CERTIFICATE IN BUSINESS STUDIES AK1007

2025 PROGRAMME STRUCTURE AND COURSES

Choose your Pathway

Each Pathway is 60 points over 1 semester of full-time study or part-time equivalent
45 points must be at Levels 5-6

Pathway 1
Complete any 4 courses
3 courses must be at Levels 5-6

15 points LEVEL 5-6	15 points LEVEL 5-6	15 points LEVEL 5-6	15 points LEVEL 5-7

Pathway 2
Complete a Focus Area
complete 4 courses overall with
3 courses from one focus area (including a L7)

15 points LEVEL 5-6	15 points LEVEL 5-6	15 points LEVEL 5-6	15 points LEVEL 7
	Focus Area		

Step 1: Choose your Pathway. **Step 2:** Choose your Courses. **Step 3:** Enrol
View the **Course Descriptors and Timetables** by entering the Course Code into the AUT Course Search

Focus Areas

Students completing a focus area will have it specified on their transcript

Complete 60 points of courses with <u>45 points from one focus area including 15 points at level 7</u>.
The remaining 15 points can be any L5 or L6 course from the focus area or from the full list of courses

Not all courses are being offered in 2025

ACCOUNTING
Only available to students studying part-time due to pre-requisites

ACCT502	Accounting Essentials	L5
ACCT602	Financial Accounting ACCT502	L6
ACCT603	Management Accounting ACCT502	L6
ACCT604	Taxation ACCT502 or LAWS541	L6
ACCT608	Accounting for Social Impact ACCT502	L6
ACCT702	Advanced Financial Accounting ACCT602	L7
ACCT703	Advanced Management Accounting ACCT603	L7
ACCT704	Auditing ACCT602	L7

BUSINESS LAW
Only available to students studying part-time due to pre-requisites

LAWS541	Law for New Zealand Business	L5
ACCT604	Taxation ACCT502 or LAWS541	L6
LAWS641	Law of Business Organisations LAWS541	L6
EMPL704	The Dynamics of Employment Regulations	L7
MGMT707	Risk Management	L7

DATA ANALYTICS FOR BUSINESS
Only available to students studying part-time due to pre-requisites

BUSS511	Introduction to Programming for Business Analytics	L5
BUSS613	Managing Business Data for Analytics	L6
FINA606	Data Analysis for Business BUSS511	L6
BUSS719	Data Strategy BUSS613 or FINA606	L7

ECONOMICS
Only available to students studying part-time due to pre-requisites

ECON520	Principles of Microeconomics	L5
ECON521	Principles of Macroeconomics	L5
ECON620	Microeconomics: Choice and Welfare ECON520	L6
ECON621	Macroeconomics: Models, Data and Policy ECON521	L6
ECON622	Introduction to Econometrics	L6
ECON720	Microeconomics: Competition, Risk & Strategy ECON620	L7
ECON721	Applied Macroeconometrics ECON621, ECON622	L7
ECON722	Applied Econometrics: Causal Inference for Social Impact ECON622	L7

ENTREPRENEURSHIP AND INNOVATION

ENTR501	Introduction to Entrepreneurship and Innovation	L5
INTB501	Business and Strategy in a Changing World	L5
ENTR601	Māori Indigenous Entrepreneurship and Social Innovation	L6
MGMT602	Small and Medium Enterprise Management	L6
ENTR701	Social Entrepreneurship: Inspiring Innovation and Impact	L7
INTB708	Innovation and Technology Strategy	L7

FINANCE
Only available to students studying part-time due to pre-requisites

FINA501	Introduction to Finance	L5
FINA503	Financial Analysis	L5
FINA601	Corporate Finance FINA501	L6
FINA602	Investment and Portfolio Analysis FINA501	L6
FINA608	Social Impact for Finance	L6
FINA701	International Corporate Finance FINA601 or FINA602	L7
FINA702	Financial Risk Management FINA602	L7
FINA706	Financial Institutions and Markets FINA501 or FINA605	L7

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Focus Areas continued

15 points LEVEL 5-6	15 points LEVEL 5-6	15 points LEVEL 5-6	15 points LEVEL 7

HUMAN RESOURCE MANAGEMENT AND EMPLOYMENT RELATIONS

Code	Title	Level
MGMT501	Managing and Organising	L5
EMPL601	Employment Relations	L6
HRMG601	Human Resource Management	L6
HRMG602	Learning and Development	L6
EMPL702	Workplace Health and Safety	L7
EMPL704	The Dynamics of Employment Regulations	L7
HRMG701	Diversity and Inclusion for Social Impact	L7
HRMG703	Global Mobility	L7

INFORMATION SYSTEMS

Code	Title	Level
BSYS501	Business Information Systems	L5
BSYS601	Business Process Management BSYS501 (CO)	L6
BSYS602	Business Data Management BSYS501 (CO)	L6
BSYS603	Project Management	L6
BSYS701	Enterprise Information Systems BSYS601 or BSYS602	L7
BSYS702	Cyber-Security and Risk Management BSYS601 or BSYS602	L7
BSYS705	Digital Transformation and Social Impact	L7
BSYS706	Designing Systems for Contemporary Enterprises BSYS601 or BSYS602	L7

INTERNATIONAL BUSINESS AND STRATEGY

Code	Title	Level
INTB501	Business and Strategy in a Changing World	L5
INTB603	Dynamic Environments	L6
INTB604	International Business Management	L6
INTB605	Business Strategy	L6
INTB706	Global Social Impact INTB603(CO), INTB604(CO)	L7
INTB707	Strategy in Uncertain Times INTB605	L7
INTB708	Innovation and Technology Strategy	L7
INTB709	Strategic Design	L7

MANAGEMENT AND LEADERSHIP

Code	Title	Level
MGMT501	Managing and Organising	L5
HRMG601	Human Resource Management	L6
INTB605	Business Strategy	L6
MGMT602	Small and Medium Enterprise Management	L6
MGMT603	Leadership for Change	L6
MGMT704	Management for Social Impact	L7
MGMT705	Stress and Resilience at Work	L7
MGMT708	Organising for the Future of Work	L7

MARKETING
Only available to students studying part-time due to pre-requisites

Code	Title	Level
MKTG501	Marketing Insights	L5
MKTG601	Marketing Research MKTG501	L6
MKTG602	Marketing Relationships MKTG501	L6
MKTG603	Consumer Behaviour MKTG501	L6
MKTG701	Strategic Marketing 30 points MKTG L6	L7
MKTG702	Integrated Marketing Communications 30 points MKTG L6	L7
MKTG703	Digital, Social Media and Mobile Marketing 30 points MKTG L6	L7
MKTG704	Marketing for Social Impact MKTG501	L7

SUPPLY CHAIN MANAGEMENT

Code	Title	Level
ENTR501	Introduction to Entrepreneurship and Innovation	L5
BSYS601	Business Process Management BSYS501(CO)	L6
BSYS604	Operations Management	L6
BSYS605	Goods and Services Procurement	L6
BUSS613	Managing Business Data for Analytics	L6
SUSE602	Managing Environmental Issues in Business	L6
BSYS704	Logistics and Supply Chain Management	L7

SUSTAINABLE ENTERPRISE

Code	Title	Level
SUSE501	Sustainability Leadership	L6
SUSE602	Managing Environmental Issues in Business	L6
ENTR701	Social Entrepreneurship: Inspiring Innovation and Impact	L7
MGMT704	Management for Social Impact	L7
SUSE701	Sustainability Consultant Project SUSE602 or any L6 with approval	L7

Don't guess if you're on the right track – come and see us and we'll help you map out your study

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Full List of Courses

> If you're not taking a focus area and you're unsure what four courses to choose, consider what courses/topics interest you or consider taking our four BBus first-semester courses** which offer a great foundation for business

All CertBusSt courses are from our Bachelor of Business offerings

Not all courses are being offered in 2025

Course Descriptors and Timetables can be found by entering the Course Code into the AUT Course Search

How to Enrol

	Course Code	Course Name	Points	Pre/Co-Requisite/s
LEVEL 5	ACCT502	Accounting Essentials RESTRICTION ACCT601	15	-
	ACCT503	Accounting Systems and Analytics	15	ACCT502 (Co)
	BSYS501	Business Information Systems	15	-
	BUSS505	**Consumer and Organisational Behaviour	15	-
	BUSS507	**Financial Decision Making and Information Systems	15	-
	BUSS508	**Economics and International Business	15	-
	BUSS509	**Ethics, Responsibility and Sustainability	15	-
	BUSS511	Introduction to Programming for Business Analytics	15	-
	ECON505	Business Economics and Data Analysis	15	-
	ECON520	Principles of Microeconomics RESTRICTION ECON502	15	-
	ECON521	Principles of Macroeconomics RESTRICTION ECON502/ECON602	15	-
	ENTR501	Introduction to Entrepreneurship and Innovation	15	-
	FINA501	Introduction to Finance	15	-
	FINA503	Financial Analysis RESTRICTION FINA607/FINA704	15	-
	FINA504	Introduction to Financial Management for Māori Business	15	-
	INTB501	Business and Strategy in a Changing World RESTRICTION BUSS506	15	-
	LAWS541	Law for New Zealand Business	15	-
	MGMT501	Managing and Organising	15	-
	MKTG501	Marketing Insights RESTRICTION MARS501	15	-
	SUSE501	Sustainability Leadership	15	-
LEVEL 6	ACCT602	Financial Accounting	15	ACCT502
	ACCT603	Management Accounting	15	ACCT502
	ACCT604	Taxation RESTRICTION ACCT707	15	ACCT502 or LAWS541
	ACCT605	Accounting Legal and Regulatory Framework	15	-
	ACCT606	Financial Management for Accountants	15	ACCT502, ACCT503
	ACCT607	Sustainability Accounting and Reporting RESTRICTION ACCT708	15	-
	ACCT608	Accounting for Social Impact	15	ACCT502
	BSYS601	Business Process Management	15	BSYS501 (Co)
	BSYS602	Business Data Management	15	BSYS501 (Co)
	BSYS603	Project Management	15	-
	BSYS604	Operations Management	15	-
	BSYS605	Goods and Services Procurement	15	-
	BUSS613	Managing Business Data for Analytics	15	-
	ECON620	Microeconomics: Choice and Welfare RESTRICTION ECON601	15	ECON520
	ECON621	Macroeconomics: Models, Data and Policy RESTRICTION ECON602	15	ECON521
	ECON622	Introduction to Econometrics RESTRICTION ECON603	15	-
	EMPL601	Employment Relations	15	-
	ENTR601	Māori Indigenous Entrepreneurship and Social Innovation	15	-
	FINA601	Corporate Finance	15	FINA501
	FINA602	Investment and Portfolio Analysis	15	FINA501
	FINA605	Building Financial Capability and Wellbeing	15	-
	FINA606	Data Analysis for Business	15	BUSS511
	FINA608	Social Impact for Finance	15	-
	HRMG601	Human Resource Management	15	-
	HRMG602	Learning and Development	15	-

15 points	15 points	15 points	15 points
LEVEL 5-6	LEVEL 5-6	LEVEL 5-6	LEVEL 5-7

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Course Code	Course Name	Points	Pre/Co-Requisite/s
INTB603	Dynamic Environments	15	-
INTB604	International Business Management RESTRICTION INTB704	15	-
INTB605	Business Strategy	15	-
LAWS641	Law of Business Organisations	15	LAWS541
MGMT602	Small and Medium Enterprise Management	15	-
MGMT603	Leadership for Change	15	-
MGMT604	Māori Indigenous Management and Marketing	15	-
MKTG601	Marketing Research RESTRICTION MARS601	15	MKTG501
MKTG602	Marketing Relationships RESTRICTION MARS602	15	MKTG501
MKTG603	Consumer Behaviour RESTRICTION MARS604/MARS701	15	MKTG501
SUSE602	Managing Environmental Issues in Business	15	-
LEVEL 7 ACCT702	Advanced Financial Accounting	15	ACCT602
ACCT703	Advanced Management Accounting	15	ACCT603
ACCT704	Auditing	15	ACCT602
BSYS701	Enterprise Information Systems	15	BSYS601 or BSYS602
BSYS702	Cyber-Security and Risk Management	15	BSYS601 or BSYS602
BSYS704	Logistics and Supply Chain Management	15	-
BSYS705	Digital Transformation and Social Impact	15	-
BSYS706	Designing Systems for Contemporary Enterprises	15	BSYS601 or BSYS602
BUSS719	Data Strategy	15	BUSS613 or FINA606
BUSS730	Māori Indigenous Business Project	15	ENTR601, MGMT604
ECON720	Microeconomics: Competition, Risk and Strategy RESTRICTION ECON701	15	ECON620
ECON721	Applied Macroeconometrics	15	ECON621, ECON622
ECON722	Applied Econometrics: Causal Inference for Social Impact	15	ECON622
EMPL702	Workplace Health and Safety	15	-
EMPL704	The Dynamics of Employment Regulations	15	-
ENTR701	Social Entrepreneurship: Inspiring Innovation and Impact	15	-
ENTR702	Business Models for Commercialising Innovation	15	-
FINA701	International Corporate Finance	15	FINA601 or FINA602
FINA702	Financial Risk Management	15	FINA602
FINA706	Financial Institutions and Markets RESTRICTION FINA603	15	FINA501 or FINA605
HRMG701	Diversity and Inclusion for Social Impact	15	-
HRMG703	Global Mobility	15	-
INTB706	Global Social Impact	15	INTB603 (Co), INTB604 (Co)
INTB707	Strategy in Uncertain Times	15	INTB605
INTB708	Innovation and Technology Strategy	15	-
INTB709	Strategic Design	15	-
MGMT704	Management for Social Impact	15	-
MGMT705	Stress and Resilience at Work	15	-
MGMT707	Risk Management	15	-
MGMT708	Organising for the Future of Work	15	-
MKTG701	Strategic Marketing RESTRICTION MARS703	15	30pts from MKTG601/602/603
MKTG702	Integrated Marketing Communications RESTRICTION MARS603/MARS707	15	30pts from MKTG601/602/603
MKTG703	Digital, Social Media and Mobile Marketing RESTRICTION MARS708	15	30pts from MKTG601/602/603
MKTG704	Marketing for Social Impact	15	MKTG501
SUSE701	Sustainability Consultant Project	15	SUSE602 or any L6 with approval

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15 points LEVEL 5-6	15 points LEVEL 5-6	15 points LEVEL 5-6	15 points LEVEL 5-7

Overview of Key Points

Your Study	**The CertBusSt is 60 points, equivalent to 1 semester of full-time study / part-time equivalent** • Courses are normally 15 points. Four 15-point courses per semester are equivalent to full-time study • Each course requires around 10 hours of individual study per week in addition to its lectures/workshops • Attending all lectures/workshops and submitting all assessments are key to your success
Full-time Study	**4 courses | 60 points per semester**
Part-time Study	Students who want to study part-time can do so, but there are time limits for completion and specific rules to consider for student loans and allowances. There are limited evening classes, and you may wish to attend a course advice session to discuss the part-time options available for you
Time Limits	The total time from first enrolment until the successful completion of all requirements must not normally exceed one year
CertBusSt Requirements	**60 points | 4 courses** including at least 45 points at Levels 5-6 You can choose to complete a focus area as part of your CertBusSt requirements or choose any four courses
Focus Area	**45 points | 3 courses** including 15 points at Level 7. A focus area will be specified on your transcript. The remaining 15 points required for your CertBusSt can be any Level 5-6 course
Enrolment	You can enrol prior to the semester commencing. In Weeks 1-2 you will need to contact us
Class occurrences	Courses may have more than one class to choose from in a semester and they are distinguished by a course code/**occurrence**, eg. BUSS505/**W101**, BUSS505/**M205** **W:** City Campus; **M:** South Campus; **A:** North Campus; **N:** online **W1/M1/N1:** Semester 1 occurrence; **W2/M2/N2:** Semester 2 occurrence
Changing occurrences	You can change occurrences via MyAUT/Arion until the end of Week 1. In Week 2 you will need to contact us
Pre-requisites & Co-requisites	A **pre-requisite** is a specific course that must be successfully completed before studying another course A **co-requisite** is a course that must either be studied before or with another course
Progression	It is important to reach out early if you are struggling with any of your courses, and there are lots of resources and services available to help you get back on track. We encourage you to contact our Course Advice team who can advise on your situation and refer you as appropriate Student progression is monitored and students who fail more than half of their enrolment will be referred to support services. Students who do not pass a course on the second attempt, or who fail more than half of their enrolment for a second consecutive semester, will need to apply for approval to continue
Completion	When you've completed all your requirements and 60 points overall for the CertBusSt you'll be recommended for graduation and your parchment will be posted to you. Your qualification will also be made available through My eQuals
Progression to the Bachelor of Business	If you enjoy your business study and would like to move on to our Bachelor of Business degree, you will be able to have your CertBusSt courses credited over to the BBus. Please contact us for more information