor of Applied Management to make up 120 credits if necessary.

## ENTRY REQUIREMENTS

**Applicants must meet the following entry requirements:**

Have successfully completed a bachelor's degree and have basic accounting knowledge

**AND**

Evidence of current knowledge of Accounting at an introductory level.

**AND**

Have English language competence to undertake this programme which is taught and assessed in English. Any applicants whose first language is not English may be required to provide evidence of an overall IELTS (Academic) band score of 6.0 (with no score below 5.5 in speaking, reading, writing and listening) or equivalent.

## GRADUATE DIPLOMA IN ACCOUNTING

### LEVEL 7 MN4536

Method of study	Full-time and part-time
Qualification	MIT Graduate Diploma
Duration	One year full-time/or equivalent part-time
Start dates	February and July
Credits	120
<b>Cost (2022 Fees)</b> <a href="#">Click here to see a list of domestic course fees</a>	

#### The Graduate Diploma consists of the following courses:

##### LEVEL 6

311.646	Intermediate Financial Accounting
311.647	Intermediate Management Accounting
311.648	Taxation in NZ

##### LEVEL 7

311.728	Advanced Financial Accounting
311.729	Advanced Management Accounting
341.753	Industry Project Part A (15Credits)
341.754	Industry Project Part B (30Credits)

## ENTRY REQUIREMENTS

### Applicants must meet the following entry requirements:

Successfully completed a bachelor's degree in any field excluding the specific graduate diploma field **or**

Successfully completed a Level 6 or 7 diploma and relevant work and/ or life experience (equivalent to a bachelor's degree) **or**

Evidence of equivalent practical, professional or educational experience e.g. three years full time work experience (relevant to business studies) **and**

Evidence of current knowledge of Accounting at an introductory level; **and**

Have English language competence to undertake this programme which is taught and assessed in English. Any applicants whose first language is not English may be required to provide evidence of an overall IELTS (Academic) band score of 6.0 (with no score below 5.5 in speaking, reading, writing and listening) or equivalent.

Students who have attained the age of 20 years and do not hold the minimum entry requirements for a programme will be eligible to be enrolled as a student where their previous educational, work or life experience indicates they have a reasonable likelihood of success.

Students who have not attained the age of 20 years and do not hold the required minimum entry requirements for a programme may also be eligible to enrol in exceptional circumstances. Such decisions will be made by the Director/Head of School.

**Applicants who meet the requirements for admission are accepted into the programme in the order their applications are received.**

# GRADUATE DIPLOMA IN HUMAN RESOURCE MANAGEMENT

## LEVEL 7 MN4537

Method of study	Full time and part time
Qualification	MIT Graduate Diploma
Duration	One year full-time/or equivalent part-time
Start dates	February and July
Credits	120

**Cost (2022 Fees)** [Click here to see a list of domestic course fees](#)

**The Graduate Diploma consists of the following courses:**  
LEVEL 6

342.619 Industrial Relations

342.620 Human Resources

342.621 Organisational Behaviour

LEVEL 7

342.720 Advanced Human Resource Management

342.721 Contemporary Issues in the  
Human Resource Management

341.753 Industry Project Part A(15 Credits)

341.754 Industry Project Part B (30 Credits)

### ENTRY REQUIREMENTS

**Applicants must meet the following entry requirements:**

Successfully completed a bachelor's degree in any field excluding the specific graduate diploma field **or**

Successfully completed a Level 6 or 7 diploma and relevant work and/ or life experience (equivalent to a bachelor's degree) **or**

Evidence of equivalent practical, professional or educational experience e.g. three years full time work experience (relevant to business studies) **and**

Have English language competence to undertake this programme which is taught and assessed in English. Any applicants whose first language is not English may be required

to provide evidence of an overall IELTS (Academic) band score of 6.0 (with no score below 5.5 in speaking, reading, writing and listening) or equivalent.

Students who have attained the age of 20 years and do not hold the minimum entry requirements for a programme will be

eligible to be enrolled as a student where their previous educational, work or life experience indicates they have a reasonable likelihood of success.

Students who have not attained the age of 20 years and do not hold the required minimum entry requirements for a programme may also be eligible to enrol in exceptional circumstances. Such decisions will be made by the

**Applicants who meet the requirements for admission are accepted into the programme in the order their applications are received.**

# GRADUATE DIPLOMA IN SALES AND MARKETING

LEVEL 7 MN4538

Method of study	Full-time and part-time
Qualification	MIT Graduate Diploma
Duration	One year full-time or equivalent part-time
Start dates	February and July
Credits	120
Cost (2022 Fees)	<a href="#">Click here to see a list of domestic course fees</a>

## The Graduate Diploma consists of the following courses:

### LEVEL 6

351.630	Consumer Behaviour
351.631	Market Development and Sales
351.632	Marketing Planning and Control

### LEVEL 7

351.725	International Marketing
351.726	Strategic Marketing
341.753	Industry Project Part A(15 Credits)
341.754	Industry Project Part B (30Credits)

## ENTRY REQUIREMENTS

### Applicants must meet the following entry requirements:

Successfully completed a bachelor's degree in any field excluding the specific graduate diploma field **or**

Successfully completed a Level 6 or 7 diploma and relevant work and/ or life experience (equivalent to a bachelor's degree) **or**

Evidence of equivalent practical, professional or educational experience e.g. three years full time work experience (relevant to business studies) **and**

Have English language competence to undertake this programme which is taught and assessed in English. Any applicants whose first language is not English may be required to provide evidence of an overall IELTS (Academic) band score of 6.0 (with no score below 5.5 in speaking, reading, writing and listening) or equivalent and

Students who have attained the age of 20 years and do not hold the minimum entry requirements for a programme will be eligible to be enrolled as a student where their previous educational, work or life experience indicates they have a reasonable likelihood of success.

Students who have not attained the age of 20 years and do not hold the required minimum entry requirements for a programme may also be eligible to enrol in exceptional circumstances. Such decisions will be made by the Director/Head of School.

**Applicants who meet the requirements for admission are accepted into the programme in the order their applications are received.**

# GRADUATE DIPLOMA IN OPERATIONS AND PRODUCTION MANAGEMENT

LEVEL 7 MN4539

Method of study	Full-time and part-time
Qualification	MIT Graduate Diploma
Duration	One year full-time/or equivalent part-time
Start dates	February and July
Credits	120
Cost (2022 Fees)	<a href="#">Click here to see a list of domestic course fees</a>

## The Graduate Diploma consists of the following courses:

### LEVEL 6

343.607	Project Management
343.611	Operations Management

and one course selected from below:

311.647	Intermediate Management Accounting
311.650	Introduction to Finance
342.619	Industrial Relations
342.620	Human Resources

### LEVEL 7

341.738	Product Development
343.705	Resource Integration Management
341.753	Industry Project Part A (15 Credits)
341.754	Industry Project Part B (30 Credits)

## ENTRY REQUIREMENTS

### Applicants must meet the following entry requirements:

Successfully completed a bachelor's degree in any field excluding the specific graduate diploma field **or**

Successfully completed a Level 6 or 7 diploma and relevant work and/ or life experience (equivalent to a bachelor's degree) **or**

Evidence of equivalent practical, professional or educational experience e.g. three years full time work experience (relevant to business studies).

Have English language competence to undertake this programme which is taught and assessed in English. Any applicants whose first language is not English may be required to provide evidence of an overall IELTS (Academic) band score of 6.0 (with no score below 5.5 in speaking, reading, writing and listening) or equivalent and

Students who have attained the age of 20 years and do not hold the minimum entry requirements for a programme will be eligible to be enrolled as a student where their previous educational, work or life experience indicates they have a reasonable likelihood of success.

Students who have not attained the age of 20 years and do not hold the required minimum entry requirements for a programme may also be eligible to enrol in exceptional circumstances. Such decisions will be made by the Director/Head of School.

**Applicants who meet the requirements for admission are accepted into the programme in the order their applications are received.**

# GRADUATE DIPLOMA IN PROJECT MANAGEMENT

LEVEL 7 MN4555

**Method of study** Full-time and part-time

**Qualification** MIT Graduate Diploma

**Duration** One year full-time/or equivalent part-time

**Start dates** February and July

**Credits** 120

**Cost (2022 Fees)** [Click here to see a list of domestic course fees](#)

## The Graduate Diploma consists of the following courses:

### LEVEL 6

311.650 Introduction to Finance

343.607 Project Management

343.611 Operations Management

### LEVEL 7

341.757 Advanced Project Management

343.705 Resource Integration Management

341.753 Industry Project Part A(15 Credits)

341.754 Industry Project Part B (30Credits)

## ENTRY REQUIREMENTS

### Applicants must meet the following entry requirements:

Successfully completed a bachelor's degree in any field excluding the specific graduate diploma field or

Successfully completed a Level 6 or 7 diploma and relevant work and/ or life experience (equivalent to a bachelor's degree) or

Evidence of equivalent practical, professional or educational experience e.g. three years full time work experience (relevant to business studies) and

Have English language competence to undertake this programme which is taught and assessed in English. Any applicants whose first language is not English may be required to provide evidence of an overall IELTS (Academic) band score of 6.0 (with no score below 5.5 in speaking, reading, writing and listening) or equivalent.

Students who have attained the age of 20 years and do not hold the minimum entry requirements for a programme will be eligible to be enrolled as a student where their previous educational, work or life experience indicates they have a reasonable likelihood of success.

Students who have not attained the age of 20 years and do not hold the required minimum entry requirements for a programme may also be eligible to enrol in exceptional circumstances. Such decisions will be made by the Director/ Head of School.

**Applicants who meet the requirements for admission are accepted into the programme in the order their applications are received.**

## PRE-REQUISITE COURSE TABLE

If your chosen course is not listed here, it does not have a pre-requisite. If you do not have the pre-requisite but have equivalent knowledge and skills, the pre-requisite may be waived. See your Head of School. Pre-requisites for the Level 6 courses are waived for Graduate Diplomas. The pre-requisite skills and knowledge are assessed in the entry criteria.

**Courses are not necessarily available every semester or every year.**

**Please check timetable** <https://www.manukau.ac.nz/business-calendar>

COURSE TITLE	PRE-REQUISITES
311.646 Intermediate Financial Accounting	311.537 Introduction to Accounting or equivalent knowledge and skills
311.647 Intermediate Management Accounting	311.537 Introduction to Accounting or equivalent knowledge and skills
311.648 Taxation in NZ	311.537 Introduction to Accounting or equivalent knowledge and skills
311.650 Introduction to Finance	311.537 Introduction to Accounting or equivalent knowledge and skills
311.651 Auditing and Assurance	311.537 Introduction to Accounting <b>AND</b> 311.538 Accounting Practices
323.607 The Law of Business Entities	323.510 Commercial Law or equivalent knowledge and skills
341.628 Applied Management	341.576 Management or equivalent knowledge and skills
341.629 Research Methodology	You must complete and pass at least two (2) level 6 courses
341.650 Principles of Leadership	Recommended 341.576 Management or equivalent knowledge and skills
351.630 Consumer Behaviour	351.515 Introduction to Marketing and 181.519 Professional Communication or equivalent knowledge and skills
351.631 Market Development and Sales	351.515 Introduction to Marketing or equivalent knowledge and skills
351.632 Marketing Planning and Control	351.515 Introduction to Marketing
578.605 Accounting Information Systems	311.537 Introduction to Accounting <b>AND</b> 311.538 Accounting Practices
311.728 Advanced Financial Accounting	311.646 Intermediate Financial Accounting
311.729 Advanced Management Accounting	311.647 Intermediate Management Accounting



COURSE TITLE	PRE-REQUISITES
341.738 Product Development	Students must complete and pass at least two (2) level 6 courses related to their major
341.757 Advanced Project Management	343.607 Project Management <b>or</b> prior experience with Project Management at a basic level
342.720 Advanced Human Resource Management	<b>Two of the following:</b> 342.619 Industrial Relations 342.620 Human Resources 342.621 Organisational Behaviour
342.721 Contemporary Issues in the Human Resource Management	<b>Two of the following:</b> 342.619 Industrial Relations 342.620 Human Resources 342.621 Organisational Behaviour
343.705 Resource Integration Management	Students must complete and pass at least two (2) level 6 courses related to their major
351.725 International Marketing	351.632 Marketing Planning and Control
351.726 Strategic Marketing	Students must complete and pass at least two (2) level 6 courses related to their major
341.752 Industry Project	Students must complete and pass at least two (2) level 6 courses related to their major
341.753 Industry Project (Part A)	Students must complete and pass at least two (2) level 6 courses related to their major
341.736 Co-op Education Project	341.629 Research Methodology

# COURSE SUMMARIES

## LEVEL 5

### **143.505 Business Statistical Analysis**

Gain a practical understanding of data analysis, spreadsheets, and how to present this data meaningfully in the form of graphs.

### **181.519 Professional Communication**

Study oral and written communication skills and interpersonal communication skills in the New Zealand business context.

### **311.537 Introduction to Accounting**

Learn the basics of accounting in a New Zealand business context; create and understand financial statements; and analyse business performance for small companies.

### **311.538 Accounting Practices**

Learn essential accounting practices, including processing GST transactions, accounts payable, accounts receivable and using MYOB accounting software.

### **323.510 Commercial Law**

Learn the fundamentals of the legal system as it relates to business, including liability, contract law and consumer rights.

### **341.571 Business Heritage, Culture and Sustainability**

Develop an understanding of New Zealand's diverse cultural and commercial history, and how its cultural heritage relates to business today.

### **341.576 Management**

Understand and apply the factors that influence people and change management of an organisation.

### **341.582 Managing Operations**

Understand and apply the factors that influence the operational and financial management of an organisation

### **351.515 Introduction to Marketing**

Gain a basic understanding of the theory and practice of marketing, including market analysis, segmentation and consumer behaviour.

### **371.514 Economics**

Develop an understanding of elements of economic theory and how they relate to contemporary business issues, including exchange rates, international trade, and the relationship between market economics and regulation.

## LEVEL 6

### **311.646 Intermediate Financial Accounting**

Gain an understanding of the regulatory and technical aspects of financial accounting, including the formation of new companies, analysis of financial reporting, and contemporary issues in accounting.

### **311.647 Intermediate Management Accounting**

Build on the skills learnt in the Introduction to Accounting course, learning how to analyse and present management-accounting information to help an organisation make effective business decisions.

### **311.648 Taxation in NZ**

Study the principles of accounting in the context of taxation and apply that knowledge of taxation rules to New Zealand businesses in a range of situations.

### **311.650 Introduction to Finance**

Gain a practical understanding of financial management, capital budgeting techniques, asset management and analysis of short-term and long-term financing alternatives.

### **311.651 Auditing and Assurance**

Learn about auditing and assurance processes, audit standards and frameworks, and current issues of auditing research.

### **323.607 The Law of Business Entities**

Learn about, and demonstrate an understanding of the legal requirements for the creation, operation and ending of different kinds of business entities.

### **341.628 Applied Management**

Build on the skills learnt in the Management course by proposing, developing and executing a project that meets the needs of a specific business problem.

### **341.629 Research Methodology**

Train in the key analytical tools used in business and how they affect management decision-making. You will learn to apply research methodologies to identify and solve a practical business-related problem

**341.650 Principles of Leadership**

Assess your own current leadership potential, learn how to develop that potential and gain an understanding of the principles and practices of effective leadership in a business context.

**342.619 Industrial Relations**

Learn about industrial relations, the relationship between industrial relationships and government regulation, employment agreements and legal rights.

**342.620 Human Resources**

Learn the essentials of human resources, understanding its role within an organisation, from recruitment and induction to performance management and health and safety legislation.

**342.621 Organisational Behaviour**

Learn how individuals, groups and structures influence the behaviour of people within organisations; develop an analytical awareness of your own personal and interpersonal behaviour; and gain a fundamental understanding of psychology as it relates to organisations and groups.

**343.607 Project Management**

Gain a practical understanding of project management, how to develop a project plan, optimise project efficiency, and monitor the progress of a project as it is rolled out.

**343.611 Operations Management**

Gain a practical understanding of how to design and manage operational facilities, including quality and inventory management.

**351.630 Consumer Behaviour**

Learn how to identify and analyse target markets, create appropriate positioning strategies and design suitable marketing communications strategies for the target market.

**351.631 Market Development and Sales**

Develop a practical understanding of personal selling, how it is used to build relationships with customers and where it fits in the broader marketing strategy of an organisation. by learning how to develop an operational marketing plan for a market or business and present a practical demonstration of those skills.

**351.632 Marketing Planning and Control**

Build on the skills learnt in the Introduction to Marketing course.

**578.605 Accounting Information Systems**

Learn to design, implement and maintain accounting information systems; gain skills in spreadsheets, databases and accounting packages; and learn to create meaningful reports and flowcharts.

## LEVEL 7

### **311.728 Advanced Financial Accounting**

Gain the skills necessary to operate in New Zealand's financial-reporting environment, preparing and presenting complex financial statements in the context of accepted modern accounting practice.

### **311.729 Advanced Management Accounting**

Build on the skills learnt in Intermediate Management Accounting, learning advanced techniques to provide and evaluate accounting information, how it affects behaviour and how it contributes to strategic decision-making

### **341.736 Co-operative Education Project (equivalent to four courses)**

As part of the final year of your Bachelor of Applied Management, you will work 'hands-on' within a real business environment applying your learning. During this time, you will also complete a significant research project for your host organisation, overseen by an MIT lecturer. This experience will ensure you graduate with both a qualification and practical experience.

**NOTE** - If you are studying while working, you can incorporate your Co-operative Education Project into your existing place of employment.

### **341.738 Product Development**

Gain a practical understanding of the stages of New Product/Service Development (NPD), tools and techniques to apply at the different stages; and demonstrate your skills by designing a customised NPD process.

### **341.752 Industry Project (equivalent to three courses)**

As part of your Graduate Diploma or in the final year of your Bachelor of Applied Management (Accounting Majors only) you will work 'hands-on' within a real business environment applying your learning. During this time, you will complete a significant research project for your host organisation, overseen by an MIT lecturer. This experience will ensure you graduate with both a qualification and practical experience.

**NOTE** - If you are studying while working, you can incorporate your Industry Project into your existing place of employment.

### **341.757 Advanced Project Management**

This course will enable the student to learn the principles of the project management body of knowledge and cover the content of the Project Management Institute PMBOK® and its application and evaluation to the workplace.

**342.720 Advanced Human Resource Management** Develop a practical understanding of how to integrate human-resource strategy with business-planning strategy, including planning a Human Resource Audit to evaluate the effectiveness of human-resource management practices.

### **342.721 Contemporary Issues in the Human Resource Management**

Critically examine contemporary issues in human-resource management both within New Zealand and overseas, evaluating their impact on the human-resources professional and their function within organisations.

### **343.705 Resource Integration Management**

Improving the competitive edge of business operations, by building stronger relationships through integrating the internal and external supply chain.

### **351.725 International Marketing**

Gain an understanding of the opportunities and threats facing marketers in a global context, including understanding cultural issues and communicating effectively with different audiences throughout the world.

### **351.726 Strategic Marketing**

Learn how to think strategically about marketing situations, employing techniques to analyse markets and businesses from a strategic perspective and develop appropriate strategies to minimise risks and leverage opportunities

## BRING YOUR OWN DEVICE

### If you need to purchase a new laptop

If you do not currently own a laptop or are thinking of buying a new one, we recommend you purchase one with the following specifications, or better, to future proof your needs and ensure a great experience.

- ..Windows 10 (or Mac OS 10.x Yosemite or higher)
- ..i3 dual core or equivalent processor  
*(i5 or equivalent if you are an IT student)*
- ..4GB RAM (at least 8GB for IT programmes)
- ..320GB or greater hard drive
- ..Wireless capability 802.11n dual band
- ..At least a 13-inch screen
- ..Up-to-date antivirus software

### If you currently own a laptop

Be sure that it has these minimum specs or above, to use at MIT Manukau. The minimum specs are;

- ..A 10-inch screen or larger
- ..4GB RAM (at least 8GB for IT programmes)
- ..50GB free space minimum
- ..Windows v7.0 or higher (XP will not work)
- ..Apple Mac 10.6 (Leopard) or higher
- ..Wireless capability 802.11n dual band
- ..CPU meets vendor OS minimum requirements. *(Please note for IT student's CPU must be i5 or equivalent).*

## GRADE TABLE FOR DEGREES AND GRADUATE DIPLOMAS

### PASS GRADES

A+	90 – 100
A	85 – 89
A-	80 - 84
B +	75 - 79
B	70 - 74
B-	65 - 69
C+	60 - 64
C	55 – 59
C-	50 - 54
AP	Aegrotat Pass
CP	Conceded Pass
CC	Cross Credit
RPL	Recognition of prior Learning

### FAIL GRADES

D	40 – 49
E	Below 40
F	Failed compulsory assessment
NC	Did not complete the course
FCW	Failed Course Work

## ACADEMIC TRANSCRIPT

You can request an official transcript of your Academic Record by emailing **[StudentRecordRequests@manukau.ac.nz](mailto:StudentRecordRequests@manukau.ac.nz)** There is a fee for an academic transcript. The processing time for issue of an academic transcript may be up to five working days however there is an option for an urgent request. There will be an extra charge for this.

### **From Quarter to Semester delivery (effective from February 2022)**

- A Semester is 17 weeks long
- There will be 2 weeks study break in each Semester
- There will be 3 weeks break between the end of Semester 1 and the start of Semester 2
- Full-time students will enrol in 4 courses per Semester (8 for the year)
- Part-time students will enrol in 2 or 1 courses per Semester
- There will be no change to the total number of learning and teaching hours for each course
- Class time per course each week will half, but will now stretch over 17 weeks instead of 8 weeks
- Student loans and allowances are not affected

### **STUDYLINK – EFTS IN RELATION TO YOUR STUDENT LOAN**

#### **As a guideline:**

To be considered as a full-time student by Studylink a student enrolled into programmes in this Programme guide requires:

- A minimum of seven 15 credit courses, enrolled in one calendar year

Please note a full-time student would usually enroll in 4 courses each semester.

To be considered as a part-time student by Studylink a student enrolled into programmes in this Programme guide requires:

- A minimum of two 15 credit courses, enrolled in one calendar year

To be considered for a student loan by Studylink (subject to any other Studylink eligibility requirements) a student must be enrolled in at least enough courses to satisfy the part-time eligibility requirements above.

Studylink requires you to be enrolled in a certain value of EFTS. EFTS stands for Equivalent Full-time Student.

It measures the amount of study or workload involved in a course and is used to calculate if you are studying full-time or part-time.

To confirm your eligibility for Student Loan and Allowances we recommend that you consult Studylink, visit [www.studylink.govt.nz](http://www.studylink.govt.nz) or call them on 0800889900.

**NOTE:** Every effort is made to ensure that this Programme Guide is correct at the time of printing. However, the School of Business reserves the right to make any changes that may be necessary.