



Course Listing Summary - Business Programmes

1. Accounting		
Diploma in Accounting & Finance (519) <ul style="list-style-type: none"> ▪ Financial Accounting ▪ Corporate Finance ▪ Auditing & Assurance ▪ Management Accounting ▪ Taxation ▪ Forensic Accounting ▪ Project (Coursework) 	Advanced Diploma in Corporate Financial Reporting (520) <ul style="list-style-type: none"> ▪ Advanced Financial Reporting ▪ Advanced Management Accounting ▪ Quantitative Methods for Business ▪ Financial Accounting Theory ▪ Project Risk Management ▪ Project (Coursework) 	Diploma in Computerised Accounting (333) <ul style="list-style-type: none"> ▪ Windows Operating System ▪ Accounting for Computerised Accounting ▪ Accounting Information System ▪ Excel Accounting ▪ Quickbooks Accounting ▪ Sage/Pastel/Tally/Myob Accounting † ▪ Project (Coursework)
2. Business Administration		
Certificate in Business Studies & Internet Technology (301) <ul style="list-style-type: none"> ▪ HTML Internet Technology ▪ Accounting Principles ▪ Business Communication ▪ Business Organisation ▪ Business Maths ▪ Project (Coursework) 	Diploma in Business Admin. & Computer Systems (501) <ul style="list-style-type: none"> ▪ Business Computer Systems ▪ Accounting ▪ Business Administration ▪ Economics ▪ Business Ethics ▪ Project (Coursework) 	Adv. Diploma in Business Admin. & Database Technology (900) <ul style="list-style-type: none"> ▪ Mgt Information Systems & SQL ▪ Human Resource Management ▪ Marketing Management ▪ Management Accounting ▪ Financial Management ▪ Project (Coursework)
3. Project Management Diploma in Project Mgt (888) <ul style="list-style-type: none"> ▪ Project Mg Skills ▪ Project Mgt Info. Sys. 	<ul style="list-style-type: none"> ▪ Business Analysis ▪ Project Quality Mgt ▪ Project Risk Mgmt ▪ Project (Coursework) 	4. Business Economics Diploma in Business Economics 870 <ul style="list-style-type: none"> ▪ Business Finance ▪ Managerial Economics
5. Management Diploma in Management (890) <ul style="list-style-type: none"> ▪ Operations Management ▪ Business Strategy ▪ Organisational Management ▪ International Business Mgt ▪ Business Law ▪ Project (Coursework) 	6. Human Resource Diploma in Human Res. Mgt (630) <ul style="list-style-type: none"> ▪ Human Resource Management ▪ Organisational Behaviour ▪ Managing the Labour Market ▪ Labour Law ▪ Training & Development ▪ Project (Coursework) 	7. Marketing Diploma in Marketing (880) <ul style="list-style-type: none"> ▪ Services Marketing & Mgt ▪ Sales Management ▪ Purchasing & Supply Mgt ▪ Marketing Management ▪ Retail Management ▪ Project (Coursework)
Adv Diploma in Mgt (891) <ul style="list-style-type: none"> ▪ Project Management Skills ▪ Business Statistics ▪ Strategic Management ▪ Entrepreneurship ▪ International Politics ▪ Project (Coursework) 	Adv. Diploma in HRM (631) <ul style="list-style-type: none"> ▪ Project Management Skills ▪ Organisational Development ▪ Industrial Organisation ▪ Business Research Methods ▪ Ethics in Management ▪ Project (Coursework) 	Ad.v Diploma in Marketing (881) <ul style="list-style-type: none"> ▪ Consumer Behaviour ▪ International Marketing ▪ Strategic Marketing ▪ Marketing Research ▪ Advertising Management ▪ Project (Coursework)
8. Finance Diploma in Finance (530) <ul style="list-style-type: none"> ▪ Public Finance ▪ Financial Markets & Investments ▪ Financial & Managerial Accounting ▪ Financial Management ▪ Corporate Governance ▪ Project (Coursework) 	9. Administrative Diploma in Admin Assistant (677) <ul style="list-style-type: none"> ▪ Help Desk & Problem Solving Skills ▪ Accounting ▪ Business Management ▪ Business Legal & Regulatory Environ ▪ Personal Finance ▪ Project (Coursework) 	10. Hospitality Diploma in Hotel Mgt (610) <ul style="list-style-type: none"> ▪ Front Office Management ▪ Food & Beverage Management ▪ Hospitality Management ▪ Hospitality Managerial Accounting ▪ Hospitality Strategic Management ▪ Project (Coursework)
Advanced Diploma in Finance (531) <ul style="list-style-type: none"> ▪ Corporate Financial Management ▪ Financial Risk Management ▪ Quantitative Methods for Business ▪ Finance Theory ▪ Economics of Social Issues ▪ Project (Coursework) 	Diploma in Secretarial Studies (777) <ul style="list-style-type: none"> ▪ Computer Keyboard, Typing & WordProcessing Skills ▪ Accounting ▪ Business Office Skills ▪ Business Legal Documents ▪ Managerial Comm & Interpersonal Skills ▪ Project (Coursework) 	Diploma in Travel&Tourism Mgt (620) <ul style="list-style-type: none"> ▪ Tourism Management ▪ Travel & Tourism Marketing ▪ Tourism Law ▪ World Geography ▪ GDS Fares and Ticketing ▪ Project (Coursework)

† Sage/Pastel/Tally/Myob **Computerised Accounting Packages** - Centre to choose only one package from the list.

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