

**TRIMESTER ONE - 27 FEBRUARY TO 22 JUNE 2012**  
**NZ Diploma of Business/NZIM Diploma in Management/WelTec Applied Diplomas Timetable**

Evening Class

**PETONE**

Subject	Monday	Tuesday	Wednesday	Thursday	Friday
<b>501 - Accounting Practices</b> GREG BROUGHTON	3 - 5pm (L) T602	10am - 12pm (Lab) T404B/C	10 - 12 (T) T602		
<b>510 - Introduction to Commercial Law</b> PETER SMITH		3 - 5pm (T1) C304		3 - 5pm (T2) C302	10am -1pm (L) C302
<b>520 - Economic Environment</b> MICHAEL KEITH		5 - 8pm C305		5 - 8pm C303	
<b>530 - Organisation &amp; Management</b> GLENDA SHAW	10am - 12pm (T1) C303 1 - 3pm (T2) C303				1 - 4pm (L) C301
<b>601 - Financial Accounting</b> AINSLIE MATHESON				10am - 3pm T503	
<b>630 - Leadership</b> JOHN MCNICOL					8am - 1pm C301
<b>636 - Applied Management</b> LEAH SENO			4 - 9pm C304		
<b>648 - Marketing Planning &amp; Control</b> JOHN MCNICOL				4 - 9pm C110	
<b>Practicum</b> LEAH SENO		4 - 9pm C301			
<b>Innovation</b> LEAH SENO	8am - 1pm C304				

**WELLINGTON**

Subject	Monday	Tuesday	Wednesday	Thursday	Friday
<b>400 - Accounting Principles</b> GREG BROUGHTON		5 - 8pm (L) W512A/B		5 - 8pm (L) W512A/B	
<b>430 - Quantitative Business Methods</b> DENNIS DAWSON		5 - 8pm (L) W402		5 - 8pm (Lab) W510	
<b>541 - Fundamentals of Marketing</b> GLENDA SHAW	5 - 8pm (L) W512A/B		5 - 8pm (L) W512A/B		
<b>550 - Business Computing</b> JOHN MCNICOL	10am - 12pm (CL1) W510 3 - 5pm (CL 2) W511	10am - 12pm (CL3) W510 1 - 3pm (L) W512A/B 3 - 5pm (CL1) W510	3 - 5pm (CL2) W510	1 - 3pm (CL3) W511	
<b>560 - Business Communication</b> SANDRA GOODWIN	5 - 8pm (L)		5 - 8pm (L)		
<b>633 - Human Resource Management</b> MICHAEL KEITH			9am - 2pm W403		

**Please Note Well:** 400/500 level papers require 6 hours of class attendance. You must attend both lectures and the **ONE** tutorial you picked on your Subject Selection Form  
 If you are taking 501 you must attend the lecture, computer lab & tutorial.  
 If you are taking 550 you must attend the lecture and the **TWO** computer labs in the stream you selected.

<b>TIMETABLE LEGEND</b>
(L) LECTURE
(T) TUTORIAL numbered
(CL) COMPUTER LAB - numbered

**You need to know:**

**DAY CLASSES**

400/500 level papers require 5-6 hours of class attendance. You must attend both Lectures and the Tutorial you picked on your Subject Selection Form  
If you are taking 501 you must attend the Lecture, Computer Lab & Tutorial you selected.  
If you are taking 550 you must attend the Lecture and the 2 Computer Labs in the stream you selected.  
600 level papers require 5 hours of combined lectures and tutorial time. Tutorial time will be advised by tutors during the first week of classes

**NIGHT CLASSES**

400/500 level papers generally comprise 6 hours spread over two nights  
600 level papers generally comprise 5 hours of combined lectures and tutorial. Tutorial time will be advised by tutors during the first week of classes

**PLEASE NOTE: There will be NO tutorials or labs held in the first week of trimester**

**\* Classes will be subject to sufficient student enrolments.**

1. You are required to purchase your own learning resources (e.g. textbooks, stationery).
2. If you have not heard from us within ten working days of your enrolment please contact us at [studentadvisors@weltec.ac.nz](mailto:studentadvisors@weltec.ac.nz) or 0800 935 832.  
Remember if you have enrolled then come to the first class, whether you have heard from us or not. If you do not attend you will be withdrawn.  
If you decide this isn't for you then you must fill out a withdrawal form and give it to the Student Advisors or the Schools office within 10 days of the trimester starting.
3. Wellington City Campus is located at Church Street (off Boulcott Street).  
Petone Campus is located at 11 Kensington Avenue, Petone.
4. For 550 Business Computing, you need to attend the Lecture and two Practical Labs each week. You will be using self paced text book based learning in this course.  
It will be useful for students to have a basic familiarity with computers.  
Computer labs have limited number of computers, so it is first come, first served. You will get to choose the labs you wish to attend at the first Lecture.
5. For further information or assistance, please contact Student advisors on 0800 935 832 or pop into the Student Information Centre.
6. A timetable with room numbers will be available from the Student Information Centre or the 5th floor of the Tower Block at the Petone Campus, or from Level 1 at the Church Street Campus from Monday 20th February.  
Any room changes - check with the administrator on Level 5 of the Tower Block, or the Student Information Centre at the Petone Campus, or Student Advisors at the Church Street Campus.