

# NZQA

New Zealand Qualifications Authority

Mana Tohu Matauranga O Aotearoa

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## NZ Diploma in Business prescriptions

The purpose of a New Zealand Diploma in Business (NZDipBus) prescription is to specify learning outcomes and other assessment requirements for a subject. It does not prescribe teaching methods or other aspects of course delivery. Prescriptions can be either national or local.

For more information about prescription development see [NZ Diploma in Business prescription development](#).

All 100 - 200 prescriptions expired on 31 December 2008.

Expiring versions of 400 - 600 prescriptions are available on the [expiring prescriptions page](#).

### List of core and elective prescriptions

NZDipBus 400-600 national prescriptions are listed below, with core prescriptions indicated in **bold**. For an explanation of the prescription format see [Prescription format](#).

The latest *national external moderation summary report* is available for each specific prescription.

If you wish to provide feedback complete the [prescription feedback form \(DOC, 857KB\)](#).

Code	Version	Title	Outcomes/aims
<b>400 (Level 4)</b>			
400	1	This prescription expired (last date of assessment) on 31 October 2014. It has been replaced by the <i>500 Accounting Principles</i> prescription below.	
430	3	<a href="#">Statistics and Financial Mathematics for Business (PDF, 120KB)</a>  (Version 2 expired 31 December 2016)	Students will be able to summarise, analyse, interpret and present data, make predictions and apply financial mathematics to aid business decision making.
432	2	<a href="#">Office Management (PDF, 65KB)</a>  (Version 1 expired 31 December 2015)	Students will demonstrate knowledge of effectively managing an office and its employees.
435	2	<a href="#">Fundamentals of Small Business (PDF, 67KB)</a>	Students will demonstrate

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		(Version 1 expired 30 June 2015)	knowledge of the characteristics, and operation of small business in the New Zealand context.
469	2	<a href="#">Academic Skills for Business Studies (PDF, 68KB)</a>  (Version 1 expired 31 December 2015)	Students will demonstrate vocabulary acquisition and use, and apply reading, note taking, critical thinking, writing and oral presentation skills in a business context.
<b>500 (Level 5)</b>			
500	2	<a href="#">Accounting Principles (PDF, 66KB)</a>  (This prescription replaces the <a href="#">400 Accounting Principles</a> prescription)	Students will understand financial statements and reports and be able to analyse and interpret financial performance for sole traders and small companies.
501	3	<a href="#">Accounting Practices (PDF, 70KB)</a>  (Version 2 expired 31 December 2017)	Students will record and process financial transactions and prepare financial statements and cash budgets for entities.
510	2	<a href="#">Introduction to Commercial Law (PDF, 77KB)</a>  (Version 1 expired 30 June 2015)	Students will demonstrate knowledge and skills in law relevant to business.
520	3	<a href="#">The Economic Environment (PDF, 82KB)</a>  (Version 2 expired 31 December 2016)	Students will apply elements of economic theory with emphasis on the contemporary New Zealand environment.
530	3	<a href="#">Organisations and Management (PDF, 70KB)</a>  (Version 2 expired 31 December 2016)	Students will develop knowledge and skills for management in organisations.

Code	Version	Title	Outcomes/aims
541	2	<b>Fundamentals of Marketing</b> (PDF, 69KB)  (Version 1 expired 31 December 2013)	Students will have a working knowledge of fundamental marketing concepts relevant to contemporary organisations.
550	3	<b>Business Computing</b> (PDF, 67KB)  (Version 2 expired 30 June 2018)	Students will discuss, evaluate and apply information technology to meet business requirements.
560	3	<b>Business Communication</b> (PDF, 67KB)  (Version 2 expired 31 July 2016)	Students will apply communication knowledge and skills in the evolving context of New Zealand business.
570	2	<b>Introduction to Banking and Financial Services</b> (PDF, 64KB)  (Version 1 expired 31 December 2015)	Students will demonstrate an understanding of the structure, customer relationship, products and services of the banking and financial services industry in New Zealand.
580	2	<b>Principles of Tourism</b> (PDF, 77KB)  (Version 1 expired 31 December 2015)	Students will understand concepts of global tourism and apply this knowledge to the tourism industry in New Zealand.
<b>600 (Level 6)</b>			
601	3	<b>Financial Accounting</b> (PDF, 64KB)  (Version 2 expired 31 December 2017)	Students will apply Generally Accepted Accounting Practice (GAAP) to prepare and present general purpose financial reports for a company and evaluate a listed company for the purpose of shareholder investment.

<b>Code</b>	<b>Version</b>	<b>Title</b>	<b>Outcomes/aims</b>
602	3	<a href="#">Management Accounting (PDF, 66KB)</a>  (Version 2 expired 31 December 2017)	Students will collect, interpret, present and use relevant management accounting information for an organisation to effectively plan, control and make appropriate decisions regarding business operations.
603	3	<a href="#">Business Finance (PDF, 79KB)</a>  (Version 2 expired 31 December 2017)	Students will apply financial management knowledge and skills to small and medium size entities for decision-making purposes.
606	2	<a href="#">Taxation (PDF, 68KB)</a>  (Version 1 expired 31 October 2014)	Students will apply knowledge of taxation rules to New Zealand taxable entities in a range of situations.
610	2	<a href="#">The Law of Business Entities (PDF, 68KB)</a>  (Version 1 expired 30 June 2015)	Students will demonstrate skills and knowledge of the legal requirements for establishment, operation and the cessation of business entities.
611	2	<a href="#">Special Topics in Commercial Law (PDF, 76KB)</a>  (Version 1 expired 30 June 2015)	Students will demonstrate skills and knowledge in specialty areas of commercial law.
630	2	<a href="#">Leadership (PDF, 81KB)</a>  (Version 1 expired 31 December 2013)	Students will understand concepts and apply principles of leadership in a dynamic environment. Students will create a personal plan to develop their leadership abilities.

<b>Code</b>	<b>Version</b>	<b>Title</b>	<b>Outcomes/aims</b>
631	2	<a href="#">Strategic Planning for a Small Business (PDF, 67KB)</a>  (Version 1 expired 30 June 2015)	Students will develop a strategic plan for a small business in New Zealand.
632	3	<a href="#">Operations Management (PDF, 79KB)</a>  (Version 2 expired 30 June 2018)	Students will understand functions of operations management and apply techniques to ensure efficient and effective provision of goods and services.
633	3	<a href="#">Human Resource Management (PDF, 92KB)</a>  (Version 2 expired 31 December 2016)	Students will understand the roles, functions and application of Human Resource Management processes within contemporary New Zealand organisations.
635	4	<a href="#">Employment Relations (PDF, 73KB)</a>  (Version 2 expired 30 June 2015 and Version 3 expired 31 December 2016)	Students will apply current New Zealand employment relations legislation, processes and practices, and understand the implications for employment relationships.
636	3	<a href="#">Applied Management (PDF, 60KB)</a>  (Version 2 expired 31 December 2016)	Students will identify a managerial problem, and research and apply management concepts and tools to find and recommend possible solutions to the problem.
642	2	<a href="#">Marketing Research (PDF, 57KB)</a>  (Version 1 expired 31 December 2013)	Students will design and conduct marketing research to develop and assess marketing strategies.
644	2	<a href="#">Buyer Behaviour and Communication Strategies (PDF, 59KB)</a>	Students will examine buyer behaviour and develop appropriate marketing

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		(Version 1 expired 31 December 2013)	communication strategies to reach target markets.
648	3	<a href="#">Marketing Planning and Control (PDF, 56KB)</a>  (Version 2 expired 31 December 2016)	Students will produce an operational marketing plan for a market, business or product.
650	3	<a href="#">Applied Computing (PDF, 60KB)</a>  (Version 2 expired 30 June 2018)	Students will use advanced software features to develop computer based solutions for business problems, and improve productivity and efficiency.
655	2	<a href="#">Information Systems Management (PDF, 67KB)</a>  (Version 1 expired 31 December 2014)	Students will demonstrate understanding of information systems and their effective management to enhance business processes and contribute to achievement of organisational goals.
670	2	<a href="#">Strategic Management for Banking (PDF, 65KB)</a>  (Version 1 expired 31 December 2015)	Students will apply principles of strategic management within the banking industry.
675	2	<a href="#">Lending and Securities (PDF, 67KB)</a>  (Version 1 expired 31 December 2015)	Students will apply the principles and practices of good lending and loan management to personal and business customers.
676	2	<a href="#">International Trade and Finance (PDF, 86KB)</a>  (Version 1 expired 31 December 2015)	Students will apply knowledge of appropriate products and strategies in the conduct, financing and settlement of international trade.

<b>Code</b>	<b>Version</b>	<b>Title</b>	<b>Outcomes/aims</b>
685	2	<a href="#">Tourism Venture Development (PDF, 81KB)</a> (Version 1 expired 31 December 2015)	Students will apply business concepts to develop a business plan for a proposed small to medium sized tourism venture.

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