

DIPLOMA OF COMMERCE (YEAR 2)

The Diploma of Commerce (Year 2) provides you with an overall perspective of business processes and fundamental business skills. The units you will study should be selected from the area in which you plan to specialise for your degree. 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. Students who complete the ECC Diploma of Commerce (Year 2) will receive up to 8 units (120 credit points) advanced standing (the equivalent of the first year), in the respective Bachelor degree at ECU. A minimum of 50 percent pass in all units is required for progression to ECU.

UNIT DESCRIPTORS

SBL1100D - Foundations of Business (Core for all majors)

This unit provides learners with a broad overview of the various disciplines and functions within a business and how they interrelate to create value. Key business dimensions such as structure, type, sector and purpose are explored in the local, national and international contexts. The unit also illustrates the connection between business ethics, legal and regulatory frameworks, and the responsibility of business in society.

SBL1400D - Introduction to Business Analytics (Core for all majors)

The unit provides students with a basic understanding of business analytics using Excel, and exposure to various other business intelligence systems and tools. It aims to provide students with an early appreciation of the fundamentals of using analytic skills to enhance reasoning in business decision-making across various business disciplines, and to solve complex problems through anticipating change and managing risk factors.

ECF1110D – Economics (Core for all majors)

This unit's main focus is 'economic literacy': being able to recognise, understand and apply the economic principles which give us insight into personal, corporate and government

behaviour. Its secondary focus is to introduce techniques which economists use to help them think logically about problems and their solutions. This unit provides students with an 'economic toolkit' which will be useful in many situations in the future. The unit also emphasises the application of economic concepts to the current climate in Australia and internationally.

SBL1300D – Business Environments and Markets (Core for all majors)

This unit introduces students to the complex external environment in which businesses operate. The disruptive power of new technologies, rapid social change and shifting political scene are just some of the factors that influence how managers make business decisions. Students trace product and service development practices of businesses and explore new ways of connecting and engaging with customers and stakeholders at a local, national and international level.

SBL1600D – Business Identity and Protocols (Core for all majors)

Incorporating hands-on activities, reflective practices, and opportunities for feedback, students will create and articulate their own personal brand. The unit explores the fundamentals of culture and importance of cross-cultural literacy, as well as principles of effective professional communication. Key experiences throughout the unit are documented within an electronic

portfolio which can be added to throughout students' academic career, and used when applying for job positions.

ACC1100D – Accounting (Core for all majors)

This introductory unit is designed to help students understand, prepare and use financial reports such as a balance sheet, income statement and a statement of cash flow. It covers a range of financial and managerial accounting issues with an appropriate mix of theory and practice.

PAC1100D – Professional and Academic Communication (Core for all majors)

This unit equips students with knowledge and skills to communicate effectively within Australian academic and professional environments. Students acquire essential skills in research, essay-writing, oral presentations, and job-search.

ECF1120D – Finance

This unit focuses on theory and practical fundamentals of finance. It introduces evaluation models used by financiers to evaluate assets/investments. It also covers basic principles of time value of money, calculating repayments on loan/mortgages, valuing bonds and shares, and their role in the firm and the marketplace.

Diploma of Commerce (Year 2) continued

MAN1100D – Management

This unit provides an introduction to fundamental management concepts and principles. It also covers the evolution of management theory and examines a range of different approaches to the study of management. A detailed analysis of the management function is conducted by exploring current management practices.

HOS2110D – Food and Beverage Management

This unit covers the complexities presented by F&B operations and management. Students learn skills in menu design and management, operating and control practices, and examine emerging trends in the industry. Students also gain an understanding of the importance the guest plays in a successful food and beverage operation.

HOS2325D – Managing the Service Experience

This unit examines the relationship between delivering effective guest service and the behaviours of people and systems involved in its delivery. It focuses on creating a culture of superior guest service through strategy, staff and systems development, implementation and evaluation.

TSM2111D – Introduction to Hospitality and Tourism

Unit provides an overview of contemporary global tourism and hospitality industries as a foundation from which students can make informed choices later in their program. It reflects on a number of models relating to supply and demand from a managerial perspective. Through experiential activities,

students apply theoretical principles and investigate the economic, environmental and sociocultural impacts of hospitality and tourism in industry setting.

MKT1600D – Marketing Principles and Practices

This unit introduces principles/concepts of marketing that encompass marketing planning process, marketing environment, consumer behaviour, market segmentation, and marketing mix elements. A major feature is the trimester-long marketing plan project based on a marketing case.



Important information for students	Students enrol in 7 core units and 1 elective according to their intended major at ECU	Entry into ECU Year 2
<p>For articulation into the Bachelor degree at ECU, students select 8 units according to their intended major. Students are urged to make sure they are correctly enrolled, by consulting the table attached to this document.</p> <p>Some electives may be available from our Diploma of Hotel Management course. Please see specific majors' guide.</p> <p>Double-major students please seek ECU advice for unit selection.</p> <p>International students must study a full-time study load.</p> <p>ECC reserves the right to cancel classes due to insufficient demand. Timetable clashes may be unavoidable. The order of units selected in the first and second trimester are recommendations except where a pre-requisite applies.</p> <p>A list of recommended elective units for different majors is provided separately.</p>	<p>Core for all majors:</p> <p>SBL1100D Foundations of Business</p> <p>SBL1400D Introduction to Business Analytics</p> <p>ACC1100D Accounting</p> <p>SBL1600D Business Identity and Protocol</p> <p>SBL1300D Business Environments & Markets</p> <p>ECF1110D Economics</p> <p>PAC1100D Professional and Academic Communication</p> <p>Select 1 Elective (based on Major) from:</p> <p>MKT1600D Marketing Principles and Practices</p> <p>MAN1100D Management</p> <p>ECF1120D Finance</p> <p>HOS2110D Food and Beverage Management</p> <p>HOS2325D Managing the Service Experience</p> <p>TSM2111D Introduction to Hospitality and Tourism</p>	<p>Bachelor of Commerce - 8 units (120 credit points)</p> <p>Majoring in:</p> <ul style="list-style-type: none"> • Accounting • Accounting & Finance • Event Management • Finance • Health Management • Human Resource Management • International Business • International Hotel and Resort Management • Law in Business • Management • Marketing • Project Management • Sport Business • Tourism and Hospitality Management <p>Bachelor of Marketing, Advertising and Public Relations - 8 units (120 credit points)</p> <p>Bachelor of Hospitality and Tourism Management - 8 credits (120 credit points)</p>

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, oral 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. **Flyer is current as of 14 October 2021.**

edithcowancollege.edu.au
facebook.com/EdithCowanCollege

Edith Cowan College at
 Edith Cowan University
 Building 80, Joondalup Campus West
 10 Injune Way
 Joondalup WA 6027 Australia

T +61 8 6279 1100
 F +61 8 6279 1111
 E info@edithcowancollege.edu.au
 Edith Cowan College is part of the Navitas Group
 CRICOS provider codes: ECC 01312J; Edith Cowan University IPC 00279B