

**NEW ZEALAND INSTITUTES OF TECHNOLOGY AND POLYTECHNIC
QUALIFICATIONS IN INFORMATION & COMMUNICATIONS TECHNOLOGY**

PRESCRIPTION: BA500 BUSINESS APPLICATIONS

AIM OF MODULE:	To provide students with an understanding of business principles in contemporary New Zealand and an introduction to basic accounting.
CREDITS:	7
STUDENT LEARNING HOURS:	70
CONTENT REVISED:	2002
PRESCRIPTION EXPIRY DATE:	November 2013
NOTE:	THIS IS A COMPULSORY DIPICT L5 MODULE

Level and Assessment Schedule

TOPICS	Highest Skill Level				Suggested Assessment Percentage
	R	C	A	P	
1. Business Organisations and Business Environment		*			30
2. Basic Accounting			*		60
3. Accounting Reports			*		10
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					100
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LEARNING OUTCOMES

The student will:

- C 1 Describe common business structures, their purpose and business environment.
- A 2 Describe the purpose of accounting and explain the accounting cycle using manual and/or computer processes.
- A 3 Prepare reports from the accounting process.

CONTENT

1 BUSINESS ORGANISATIONS AND BUSINESS ENVIRONMENT

- Different types of business entities will be described as below, but not limited to:
 - sole trader
 - partnership
 - company
 - non-profit organisation
- Common business objectives will be described as below, but not limited to:
 - profit
 - continuity
 - social responsibilities
- Business environmental factors that influence a business will be described as below, but not limited to:
 - competitors
 - unions
 - government
 - living standards
 - technology
 - the media
 - communications
 - differing cultural norms
 - currency issues
 - markets
- The ways in which computer systems are used in the business environment will be explained. Applications that are common and those that are unique will be identified.
- The importance of the business planning will be explained.
- Functional areas within a business will be identified and a typical organisations structure described.
- Who and what is liable for GST will be briefly explained.

2 BASIC ACCOUNTING

- The purpose of accounting as an information system, for both internal management and external stewardship, and how this leads to the various branches of accounting, including financial, management, tax, and public, will be explained.
- The elements of the accounting equation will be defined and examples given. (eg. assets, liabilities, revenue, expenses and owners equity)
- The importance of the Chart of Accounts will be explained.
- Simple manipulations of the accounting equation will be explained and performed.
- The steps in the accounting cycle will be listed.
- Typical business transactions will be described and the way in which business transactions are recorded within the accounting (manual and/or computerised) system, will be demonstrated using the general journal.

3 ACCOUNTING REPORTS

- 3-column ledger accounts will be prepared and balanced and a Trial Balance prepared.
- A fully classified Statement of Financial Performance and Statement of Financial Position for simple organisations will be prepared from a Trial Balance. (eg. sole trader)
- A simple GST return will be prepared.

NOTES

- Tutors need to emphasize the flow of accounting data through the accounting cycle rather than emphasizing the use of accounting software, which is simply a tool.
- Tutors do not need to show the use of specialised journals, sales, purchases, cash receipts or cash payments.
- Tutors may find a teaching package such as EACTWIN useful for this module.