

# Financial and Data Management

## Course Overview

You can get to grips with finance and statistics!

Sometimes finance and statistics can be daunting in the business environment. This course will demystify these two functions and provide you with the skills and confidence to process statistical data and perform financial calculations. All businesses need team members that can provide accurate data in the financial space and if you need to upskill in this area, then this course is for you.

**Level:** 4      **Fee:** \$174.35      **Weekly Hours:** 15      **Credits:** 15      **Weeks:** 10

## Learning Outcomes

On successful completion of this course students will be able to:

1. Use relevant digital technologies and devices to produce financial information and manage data for business purposes.
2. Use relevant digital technologies to process data, carry out financial calculations and maintain operational records.
3. Comply with internal policies and procedures in accordance with New Zealand Legislation.

## Indicative Course Content

- Digital Technologies,
- Website, presentations, project, phone apps and widgets, social media.
- Software –MS Excel, MYOB or Xero
- Changing information for to meeting policies and procedures.
- Creating Sales and Purchases invoices, receiving and making payment, producing reports from the programme
- Spreadsheets

## Assessment

No	Assessment Type	Weighting	Outcomes Assessed
1	Assessment 1 – Spreadsheets	25%	1,2
2	Assessment 2- Accounting Software	50%	1,2
3	Assessment 3 – Policy Legislation	25%	3



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## Contact Us

Any questions or queries please contact one of our enrolment team members below:

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