

## Choose a programme that suits you

If you are just starting tertiary study, our undergraduate Commerce courses can be taken one course at a time through our Certificate in Commerce, or as part of a Bachelor of Commerce degree.

- **Certificate in Commerce (CertCom)** – this is a great option if you simply want to learn more about some commerce subjects for interest or your professional development. The certificate is made up of four standard courses from any course in the Bachelor of Commerce Schedule C in the following subject areas: Accounting, Computer Science, Economics, Finance, Information Systems, Management and Marketing
- **Bachelor of Commerce (BCom)** – this is a three-year degree and can be studied fulltime or part-time. There are 12 major subjects, with the option to include minors in Commerce or Arts.

If you have a non-Commerce degree and want to upskill, extend your qualifications or perhaps move into managerial or corporate roles, check out these study pathways:

- **Certificate in Commerce (CertCom)** – if you have a degree already, you may be able to take advanced 200 and 300-level Commerce courses from the Bachelor of Commerce Schedule C, subject to approval by the relevant department.
- **Graduate Diploma in Commerce (GradDipCom)** – this diploma can help expand your knowledge in a business discipline and upskill you on current concepts and practices. It is a great option for part-time professional development.
- **Master of Business Management (MBM)** – this generalist taught master's qualification guides you through understanding business management structures and commercial practices. You will cover organisational functions including managerial accounting, marketing, finance, business law, leadership and managing people.

Talk to a student advisor about your options. They can help you with selecting courses and planning your study programme.

## Want to know more?

Check out the many qualifications and subjects on offer at UC by visiting the UC website [www.canterbury.ac.nz](http://www.canterbury.ac.nz)

You can find out more about specific degrees and courses by contacting a School of Business and Economics student advisor, email: [bsecdegreeadvice@canterbury.ac.nz](mailto:bsecdegreeadvice@canterbury.ac.nz)

School of Business and Economics

Phone: +64 3 369 3888

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[www.bsec.canterbury.ac.nz](http://www.bsec.canterbury.ac.nz)

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Te Whare Wānanga o Waitaha

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*AACSB International accreditation places the School of Business and Economics in the top five percent of business schools globally. AACSB-accredited schools are recognised worldwide by employers and other universities.*

[www.bsec.canterbury.ac.nz](http://www.bsec.canterbury.ac.nz)

BCom Courses  
School of Business  
and Economics



# Grow your business skills.



UC BUSINESS

2017

# Boost your career with a part-time business course.

Broaden your knowledge and understanding of business concepts and practices, so you're prepared for the challenges of any modern workplace. Studying business part-time at UC is manageable and rewarding. We'll help you to personalise your study programme to suit where you are now and where you're headed.

## Flexible Learning

The Bachelor of Commerce first-year (100-level) courses are offered in Semesters 1 and 2. With multiple streams of lectures, dozens of tutorial and computer lab sessions, and recorded lectures available online, you'll be able to design a fully customisable timetable that works for you.

There is no requirement to commit to full-time study so you can enrol in a workload that suits your lifestyle from as little as two hours of class time per week.

UC has a variety of student support services including mentoring, academic skills support, childcare and library support to assist you in achieving your goals.

## Course Dates and Timetable

In 2017 Semester One runs from 20 February – 25 June and Semester Two runs from 17 July – 19 November.

The next page shows details of our introductory business courses. During a semester you attend a lecture in each section (A, B, C).

For example, for ACCT 102 in Semester 1, you could attend: Lecture A on Monday 11am-12noon  
Lecture B on Wednesday 5pm-6pm, and  
Lecture C on Thursday 5pm-6pm

You can check out the lecture and tutorial times and venues at [www.canterbury.ac.nz/theuni/timetable/](http://www.canterbury.ac.nz/theuni/timetable/)

### ACCT 102 Accounting and Financial Information

In this course you will learn about the structure and functions of general purpose financial reports from a reader's perspective. It introduces management accounting and business finance techniques such as risk and return, project evaluation, cost of capital, budgeting and control.

#### ACCT102-17S1 Semester 1

(A) Mon 11am-12noon, 5pm-6pm

(B) Wed 12pm-1pm, 5pm-6pm

(C) Thu 9am-10am, 5pm-6pm

#### ACCT102-17S2 Semester 2

(A) Mon 11am-12pm

(B) Wed 2pm-3pm

(C) Thu 4pm-5pm

### ACCT 103 Accounting and Taxation: An Introduction

This course includes the rudiments of book-keeping and the preparation of reports about cash flows, profits and accumulating capital and wealth.

Prerequisite: ACCT 102

#### ACCT103-17S1 Semester 1

(A) Mon 1pm-2pm

(B) Tue 10am-11am

(C) Fri 9am-10am

#### ACCT103-17S2 Semester 2

(A) Mon 1pm-2pm

(B) Tue 4pm-5pm

Fri 11am-12noon

### ECON 104 Introduction to Microeconomics

This course examines theories of how consumers and producers behave and interact in individual markets. It covers topics such as scarcity, exchange and trade, consumer choice theory, imperfect competition and public goods.

#### ECON104-17S1 Semester 1

(A) Mon 9am-10am, 4pm-5pm

(B) Tue 9am-10am, 4pm-5pm

(C) Fri 11am-12noon, 4pm-5pm

#### ECON104-17S2 Semester 2

(A) Mon 11am-12noon, 4pm-5pm

(B) Tue 1pm-2pm, 4pm-5pm

(C) Thu 1pm-2pm, 4pm-5pm

### ECON 105 Introduction to Macroeconomics

This course addresses real-world issues such as inflation, the Reserve Bank, exchange rates, tax cuts and economic growth. You will learn about how economic variables affect people and business.

#### ECON105-17S1 Semester 1

(A) Mon 2pm-3pm

(B) Wed 2pm-3pm

(C) Fri 12noon-1pm

#### ECON105-17S2 Semester 2

(A) Mon 12noon-1pm, 4pm-5pm

(B) Wed 12noon-1pm, 4pm-5pm

(C) Thu 10am-11am, 3pm-4pm

### FINC 101 Personal Finance

This course aims to increase financial literacy and motivate personal financial planning. It covers decision making, consumption and investment, debt, insurance, retirement and estate planning.

#### FINC101-17S1 Semester 1

(A) Mon 10am-11am

(B) Tue 12noon-1pm

(C) Thu 2pm-3pm

### INFO 123 Information Systems and Technology

This course examines how businesses use information systems and technologies to deliver business value and support business strategy, improve connections with people, create better business processes, and enhance decision making.

#### INFO123-17S1 Semester 1

(A) Wed 4pm-5pm

(B) Thu 5pm-6pm

#### INFO123-17S2 Semester 2

(A) Mon 3pm-4pm

(B) Tue 5pm-6pm

### INFO 125 Introduction to Programming with Databases

This course covers the analysis of business environments to define user requirements. It introduces programming and database concepts. You will develop simple applications using VB.net and Microsoft Visual Studio.

#### INFO125-17S1 Semester 1

(A) Wed 12noon-2pm

### MGMT100 Fundamentals of Management

This course introduces basic principles of management related to the functional areas of planning, organising, leading and controlling. You will examine current New Zealand and international business conditions, organisational cultures, social responsibility and business ethics.

#### MGMT100-17S1 Semester 1

(A) Tue 2pm-3pm, 5pm-6pm

(B) Thu 12noon-1pm, Mon 5pm-6pm

(C) Mon 11am-12noon, Thu 4pm-5pm

### MGMT170 Managerial Decision Making

This course introduces the basic managerial decision-making tools and their application to business. Topics include project management, forecasting, inventory management, cost-benefit analysis and decision-making.

#### MGMT170-17S1 Semester 1

(A) Mon 1pm-2pm

(B) Tue 2pm-3pm

### MKTG 100 Principles of Marketing

This course introduces the marketing concept, strategy, planning, implementation and control. It addresses the core elements of product, pricing, promotion and distribution, as well as consumer behaviour.

#### MKTG100-17S1 Semester 1

(A) Mon 12noon-2pm

#### MKTG100-17S2 Semester 2

(A) Tue 9am-11am