DIPLOMA OF BUSINESS (YEAR 1)

The Diploma of Business (Year 1) provides you with an overall perspective of business processes and fundamental business skills. The units you will study are designed to enhance your learning experience, and provide you with the underpinning knowledge necessary to prepare you for further studies at university level. This program is taught on ECU's state-of-the-art Joondalup Campus West.

The program consists of 8 units of study and can be completed over 2 or 3 trimesters, and provides opportunities for scaffolded learning and the development of core academic and employability skills. Students who complete the Diploma of Business (Year 1) will be eligible for entry into the Diploma of Business (Year 2). A minimum of 50 percent pass in all units is required for progression.

UNIT DESCRIPTORS

COM220 – Workplace Communication – Employability

Students will identify, analyse and apply communication, social and intercultural skills for effective interpersonal and workplace relationships. This unit develops written skills, oral presentation skills and research skills, to prepare students for academic or professional environments. Students will make connections between learning and future employability through topics such as effective workplace relationships, negotiation, managing conflict, and skills for teamwork and leadership.

CPT107 – Introductory Computing

This unit develops knowledge and skills in computing systems – software, hardware, digital security, communication networks, internet, information and data management. Students will develop their digital literacy and gain practical skills in specific computing applications from the Microsoft Office Suite. Students will also be introduced to very basic Java programming.

ELE100 – English Lanugage Enhancement

The aim of this English language unit is to enable you to improve the ability to communicate in English in order to participate effectively in academic and professional environments. A balance of receptive (reading, listening) and productive (speaking, writing) skills are developed through communicative classes and self-study. The unit will also provide language awareness tools to enable self-directed and ongoing learning.

MTH104 – Introductory Mathematics

This unit is designed for students who require a general mathematics background suitable for studies in business, health sciences and computing/IT courses. Students will learn to use a scientific calculator and develop critical thinking skills to identify, analyse, synthesize and solve mathematical calculations in arithmetic, statistics, algebra, functions and their graphs, optimisation, sequences, series, growth and decay, trigonometry, geometric sequences, series, set theory and interest.

COM210 – Communication Skills

This unit introduces the foundations of academic writing – from library research using databases, selection of approved academic resources, to writing paragraphs and essays, using the APA referencing system and delivering oral presentations using multi-media. The unit also includes essential study skills to assist with time management, note-taking and the use of memory aids for study purposes.

PMG100 – Project Management

This unit introduces concepts and skills used by managers to propose, plan, secure resources, budget and lead project teams to successful project completion. Students will examine and apply fundamental principles, strategies and approaches for project management in a variety of contexts that are universally applicable across organisations and project types.

Diploma of Business (Year 1) continued

BUS120 – Introductory Accounting

This unit provides a broad understanding of a range of key accounting concepts, principles and theories to explain the need for an accounting framework. Students are provided with the basic knowledge/skills to understand and explain the need for an accounting system and use it to extract, record and report financial data. Students will be able to explain the accounting equation, prepare financial statements (ledger accounts, journals, trial balances, income statements, cash flow statements, balance sheets, petty cash records, etc.) and evaluate business viability based on end-of-period reports. Students will apply critical thinking to solve accounting problems in preparation for the next level of accounting studies.

BUS129 – Introductory Marketing

This unit explains theoretical principles/practices for marketing in changing environments. It introduces fundamental marketing concepts (consumer behaviour, market research, product planning, promotion, distribution, services, pricing) across many institutions (government, manufacturing, services and not-for-profit sectors) and how marketing concepts are applied in the real world. Students identify, analyse and combine key marketing tools to develop a marketing mix for specific markets and market segments; identify, collect and evaluate data for different marketing requirements and apply them in simulated contexts. Students will also investigate social media and develop communication skills as part of a marketing campaign pitch.

Australian Qualifications Framework

Important information for students	Students will complete the units below:	ECC Diploma Year 2
International students must study a full-time study load. **Methods of assessment at ECC** Methods of assessment may differ depending on the program and subjects you choose. Most subjects will be assessed through a combination of written examinations and assignments, essays, presentations, seminars and tutorial participation. Some coursework will include group-based projects and practical activities. At the beginning of each unit, students are given an outline that includes due dates for the completion of assignments. Students who fail to meet these submission deadlines may be penalised even though the work was completed. Attending all classes is essential in order to be successful at ECC.	COM220 Workplace Communication - Employability	Diploma of Business (Year 2)
	CPT107 Introductory Computing	
	PMG100 Project Management	
	MTH104 Introductory Mathematics	
	COM210 Communication Skills	
	ELE100 English Language Enhancement	
	BUS120 Introductory Accounting	
	BUS129 Introductory Marketing	

ECC reserves the right to cancel classes due to insufficient demand. Timetable clashes may be unavoidable.
Flyer is current as of 15 February 2018.

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