

Course descriptors

LEVEL 1 ACCOUNTING		ACC1		
V.P.5. Service 6. Creative This course is not just for those who want to become accountants, it provides commercial skills that are needed by all it leads to Level 2 Accounting or Level 2 Business Studies. Content includes personal accounting, the reporting and analysis of financial information, and the accounting process – procedures for recording and processing financial data in businesses and clubs. Open entry.		Tracks: 1 – F		
90976: Demonstrate understanding of accounting concepts for small entities, Lv. 1, Accounting 1.1	Lit	3	Ext	
90978: Prepare financial statements for sole proprietors, Lv.1, Accounting 1.3	Lit	5	Ext	
90979: Prepare financial information for a community organisation's annual general meeting, Lv.1, Accounting 1.4	Lit	4	Int	
90980: Interpret accounting information for sole proprietors, Lv.1, Accounting 1.5	Lit	4	Ext	
90977: Processing financial transactions for a small entity, Lv. 1, Accounting 1.2	Lit	4	Int	

LEVEL 1 BUSINESS STUDIES		BUS1		
V.P. 1. Primary 2. Service 3. Creative This course is aimed at students who want to develop their understanding of business theory and practices. It leads to: Level 2 Business Studies. Students will gain an understanding of business theory and practices through the practical experience of running a business, as well as classroom based learning. Guidelines for success: Open Entry.		Tracks A – F		
90837: Demonstrate an understanding of internal features of a small business, Lv. 1, Business Studies 1.1	Lit	4	Ext	
90838: Demonstrate an understanding of external factors influencing a small business, Lv.1, Business Studies 1.2	Lit	4	Ext	
90840: Apply the marketing mix to a new or existing product, Lv. 1, Business Studies 1.4	Lit	3	Int	
90841: Investigate aspects of human resource processes in a business, Lv.1, Business Studies 1.5	Lit	3	Int	
90842: Carry out and review a product based business activity within a classroom context with direction, Lv.1, Business Studies 1.6	Lit	6	Int	

LEVEL 1 ECONOMICS		ECO1		
V.P. 3. Primary 5. Service 6. Creative Level 1 Economics is an introductory course which involves the study of people and their activities relating to production, consumption and exchange. The study covers the demand of consumers, the role of supply and how markets operate in the New Zealand economy. Because of its Arts and Commerce orientation it can be studied as a main or as a supporting subject within either an Arts or Commerce qualification. Economics also forms a core component of many other qualifications including Agriculture/Horticulture through to Parks, Recreation and Tourism Management. etc.		Tracks: A-F		
90983: Demonstrate understanding of consumer choices, using scarcity and/or demand, Lv.1, Economics 1.1	Lit	4	Ext	
90984: Demonstrate understanding of decisions a producer makes about production, Lv. 1, Economics 1.2	Lit	5	Int	
90985: Demonstrate understanding of producer choices using supply, Lv. 1, Economics 1.3	Lit	4	Ext	
90987: Demonstrate understanding of a government choice where affected groups have different viewpoints, Lv.1, Economics 1.5	Lit	4	Int	
90988: Demonstrate understanding of the interdependence of sectors of the New Zealand economy, Lv.1, Economics 1.6	Lit	3	Int	

LEVEL 2 ACCOUNTING		ACC2		
V.P. 5. Service 6. Creative This course is aimed at those students intending to go on to further study of Accounting or other commerce related studies. It leads to: Level 3 Accounting. The course will cover concepts, financial statements, analysis, accounts receivable and inventory for medium sized businesses registered for GST on the invoice basis. Guidelines for success: Open Entry		Tracks: C-F		
91174: Demonstrate understanding of accounting concepts for an entity that operates accounting subsystems, Lv.2, Accounting 2.1	Lit	4	Ext	
91386: Demonstrate understanding of an inventory subsystem for an entity. Lv. 2, Accounting 2.7	Lit/Num	3	Int	
91176: Prepare financial information for an entity that operates accounting subsystems, Lv. 2, Accounting 2.3	Num	5	Ext	
91177: Interpret accounting information for entities that operate accounting subsystems, Lv. 2, Accounting 2.4	Lit/Num	4	Ext	
91175: Demonstrate understanding of accounting processing using accounting software, Lv. 2, Accounting 2.2	Num	4	Int	

LEVEL 2 BUSINESS STUDIES		BUS2		
V.P. 13. Primary 5. Service 6. Creative This course is aimed at students who want to develop their understanding of business theory and practices. It leads to: Level 3 Business Studies. Students will gain an understanding of business theory and practices through the practical experience of running a business, as well as classroom-based learning. Guidelines for success: Open Entry		Tracks: C-F		
90843: Demonstrate understanding of the internal operations of a large business, Lv. 2, Business Studies 2.1	Lit	4	Ext	
90844: Demonstrate understanding of how a large business responds to external factors, Lv. 2, Business Studies 2.2	Lit	4	Ext	
90846: Conduct market research for a new or existing product, Lv. 2, Business Studies 2.4	Lit /Num	3	Int	
90848: Carry out, review and refine a business activity within a community context with guidance, Lv. 2, Business Studies 2.6	Lit	9	Int	
90847: Investigate the application of motivation theory, Lv 2, Business Studies	Lit	3	Int	

LEVEL 2 ECONOMICS		ECO2		Tracks: C-F	
V.P. 5. Service 6. Creative Economics provides a stepping stone to many careers, in commerce, humanities, even engineering and law. It leads to: Level 3 Economics. Economics will help you understand the workings of society as a whole through the study of particular Economic issues. Guidelines for success: Satisfactory completion of Level 1 English or with HOLA approval.					
91222: Analyse inflation using economic concepts and models, Lv. 2, Economics 2.1	W	4	Ext		
91223: Analyse international trade using economic concepts and models, Lv. 2, Economics 2.2	W	4	Ext		
91225: Analyse unemployment using economic concepts and models, Lv. 2, Economics 2.4	Lit	4	Int		
91227: Analyse how government policies and contemporary economic issues interact, Lv. 2, Economics 2.6	R	6	Int		
91228: Analyse a contemporary issue using economic concepts and modes, Economics 2.7	R	4	Int		

LEVEL 3 ACCOUNTING		ACC3		UE APPROVED	
V.P. 5. Service 6. Creative This course is aimed at those students intending to go on to further study of Accounting or other commerce related studies. It leads to Tertiary Study in Commerce related courses. The course will cover concepts, financial statements, management decision making and job costing for a partnership or registered company. Guidelines for success: Satisfactory completion of Level 2 Accounting or with HOLA approval.					
91404 Accounting 3.1 Demonstrate understanding of accounting concepts for a reporting entity	R	Ext	4		
91405 Accounting 3.2 Demonstrate understanding of accounting for partnerships	Num	Int	4		
91406 Accounting 3.3 Demonstrate understanding of company financial statement preparation	Num	Ext	5		
91408 Accounting 3.5 Demonstrate understanding of management accounting to inform decision-making	Lit/Num	Ext	4		
91409 Accounting 3.6 Demonstrate understanding of a job cost subsystem for an entity	Lit/Num	Int	4		

LEVEL 3 BUSINESS STUDIES		BUS3		UE APPROVED	
V.P. 3. Primary 5. Service 6. Creative This course is aimed at students who want to develop their understanding of business theory and practice. It leads to: Tertiary Study in Commerce related courses. Students will gain knowledge of business theory and practice through the practical experience of running a business as well as classroom based learning. Guidelines for success: Satisfactory completion of any Level 1 or 2 Commerce Department course or with HOD approval.					
91379: Business Studies 3.1 Demonstrate understanding of how internal factors interact within a business that operates in a global context	R&W	Ext	4		
9138:1 Business Studies 3.3 Apply business knowledge to a complex problem in a global context	R&W	Ext	4		
9138:2 Business Studies 3.4 Develop a marketing plan for a new or existing product	R	Int	6		
91384: Business Studies 3.6 Carry out, with consultation, an innovative and sustainable business activity		Int	9		

LEVEL 3 ECONOMICS		ECO3		UE APPROVED	
V.P. 5. Service 6. Creative Tracks: D-F Economics provides a stepping stone to many careers, in commerce, humanities, and even law. It leads to: Stage One Economics at university, giving you a head start in your university career. By learning Economics, you will be able to explain the impact of the most current events in the economic world, and will gain in-depth knowledge of the government decisions that impact our country's economic issues. Level 3 Economics will help you understand how the economy affects you and your whanau in real life. You will have lots of opportunities to learn collaboratively and interactively in class in the form of group work, debate and group research. Guidelines for success: Satisfactory completion of Level 2 Economics or with HOLA approval.					
91399 Economics 3.1 Demonstrate understanding of the efficiency of market equilibrium	RW	Ext	4		
91401 Economics 3.3 Demonstrate understanding of micro-economic concepts	R	Int	5		
91402 Economics 3.4 Demonstrate understanding of government interventions to correct market failure	R	Int	5		
91403 Economics 3.5 Demonstrate understanding of macro-economic influences on the New Zealand economy	R	Ext	6		