Diploma in Business and Commerce - Standard

Subject Description

Accounting Fundamentals
This is an introductory subject to familiarise students with accounting terminology, some key principles of accounting and important sources of financial information.

Tertiary Study Skills
This non-award subject is designed to introduce students to academic writing conventions, provide knowledge of different academic genres, taking lecture notes, exam preparation methods, effective study techniques and organisational skills.

Statistics for Academic Purpose
Topics studied in this subject include the use of the calculator as a statistical instrument, collecting and displaying data, and an investigation of correlation and linear regression.

Accounting Information for Managers
This subject offers exposure to financial and management accounting information, from a user viewpoint. This subject provides awareness and knowledge of fields of accounting that are essential to decision-making for managers.

Business Academic Skills
This subject develops business skills in the form of the application of information collection, analysis and evaluation, logical reasoning skills and communication skills relevant to business and economic issues.

Introduction to Business Law
This is an introductory law unit that introduces the fundamentals of law in a commercial context. The subject introduces students to the basic principles of law and the legal system as well as examining some of the major areas of law that impact on commercial dealings. This subject examines the structure of the legal system, the way laws are made, legal reasoning and problem solving. The main areas of law covered include contracts, torts and agency.

Information Systems in Context
Covers computing fundamentals, computer hardware and software, computer and society, the use of business application packages, management information systems, database systems, network and data communications, security and privacy ethics.

Management Dynamics
This subject provides an opportunity for students to engage with the dynamics of the management of organisations. Students will be introduced to the connection between the way work and systems are organised and managed and their impact on individuals and societies. This is achieved by using case based opportunities to examine real life contexts. This is an essential unit for business students that can be taken by any student needing a broad initial understanding of management.
Marketing Principles
This subject introduces students to the marketing concept, strategic and marketing planning, marketing research, target markets, sociological/psychological factors, consumer products and industrial markets, service and international markets, the social consequences of marketing and ethical issues in marketing.

Principles of Economics
This unit is an introduction to economic concepts and contemporary economic issues. It introduces students to basic concepts such as markets and their operation, the behaviour of firms, the efficiency and potential failings of free markets, the role of government, key macroeconomic variables and problems such as unemployment. It illuminates these concepts via application to contemporary economic issues and debates over different theoretical perspectives.

Statistics for Business
This subject introduces the basic concepts and techniques of statistics that are particularly relevant to problem solving in business. The subject encompasses a broad coverage of descriptive statistics, including the presentation of data, descriptive statistics, the role of uncertainty in business decision making, hypothesis testing and basic forecasting.