

BUSINESS PRACTICE

Note: From 2011, **Information Management** and the **National Certificate of Business Administration and Computing** will be called Digital Technologies. Information on these options is listed in the Technology section.

ACCOUNTING

LEVEL 1

1ACCO

Requirements for entering the course:

Students must be doing 1MATH or have completed 10JBFL successfully.

FEE: \$25 for a workbook, payable before the workbook will be issued to the student.

Accounting is a very useful subject to study at school because even if you never study it after leaving, you will gain skills that will help in the future with both personal and business finances. In Level 1 Accounting we develop an understanding of personal finances, accounting for community organisations and accounting for small trading and service firms.

This course offers 9 internal and 12 external Level 1 Achievement Standard Credits

ACCOUNTING

LEVEL 2

2ACCO

Requirements for entering the course:

Students must have achieved a minimum of 14 credits in Level 1 Accounting.

FEE: \$25 for a workbook, payable before the workbook will be issued to the student.

In Level 2 Accounting, students process and report accounting information for medium to large sized trading and service firms manually and using a computer software package (MYOB).

This course offers a combination of credits chosen from 3 internal and 17 external Level 2 Achievement Standard Credits, and 3 external Level 3 Achievement Standard Credits.

ACCOUNTING

LEVEL 3

3ACCO

Requirements for entering the course:

Students **MUST** have achieved 16 credits at Level 2 or have approval from the HOD Accounting.

FEE: \$25 for a workbook, payable before the workbook will be issued to the student.

In Level 3 Accounting, students process, report and analyse Partnerships and Companies that may be trading, service or manufacturing entities.

This course offers a combination of credits chosen from 7 internal Unit Standards, 5 internal and 19 external Level 3 Achievement Standard Credits.

ECONOMICS**LEVEL 1****1ECON****Requirements for entering the course:**

This course is open to all students with a reasonable result in Year 10 English. This will be vetted by the HOD Economics.

FEE: \$25

Students will be required to purchase the NCEA Level 1 Student Workbook

Economics is an exciting social science, with relevance to all aspects of everyday life, personal affairs, business activities, and national and international economic events. This study can lead to Level 2 Economics and University

This course offers 12 internal and 19 external Level 1 Achievement Standard Credits

ECONOMICS**LEVEL 2****2ECON****Requirements for entering the course:**

At least 16 Credits in Economics at Level 1

Students wishing to study Economics at Level 2 without having studied Level 1 must have a minimum of 16 Credits in Level 1 English and permission from the HOD Economics.

FEE: \$25

Students will be required to purchase the NCEA Level 2 Student Workbook

Economics is an exciting social science, with relevance to all aspects of everyday life, personal, business, national and international economic events. Career prospects include all areas of business, resource management, banking and finance, and self-employment. This study can lead to Level 3 Economics. and University

This course offers 5 internal and 19 external Level 2 Achievement Standard Credits

ECONOMICS**LEVEL 3****3ECON****Requirements for entering the course:**

Study of Economics at Levels 1 and 2 is advisable as this subject requires in-depth understanding of the New Zealand economy. It is vital that students have good literacy and numeracy skills. Entrance at this level without prior experience requires approval of the HOD Economics.

FEE: \$25

Students will be required to purchase the NCEA Level 3 Student Workbook

Economics is an exciting social science, with relevance to all aspects of everyday life, personal, business, national and international economic events. Career prospects include all areas of business, resource management, banking and finance, and self-employment.

Expected Outcomes:

- gain knowledge of the economic environment
- obtain analytical skills, useful in all aspects of life
- proceed to higher levels of study at a Technical Institute or University

Offers 5 internal and 19 external Level 3 Achievement Standard Credits