



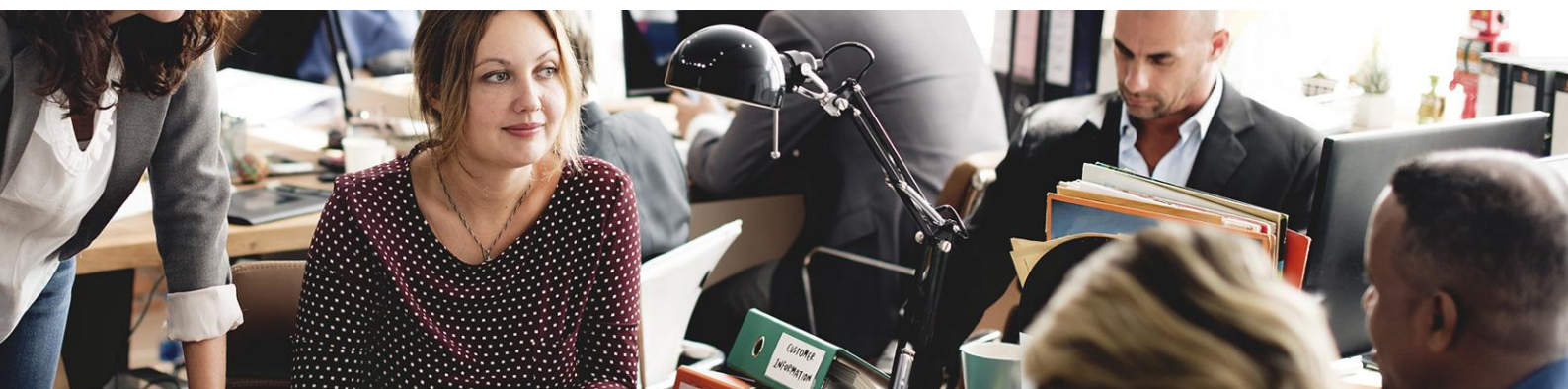
**North  
Metropolitan**

# Course Handbook

## Diploma of Commerce Higher Education Diploma

The Diploma of Commerce is a pathway course and, as the equivalent of the 1st year Bachelor of Commerce, is designed to prepare students for entry into the Bachelor of Commerce providing the foundation units of the undergraduate course consisting of a combination of core and elective units.

The Bachelor of Commerce at Curtin University is designed to prepare graduates “for the challenges in the global business environment”. You will study foundation areas of accounting, economics, business law, management, marketing and technology. Through specialised study, in your chosen major, you will gain the theory and practical skills needed to be confident and industry-ready. As a graduate, you may pursue an interesting and diverse range of careers depending on your chosen field of study.



## Course Structure

# Diploma of Commerce



<b>Semester 1</b>		<i>Credit Points</i>	<i>Unit Type</i>	<i>Page</i>
ACCT100	<a href="#">Introduction to Accounting</a>	25	Core	5
ECON100	<a href="#">Introduction to Economics</a>	25	Core	7
MGMT100	<a href="#">Introduction to Management</a>	25	Core	8
MKTG100	<a href="#">Introduction to Marketing</a>	25	Core	9
<b>Semester 2</b>				
BUIS100	<a href="#">Intro to Business Information Systems</a>	25	Core	10
LAWS100	<a href="#">Introduction to Business Law</a>	25	Core	11
ACCT101	<a href="#">Accounting (Managerial)</a>	25	Elective*	12
STAT101	<a href="#">Business Statistics</a>	25	Elective*	13
MKTG101	<a href="#">Consumer Behaviour</a>	25	Elective*	14
ECON101	<a href="#">Macroeconomics</a>	25	Elective <sup>1*</sup>	15
FNCE2000	<a href="#">Introduction to Finance Principles</a>	25	Elective	16
MGMT101	<a href="#">Organisation Behaviour</a>	25	Elective*	17

\* Choice of 2 Electives

<sup>1</sup> Unit currently being phased out, not available for new enrolments



## Diploma of Commerce Admission Requirements

### Local Students

---

Applicants will need to demonstrate standards of literacy and numeracy mapped to the Australian Core Skills Framework by either:

- Completion of Australian High School Year 12 with a WACE achieving a C grade or better in any Stage 2 in English or Literature and a C grade or better in any Stage 2 Mathematics

**OR**

- Successful completion of a Certificate IV vocational qualification, or a school to TAFE pathway course

**OR**

- For mature aged (over 21) applicants, relevant work experience AND demonstrated literacy and numeracy standards mapped to the Australian Core Skills Framework.

*Non-English speaking background students must provide evidence of English Language competency. This may be achieved by meeting the English requirements listed above or those set out for International students.*

### International Students

---

To gain admission International students will need:

- Secondary school qualifications equivalent to the Australian Year 12 standards listed above

**AND**

- Evidence of English Language competency - IELTS overall Band Score or 6.5 (no Band Score less than 6) OR equivalent proof of English as per the TIWA English language requirements.

## Disclaimer

---

Information in this publication is correct at the time of publishing but may be subject to change.

In particular North Metropolitan TAFE reserves the right to change the content and/or method of assessment, to change or alter tuition fees of any unit of study, to withdraw any unit of study or program which it offers, to impose limitations on enrolment in any unit or program, and/or to vary arrangements for any program.

North Metropolitan TAFE accepts no responsibility for and makes no representations, whether express or implied, as to the accuracy or reliability in any respect of any material in this publication.

# Introduction to Accounting

---

## Unit Code: ACCT100

Introduction to Accounting is one of 6 core units within the Diploma of Commerce course. Students who successfully complete this unit will be eligible to enrol in the 2nd Year of the Bachelor of Commerce, Curtin University of Technology.

The aim of the unit is to provide students with the technical and theoretical knowledge of Accounting concepts, skills and practices used within the business world and an understanding of the influence of these practices on society in general. Accounting impacts on all areas of society and it is, therefore, beneficial for you to have knowledge of basic accounting concepts and techniques.

This unit will cover a broad range of managerial, investment and financial accounting issues with emphasis on their practical application in the business world. You will learn the fundamental skills required to hold a managerial position or manage your own small business as well as learning how to better manage your own personal finances. Even if you do not intend to undertake an Accounting major, you will certainly benefit from the technical skills you develop in this unit.

## Topics covered in this unit are based on Curtin Business School's, Accounting 100's and includes:

- Introduction to accounting and management decision making , including capital expenditure, special orders, budgeting , cash management
- Introduction to accounting information systems and internal control
- Preparation of accounting information for basic transactions in a service and retail business, including GST, end-of-period adjustment, closing entries and financial statements,
- Interpretation of financial statements and business sustainability.

<b>Campus:</b>	Northbridge
<b>Pre-requisites:</b>	Nil
<b>Credit Points:</b>	25
<b>Learning Mode:</b>	1 x 3 hour weekly session over 15 weeks (2 Hour Lecture, 1 Hour Tutorial)

### Intended Learning Outcomes:

On successful completion of this unit, you will be able to:

1. Demonstrate knowledge of basic management accounting techniques and apply methods to analyse and solve related business case studies.
2. Demonstrate basic financial accounting knowledge skills to apply to given accounting information to complete the accounting cycle from preparing journal entries to preparing financial statements.
3. Analyse ambiguous problems, synthesise information and transfer knowledge and skills to recommend appropriate solutions.
4. Demonstrate communication skills by evaluating and interpret financial statements and preparing a written report and oral presentation based on the evaluation.

### Assessment Information:

1. Collaborative Class Assessments	8%
2. Written Semester Test	15%
3. Learning Portfolio	12%
4. Business Project and Oral Presentation	30%
5. Final Examination	35%

\*\*\*\*\*

# Introduction to Economics

---

## Unit Code: ECON100

Introductory Economics (ECON100) is a one semester course that offers an introductory flavour of economics. The course aims to cover key economic principles of both microeconomics and macroeconomics in an Australian as well as international context. The syllabus incorporates the following five (5) concepts in Microeconomics: the economic way of thinking; demand and supply; elasticity; market efficiency; behavioural economics and asymmetric information. In addition, the syllabus covers the following five (5) topics in Macroeconomics: economic growth (GDP), unemployment and inflation; the business cycle and aggregate demand/supply; monetary policy; fiscal policy; and exchange rates. The syllabus emphasizes the application of economic theory to real-world events. An understanding of economics is very important in an uncertain world, where market forces have such a significant influence on our lives. Any student undertaking a course in commerce or business at the undergraduate level requires an understanding of economics—how markets work, the price system, macroeconomic activity, the global economy, economic policy, and so on. A good grasp of introductory principles of economics is crucial if we, as student collaborators and critical social-ecological observers, are to make informed judgements about solving real-world problems.

<b>Campus:</b>	Northbridge
<b>Pre-requisites:</b>	Nil
<b>Credit Points:</b>	25
<b>Learning Mode:</b>	1 x 3 hour weekly session over 15 weeks

## Intended Learning Outcomes:

On successful completion of this unit, you will be able to:

1. Explain the nature of the economic problem
2. Explain the economic way of thinking
3. Apply the economic way of thinking to analyse real world events
4. Analyse and evaluate economic issues using economic theory
5. Demonstrate economic literacy by writing effectively using economic theory

## Assessment Information:

1. Two Group Case Studies	20%
2. Learning Portfolio	18%
3. Four Course Knowledge Quizzes	12%
4. Micro-economics Essay	15%
5. Macro-economics Essay	15%
6. Closed Book Examination	20%

\*\*\*\*\*

# Introduction to Management

---

## Unit Code: MGMT100

The aim of the unit is to provide students with a critical understanding of the roles and responsibilities of management and to equip them with management-based theoretical concepts and techniques that they can apply to: known or changing contexts within a range of situations, perform complex technical operations, initiate and make judgements when organising work for self and others, coordinate and evaluate team work activities within set guidelines. This unit introduces students to the technical and theoretical concepts of management, looking at: the primary purpose of management, the functions of management, and how those functions differ at different levels of the organisation.

The unit will also develop their skills necessary to perform the functions of management. Students are introduced to how concepts and theories of management have evolved and how they may be applied to practice. Students will experience a 'collaborative learning environment'; that is, to learn with and from their peers and teachers as they participate actively in: online discussion, team work, problem solving and project planning activities. Students will advance their skills and understanding by applying newly learned techniques and knowledge to an ongoing project.

<b>Campus:</b>	Northbridge
<b>Pre-requisites:</b>	Nil
<b>Credit Points:</b>	25
<b>Learning Mode:</b>	1 x 3 hour weekly session over 15 weeks

## Intended Learning Outcomes:

On successful completion of this unit, you will be able to:

1. Identify and apply Management concepts and theory to practice situations.
2. Communicate, verbally and in writing, clear, concise and coherent arguments relating to Management concepts, theory and practice.
3. Research, analyse and interpret information to prepare solutions to practice-based Management situations.

## Assessment Information:

1. Blackboard Discussions	15%
2. Group Project and Reports	45%
3. Individual Reflection	10%
4. Final Examination	30%

\*\*\*\*\*



# Introduction to Marketing

---

## Unit Code: MKTG100

This unit introduces students to technical and theoretical knowledge and concepts of marketing. Knowledge of marketing is important for both marketing professionals and generalist managers who need to be involved in making decisions about marketing strategy for their organisation.

This includes the study of eight significant areas of Marketing, specifically: the marketing concept; understanding the role marketing plays in business and society; the global marketing environment; consumer buyer behaviour; management of the marketing process through market segmentation, target marketing and positioning; new product development and the product life cycle; marketing strategies (the 4 P's) product, price, place and promotion; and, ethics in marketing.

<b>Campus:</b>	Northbridge
<b>Pre-requisites:</b>	Nil
<b>Credit Points:</b>	25
<b>Learning Mode:</b>	1 x 3 hour weekly session over 15 weeks

### On successful completion of this unit, you will be able to:

1. Understand and explain the meaning and relevance of key marketing concepts to inform yours and others marketing plans.
2. Identify and apply key marketing concepts to 'real world' situations.
3. Recommend marketing strategies in 'real world' situations to peers and others.
4. Demonstrate sound verbal and written marketing communication skills when presenting information to peers and others

### Assessment Information:

1. Case Study	15%
2. Marketing Report	15%
3. Marketing Plan	20%
4. Debate and Written Summary	20%
5. Final Examination	30%

\*\*\*\*\*

# Introduction to Business Information Systems

---

## Unit Code: BUIS100

This unit provides an overview of Business Information Systems (BIS) and their role in organisations and contribution to organisational success. The unit provides a conceptual understanding of the different types of Information and Communication Technologies (ICT) that support BIS. This introductory unit explains how BIS may be applied to effectively support, enable, drive and enhance business and organisational outcomes. BIS100 provides an introduction to the different activities and tools used to develop, maintain, and operate effective BIS.

<b>Campus:</b>	Northbridge
<b>Pre-requisites:</b>	Nil
<b>Credit Points:</b>	25
<b>Learning Mode:</b>	Lecture and Tutorial

## Intended Learning Outcomes:

On successful completion of this unit, you will be able to:

1. Identify and explain the fundamental aspects of IS and ICT in organisations.
2. Describe and assess different IS and ICT products and services.
3. Identify, analyse, evaluate and recommend IS and ICT products and services for particular organisational situations.
4. Explain and apply the fundamental techniques used in applying IS and ICT in organisations.

## Assessment Information:

1. Quiz Worksheets	30%
2. Case Study, Report and Presentations 1	25%
3. Case Study, Report and Presentations 2	25%
4. Final Examination	20%

\*\*\*\*\*

# Introduction to Business Law

---

## Unit Code: LAWS100

Introduction to Business Law explains the theoretical and practical concepts of law and provides a useful background to understanding the implications of law to today's business environment. In particular, the unit content explores the foundations of the Australian legal system, the Law of Torts, law relating to the understanding of business structures, Law of Contract and Consumer Protection.

The unit is structured to provide you with a foundational understanding of Business Law to assist you if you decide to embark in a career in, for example, accounting, business administration, management, banking, marketing and human resources. You will also be equipped with a number of skills such as research, legal principles appreciation, analytical application, critical thinking and problem solving. Central Institute of Technology is ideally placed to help guide your learning journey in this unit where you will be supported by highly skilled and experienced staff in a conducive educational environment with prevailing learning facilities.

<b>Campus:</b>	Northbridge
<b>Pre-requisites:</b>	Nil
<b>Credit Points:</b>	25
<b>Learning Mode:</b>	1 x 3 hour weekly seminar

## Intended Learning Outcomes:

On successful completion of this unit, you will be able to:

1. Interpret and apply the basic legal rules and principles arising in the Australian legal system
2. Demonstrate an understanding of the principal concepts and sources of law in Australia to identify and analyse legal issues
3. Construct a coherent and logical legal argument using a four step (IRAC) approach
4. Apply relevant legal concepts and principles to analyse and solve case studies

## Assessment Information:

1. Team Presentations	15%
2. Tutorial Questions	15%
3. Assignment	30%
4. Final Examination	40%

\*\*\*\*\*

# Accounting (Managerial)

---

## Unit Code: ACCT101

Managerial Accounting is one of 6 core units within the Diploma of Commerce course. Learners who successfully complete this unit will be eligible to enrol in the 2nd Year of the Bachelor of Commerce, Curtin University of Technology.

The aim of the unit is to provide learners with a foundation in the basic theoretical and technical knowledge in the application of key managerial accounting skills and techniques relating to costing models, profit planning/budgeting and decision-making techniques used in the business world.

This unit will cover a selected range of cost accounting and managerial accounting issues with emphasis on their practical application in the business world. You will learn the fundamental skills required to hold a managerial position or manage your own small business.

<b>Campus:</b>	Northbridge
<b>Pre-requisites:</b>	ACCT100 Introduction to Accounting
<b>Credit Points:</b>	25
<b>Learning Mode:</b>	1 x 3 hour weekly session over 14 weeks (2 Hour Lecture, 1 Hour Tutorial)

## Intended Learning Outcomes:

On successful completion of this unit, you will be able to:

1. Calculate, analyse and manage costs and cost drivers in a business.
2. Evaluate & communicate the suitability of costing methods and apply costing systems to different business scenarios in a professional manner.
3. Integrate information from multiple sources to construct a master budget and communicate in a professional manner.
4. Apply managerial accounting techniques to analyse, evaluate and report on global business scenarios and to recommend appropriate solutions.

## Assessment Information:

1. Learning Portfolio	20%
2. Collaborative Class Assessment	20%
3. Business Project and Oral Presentation	25%
4. Final Examination	35%

\*\*\*\*\*

# Business Statistics

---

## Unit Code: STAT101

The major objective of this unit is to provide students with a better understanding of the introductory concepts of basic business statistics. It also aims to give students an understanding of the value and limitations of the statistical approach to business decision making. The unit will review the measures of central tendency and dispersion, and elementary probability concepts and their use and/or impact on business decisions. A discussion of the concept of the random variable and its expected value will introduce the various statistical models namely the binomial, poisson and normal distributions.

Once the underlying models and tools are developed, the concepts of sampling and the appropriate sampling distributions for both small and large samples are introduced. The idea of sampling is broadened from point estimates to interval estimates for both the mean and the proportion. The concept of hypothesis testing for single means and proportions introduces students to their first 'real' statistical test, given a predetermined level of significance. These classical testing procedures are reinforced with the p-value approach, which enables students to see the strength of their decision. Linear correlation and regression analysis and inference in regression are then examined. Finally non-parametric analysis – tests of goodness-of-fit and independence - concludes the semester.

<b>Campus:</b>	Northbridge
<b>Pre-requisites:</b>	Nil
<b>Credit Points:</b>	25
<b>Learning Mode:</b>	Lecture and Tutorial

## Intended Learning Outcomes:

On successful completion of this unit, you will be able to:

1. Identify practical business situations in which a range of statistical techniques are applicable
2. Present, summarise and process suitable sample data making basic statistical inferences and appropriate business interpretations
3. Use one or more current statistical software packages for basic data analysis purposes

## Assessment Information:

1. Assessment 1	29%
2. Assessment 2	36%
3. Tutorial Exercises and Participation	15%
4. Final Examination	20%

\*\*\*\*\*

# Consumer Behaviour

---

## Unit Code: MKTG101

Consumer behaviour is one of the most fascinating subjects in marketing. We have already experienced some concepts and theories about how we, as consumers, make decisions during the various buying situations. Thus, it is not difficult to relate our personal experiences to the conceptual underpinnings presented in this course.

For marketing, an understanding of how a consumer selects, purchases, uses and disposes of products and services is pertinent to successfully managing the marketing function. We will therefore examine these concepts drawn from various disciplines such as psychology, economics and anthropology.

More importantly, this course is not merely a regurgitation of concepts and theories. Rather, it is designed for you to learn these concept and theories and make a conscience effort to apply them through you analysis of the marketing situations.

<b>Campus:</b>	Northbridge
<b>Pre-requisites:</b>	MKTG100 Introduction to Marketing
<b>Credit Points:</b>	25
<b>Learning Mode:</b>	Lecture and Tutorial

## Intended Learning Outcomes:

On successful completion of this unit, you will be able to:

1. Develop and use a framework of analytical tools to analyse how culture, personality and lifestyle affect the behaviour of consumers.
2. Explain how consumer attitudes are formed, and consumer opinions changed in order to better understand your own personal consumption experiences.
3. Evaluate how different sources of group influences can affect and radically change consumer consumption.
4. Design specific marketing strategies that focus on what motivates consumers, what captures their attention what retains their loyalty.

## Assessment Information:

1. Group Presentations	15%
2. Mid-Term Examination	20%
3. Consumer Insight Report	25%
4. In Class Participation	10%
5. Final Examination	30%

\*\*\*\*\*

# Macroeconomics

---

**Unit Code: ECON101**

*Note: This unit is being phased out and not open to new enrolments*

This is an intermediate unit in macroeconomics and follows on from the topics introduced in Economics 101. Macroeconomics is the study of economic activity and prices in the overall economy. There has never been a better time to study macroeconomics. The recent global financial crisis has cast a spotlight on macroeconomics and has reignited both theoretical and policy debates in macroeconomics.

Macroeconomics 101 will introduce you to the policy and practice of macroeconomics by developing several macroeconomic models to help you understand how the aggregate economy works. The emphasis of the course will be on understanding the business cycle in the short run - explaining the short run fluctuations in output, unemployment and inflation. The course also examines the role of monetary and fiscal policy in trying to stabilise inflation and economic activity. Macroeconomics 101 will provide the theoretical framework to discuss current major policy debates in the macroeconomics field.

<b>Campus:</b>	Northbridge
<b>Pre-requisites:</b>	Economics 100
<b>Credit Points:</b>	25
<b>Learning Mode:</b>	Lecture and Tutorial

## **Intended Learning Outcomes:**

On successful completion of this unit, you will be able to:

1. Describe and investigate the questions that macroeconomists seek to answer
2. Develop the basic aggregate demand/aggregate supply model using the IS curve, the monetary policy (MP) curve and the Phillips curve
3. Apply and explain the AD/AS model to analyse the global business cycle
4. Evaluate the use of macroeconomic policy to modify the business cycle

## **Assessment Information:**

1. Assessment 1	29%
2. Assessment 2	36%
3. Tutorial Exercises and Participation	15%
4. Final Examination	20%

\*\*\*\*\*

# Introduction to Finance Principles

---

**Unit Code: FNCE2000**

*Note: This unit is indicative and to be confirmed*

This unit develops the rationale and techniques of corporate financial management built from the fundamentals of financial mathematics, interest rates, project and asset valuation, portfolio theory, asset pricing theory, capital structure theory, and risk management.

<b>Campus:</b>	Northbridge
<b>Pre-requisites:</b>	Economics 100
<b>Credit Points:</b>	25
<b>Learning Mode:</b>	Lecture and Tutorial

## **Intended Learning Outcomes:**

On successful completion of this unit, you will be able to:

1. Distinguish and apply time value of money concepts to solve financial problems
2. Evaluate and apply the diverse financial models to value real and financial assets
3. Synthesise the competing theories in capital structure policy, and evaluate the
4. different models of cost of capital estimation
5. Evaluate and apply the concepts of risk management, CLO, CLO

## **Assessment Information:**

1. Mid-Semester Test	30%
2. Group Calculation Assessment	20%
3. Final Examination	50%

\*\*\*\*\*



# Organisational Behaviour

---

## Unit Code: MGMT101

Organisational Behaviour is the study of what people think, feel and do in and around organisations in order to improve the effectiveness of organisations. As a result this area of study is unique. Not only is it an integral part of your commerce course, but also the concepts and theories can be readily applied to your personal and professional life. Organisational Behaviour is multidisciplinary in nature with theories and principles drawn from disciplines such as Sociology, Economics, Political Science, Psychology, Marketing and Cultural Studies.

This unit will explore three core areas of organisational behaviour: focusing first on individual behaviour and the impact of the individual on the organisation; then exploring team dynamics; and, finally analysing the importance of organisational culture and managing organisational change effectively. The topics reflect consideration of individuals and behaviour at work, how people form groups, behaviour in those groups, and the mutual influence between individuals, and groups and organisations. Topics will have relevance to you now and in the future.

The aim of the course is to provide managers or potential managers with insight to be able to realise the impact the individual, groups and organisational structure has on behaviour within an organisation. Students will learn the important role organisational behaviour plays in assisting companies to achieve their objectives.

Overall, this unit places specific emphasis on instilling management skills to students. With the particular focus given to enhancing the critical thinking and reflective writing capabilities of students, it will help facilitate an ambient and stimulating environment, where students can hone their management competencies as well as increase their readiness for corporate citizenship.

<b>Campus:</b>	Northbridge
<b>Pre-requisites:</b>	MGMT100 Introduction to Management
<b>Credit Points:</b>	25
<b>Learning Mode:</b>	1 x 3 hour weekly session

### Intended Learning Outcomes:

On successful completion of this unit, you will be able to:

1. Explain and apply major organisational behaviour concepts and theories to real life contexts through reflective learning
2. Develop alternative explanations for organisational problems and critically analyse the validity of the alternative explanations
3. Construct logical and informed arguments

**Assessment Information:**

- |                        |     |
|------------------------|-----|
| 1. Debate              | 20% |
| 2. Group Presentations | 20% |
| 3. Written Report      | 30% |
| 4. Final Examination   | 30% |

\*\*\*\*\*