

# Certificate in Commerce



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# Kia ora, welcome

The business world is constantly changing – from financial markets and the economy, to the latest management practices and the rapidly expanding world of e-commerce.

To keep abreast of current developments and make informed decisions, you need have a working knowledge of business functions and strategy. No matter what type of organisation you're working in – corporate, government or not-for-profit – a broad understanding of business is essential. In any role you could be involved in product and service delivery, logistics, budget and investment decisions, and contributing to marketing plans – all the while communicating and working closely with others.

UC has a range of business courses to help you refresh your knowledge in a commercial field, or simply complement your existing qualifications or employment.

We've now made it even easier for you to get a head start in business through our Certificate in Commerce. This certificate allows you to tailor a short-term programme of courses from our internationally-accredited Bachelor of Commerce (BCom) degree.

So whether you're after part-time study or thinking about degree options, take the next step and talk to us about getting started in business.

Dr. Ross James  
Dean of Commerce  
School of Business and Economics | Te Kura Umanga me te Ōhanga

# Certificate in Commerce

The **Certificate in Commerce (CertCom)** is a great option if you want to add commerce content alongside your non-commerce degree, or do not want to study the full Bachelor of Commerce degree. It's also a pathway to ease yourself into part-time study while you are working.

You select the courses to take depending on your background, interests and aspirations. You'll join other Commerce students learning from world-renown academics who are experts in their fields. More importantly, you'll gain knowledge based on the latest research and skills to apply to the world we live and work in.

## Structure of the Certificate

The Certificate in Commerce (CertCom) is made up of four standard courses (a minimum of 60 points) from any course in the Bachelor of Commerce Schedule C.

### Certificate in Commerce – possible structure\*

#### Year 1

100 or 200 or 300 Level	100 or 200 or 300 Level	100 or 200 or 300 Level	100 or 200 or 300 Level
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Commerce course

Each block represents a 15-point course.

## Duration

The CertCom can be studied part-time and completed in up to four years.

If you are taking our first-year courses and study full-time, you could complete the certificate in a single semester (five months).

## Subjects and courses

Courses toward the CertCom can be chosen from any subjects within Schedule C of the Bachelor of Commerce:

- Accounting
- Computer Science
- Economics
- Finance
- Information systems
- Management
- Marketing

If you are starting out in Commerce, you can choose the first-year Bachelor of Commerce (BCom) courses listed on page 5. All first-year BCom courses are taught at introductory level and require no previous study. **NOTE:** you will need to meet the prerequisites for any courses above 100-level to enrol in the advanced courses.

Credit from your completed courses can be transferred to the Bachelor of Commerce (and some other degrees), as long as you have not graduated with the certificate beforehand.

## Entry requirements

To enrol in the certificate you need to:

- Have admission to UC with University Entrance, or equivalent. Domestic applicants over 20 years on or before the start of the course, who do not hold University Entrance, may also gain admission.
- Meet UC's English language requirements.

# First-Year Commerce Courses

These BCom first-year courses run in Semester One (February – June) and Semester Two (July – November), unless indicated otherwise.

## **ACCT102 – Accounting and Financial Information**

This course introduces the broad functions of accounting and finance within business and society. You will develop an understanding of the structure and functions of general purpose financial reports from a reader's perspective.

## **ACCT103 – Introduction to Financial Accounting**

This course introduces the essentials of financial accounting and taxation. It covers accounting processes, preparation and analysis of financial reports, reporting frameworks and taxation.

NOTE: ACCT103 requires completion of ACCT102 before enrolment.

## **ECON104 – Introduction to Microeconomics**

This course examines theories of how consumers and producers behave and interact in individual markets. It looks at the workings of markets as well as a more in-depth analysis of both producers and consumers.

## **ECON105 – Introduction to Macroeconomics**

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

## **FINC101 – Personal Finance (Semester 1 only)**

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

## **INFO123 – Information Systems and Technology**

By exploring a variety of IT topics this course gives you an understanding of how businesses use information systems and technology to deliver business value and support business strategy.

## **INFO125 – Introduction to Programming with Databases (Semester 1 only)**

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

## **MGMT100 – Fundamentals of Management**

This course introduces the fundamental principles of management related to the functional areas of planning, organising, leading and controlling. It also looks at how organisations are linked to the New Zealand and global business environment.

## **MGMT170 – Managerial Decision Making (Semester 2 only)**

This course introduces basic managerial decision-making tools and their application to business. Topics include project management, forecasting, inventory management, cost-benefit analysis and decision-making. You will develop problem solving skills – an invaluable tool for modern business.

## **MKTG100 – Principles of Marketing**

In this course you will learn about the fundamental concepts and theories of marketing and how they may be applied to the marketplace in a modern and dynamic environment.

# Tailor your study programme

The CertCom gives you flexibility to choose your combination of courses, depending on your entry point to study at UC.

If you are starting at UC for the first time, you will begin with 100-level (first-year) courses. These courses set the foundation for advancing to 200-level courses and beyond.

If you already have a bachelor's degree, you can take advanced 300-level courses or a combination of undergraduate courses (as long as you meet any pre-requisites).

## Examples of course packages

While you have up to four years to complete your CertCom, the following examples show that you can complete your certificate in a shorter period.

We recommend that you check the courses offered each year and course timetabling, so you can design a study programme that suits you.

For a complete list of courses visit [www.canterbury.ac.nz/future-students/qualifications-and-courses/](http://www.canterbury.ac.nz/future-students/qualifications-and-courses/)

### 1. Introduction to business

For an introduction to business, you could enrol in four general 100-level courses and complete your certificate in a single semester (half year).

For example

ACCT 102	Completed in one semester
ECON 104	
INFO 123	
MGMT 100	

### 2. Subject specialisation

For a more detailed study programme in a particular subject area, you could enrol in a combination of 100 and 200-level courses, and complete your certificate in two years.

For example, a specialisation in Accounting

ACCT 102	Completed over two years
ACCT 103	
ACCT 211	
ACCT 222	

### 3. Subject combination

The CertCom allows you to study courses in different subject areas to suit your interests. Courses can be complementary and are ideal for professional development.

For example, a Management/Marketing mix

MGMT 100	Completed in one or two years
MKTG 100	
MGMT 208	
MKTG 204	

# Frequently asked questions

## Do I need to have studied business before?

It is useful to have studied accounting, economics, business studies and mathematics (especially statistics) at high school. However, provided you have entry to the University, all Commerce courses can be started at 100-level without prior subject knowledge.

If you already have a Bachelor's degree in a non-Commerce area, you may be able to enrol in 300-level courses (depending on your background) or consider doing our Graduate Diploma in Commerce.

The CertCom also suits people with commerce backgrounds who graduated some time ago and are seeking to update their knowledge and skills.

## What time commitment do I need to make?

Most courses involve three or four hours of contact time per week through lectures and a tutorial. Some courses have recorded lectures. You need to allow time for reading your textbooks and class materials, completing your assignments and revision. Check out the lecture times at: [www.canterbury.ac.nz/theuni/timetable/](http://www.canterbury.ac.nz/theuni/timetable/)

## How do I get help with my studies?

Each course has a Course Outline that provides details about your lecture schedule, assessments and learning goals. Course coordinators and lecturers have office hours or appointment times for student enquiries. You can also talk to your course tutor about assignments and the topics covered in your class.

The Academic Skills Centre (ASC) is a free advisory service for students. They offer consultations with a learning advisor to discuss a specific assignment, plus workshops and resources for writing essays, using statistics and Excel, giving presentations, and managing your time.



## Apply and enrol

Check out the courses available on our website: [www.canterbury.ac.nz/future-students/qualifications-and-courses/](http://www.canterbury.ac.nz/future-students/qualifications-and-courses/)

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

Then apply to enrol with MyUC – this is our online student portal and is the entry point for coming to study at UC. It is where you apply to enrol and then follow your progress to becoming an enrolled student at UC.

[www.canterbury.ac.nz/future-students/apply-and-enrol/what-is-my-uc/](http://www.canterbury.ac.nz/future-students/apply-and-enrol/what-is-my-uc/)

Contact Centre staff are happy to answer your questions. Email: [enrol@canterbury.ac.nz](mailto:enrol@canterbury.ac.nz) or phone 0800 VARSITY (827 748)

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