

# New Zealand Certificate in Business (Accounting Support Services) (Level 4)

## Programme Overview

*You can better understand business accounting support!*

This qualification will give you a sound understanding of the accounting functions that are required in a business. You will gain the knowledge to take on an entry level accounting support role within an organisation, contributing to performance and productivity. Make your move now!

You may be working in an administration role and want to take the next step in your career. Perhaps you want a career in bookkeeping, but you don't have the skills, knowledge or confidence to apply for a role. Whatever your circumstances, the New Zealand Certificate in Business (Accounting Support Services) will provide you with the knowledge you need to show you are ready for a new challenge!

## eCampus NZ Overview

We know that your time is precious. That's why we've made it easy for you to upgrade your skills with innovative online learning through eCampus NZ.

With flexible online learning to match your lifestyle, goals and dreams, our online campus option will work around your lifestyle so you can work, earn, live, and learn.

## How Long Will it Take

This programme is made up of four courses and can be studied part time or full time. If you choose to study full time you will need to complete two courses at the same time, which will require around 30 hours a week of study time.

If you choose to study part time you study one course at a time which will require around 12.5-19 hours a week of study.

## Fees

The programme fee is \$581.06, however you may be eligible to study this course fee-free. For more information and to find out if you are eligible please visit [feesfree.govt.nz](http://feesfree.govt.nz).

## Entry Requirements

- NCEA (Level 2), or
- NZ Certificate in Business (Introduction to Small Business) (Level 3), or
- NZ Certificate in Retail (Level 3), or
- NZ Certificate in Business (Administration and Technology) (Level 3), or
- A qualification at Level 2 or above, with evidence of literacy and numeracy abilities equivalent to NCEA (Level 1), or
- Evidence of relevant knowledge and experience, including literacy and numeracy abilities equivalent to NCEA (Level 2).

In the latter two situations the applicant is required to provide a copy of their CV.

*"I really enjoy having the ability to study when I have the time and wherever I might be. I also like the online videos and course reading and have found the course facilitators are always available when I need them"*

Nikki Davidson

## Courses in this Programme

### Course 1: Accrual Accounting

It's a responsible task being a member of the accounting team. You need to have the skills, expertise and knowledge to deliver accurate and up to date information that the business can rely on for informed decision making.

Understanding all financial elements and process, like double entry accounting and internal controls, is essential. Make sure you play your part well, providing qualified advice.

- **Fee:** \$174.35      **Credits:** 15
- **Weeks:** 8          **Level:** 4

### Course 2: Accounting for Taxation

One thing is certain in life – we all pay tax! You need specialised skills and knowledge to manage an efficient tax function within a business.

The process is rigid and very much driven by dates and reporting. Ensure you have a comprehensive understanding of requirements to enable you to deliver effectively in this role.

- **Fee:** \$116.18      **Credits:** 10
- **Weeks:** 8          **Level:** 4

### Course 3: Accounting Software

There is an expectation that every person in the finance team will have a sound knowledge of the software available to deliver successful accounting and associated reporting.

You need to keep up with the game. This course will give you the knowledge and expertise to contribute confidently.

- **Fee:** \$174.35      **Credits:** 15
- **Weeks:** 8          **Level:** 4

### Course 4: Payroll

The Payroll function in an organisation is vital. The team must be paid on time and with accuracy. This role is crucial for the smooth running of the business and to ensure a motivated work force. The Payroll course will help build your knowledge base.

- **Fee:** \$116.18      **Credits:** 10
- **Weeks:** 8          **Level:** 4

## Contact Us

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

- **Phone:** 0800 328 269
- **Email:** [enquiries@tanzecampus.com](mailto:enquiries@tanzecampus.com)
- **Visit:** [www.ecampusnz.com](http://www.ecampusnz.com)

