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## DIPLOMA OF COMMERCE



### Graduate Statement

Graduates of the Diploma of Commerce will have acquired an education grounded in the core knowledge of accounting as well as management, marketing, economics, business statistics, computer information systems and generic business skills. They will have been introduced to the concepts of ethical business practices and the elements of good governance. Some of the core skills they will have developed are reporting skills, decision making, judgement, leadership, analysis and critical thinking.

### Course Rationale

The purpose of the Diploma of Commerce at Leaders Institute is to provide a thorough grounding in the functional issues in commerce and business and to equip students for work in a range of commercial and accounting positions. The course also allows students who, for lack of confidence or work-study-life balance reasons, do not feel that they can enrol in a full bachelor-degree initially, to articulate into the Bachelor of Accounting at Leaders Institute.

The Diploma of Commerce is an entry level commerce course with emphasis on accounting. It provides graduates with a broad understanding of the key practical, technical and theoretical accounting knowledge and skills and principles of general business operations and management. They are exposed

to, and will have experience in, practical business tasks and functions necessary to not just work in, but also to thrive and prosper in, today's competitive business and commercial environments.

The purpose of the Diploma of Commerce curriculum is to provide a comprehensive, interdisciplinary education in commerce: whilst focussing on accounting it combines with important business-related subjects like management, marketing, economics, applied statistics, computer systems, and organisational management.

As a result, this course not only prepares graduates for current market issues, but for future ones as well. Graduates will have learned how to generate accurate financial and management reports for decision making, how to communicate effectively, how to promote organisational change and manage people, and have an appreciation of ethical business practice and the elements of good governance.

In keeping with the leadership ethos of Leaders Institute the Diploma of Commerce also includes units that promote and develop the so called 'soft skills' and leadership skills which are increasingly required and expected within a business environment.

Graduates will be commerce, accounting, market-and-business ready and will be able to work in small and large businesses in the areas of finance and accounts, management, administration, marketing, business applications and systems or business development. Graduates will also be equipped to run their own businesses.

The course encourages lifelong learning and ethical practice and development of critical thinking skills. Students will discover their own strengths and will be equipped to become effective and 'impactful' leaders in business.

The course, by its mapping to the AQF5 learning outcomes, addresses the five national threshold learning outcomes for accounting as prepared by the Learning and Teaching Academic Standards (LTAS) Project, in the Academic Standards Statement for Accounting (Hancock, P, Freeman, M, & Associates; 2010 Appendix 2, pp. 16-20). These national threshold learning outcomes for accounting are judgement, knowledge, application skills, communication and teamwork and self-management. In the LTAS Project statement, the threshold learning outcomes are stated as being developed to align with the AQF7 Bachelor level learning outcome descriptors in the categories of Knowledge, Skills, and Application of Knowledge and Skills (Hancock, P, Freeman, M, & Associates; p.9), the course has modified these learning outcomes to align with the AQF5 level.

Students will develop and apply theoretical knowledge and understanding to a variety of authentic learning tasks and assessments including case studies, reports, portfolios, oral presentations, and practical exercises individually and in small teams. Assessments will include projects reflecting real world industry-based problems.

Upon completion of this course, students will be eligible to articulate into the second year of the Bachelor of Accounting.

## Career Outcome

Graduating students will possess professional expertise that allows them to enter and contribute to a range of fields including - Accounting, Commerce, Administration Business, Management, Retail Manager, Sales Representative, Business Owner, Business Applications, Payroll, Office Executive.

- Payroll administrator

- Accounts payable clerk
- Accounts receivable clerk
- Accounting assistant
- Accounts Executive
- Office Administrator
- Book-keeper
- Business applications specialist
- Public relations manager
- Chief technology officer
- Computer Information System Manager
- Human Resource Manager
- International Logistics

## Course Learning Outcomes

Graduates of the Diploma of Commerce will be able to:

1. Demonstrate technical and theoretical knowledge of business-related fields and disciplines including accounting, management, economics, statistics, computer systems and marketing;
2. Demonstrate awareness of business practice, accounting standards and expectations, business ethics;
3. Apply cognitive skills to identify, analyse and evaluate new information, concepts and evidence from a range of business, industry, accounting and academic sources;
4. Utilise cognitive and technical skills to create innovative solutions for complex accounting and management issues within a business environment;
5. Demonstrate oral and written communication skills to express ideas, information recognised and analysis in business, professional and academic formats;
6. Develop an understanding of current and emerging practices in accounting;
7. Describe and utilise innovative, professional accounting and business practice;
8. Demonstrate social, professional and ethical competence while working independently or in team.

## Learning Time Period and Fee:

**Duration-** 1 year full-time

**International Student Fees-** Total Course Fees: AU \$16,000

AU \$500 one time enrolment fee is charged additional.

*\*subject to annual review*

**Domestic Student Fees-** Total Course Fees: AU \$9,000

AU \$500 one time enrolment fee is charged additional.

*\*subject to annual review*

## Admission requirements:

### General

All applicants must meet the minimum English language requirements. These are specified in Leaders Institute's [Admissions Procedures Schedule A](#).

In addition, all applicants must meet either: relevant standard minimum entry requirements as specified below or alternative relevant standard minimum entry requirements.

### Domestic students

Admission to courses is based on successful completion of one of the following:

- The Queensland Higher School Certificate or an interstate equivalent Higher School Certificate. OP 17 / ATAR 60.
- Completion of the International Baccalaureate Diploma.
- Completion of an approved course at the level of Diploma or Advanced Diploma at a TAFE or Registered Training Organisation (RTO).
- Possession of qualifications deemed equivalent to any of the above qualifications.

### International students

International students who have not completed an Australian qualification must have appropriate educational qualifications, deemed equivalent to the Australian Qualifications Framework (AQF) specification for the Senior Secondary Certificate of Education (refer to [Admissions Procedures Schedule B and C](#))

International candidates may also be considered for admission by:

- Satisfactorily completing vocational and or tertiary studies in Australia or overseas, accredited under the Australian Qualifications Framework (AQF), or
- Satisfactorily completing equivalent overseas studies

Students enrolling from non-English speaking countries are required to undertake an English language test and demonstrate English proficiency with a minimum score of:

- IELTS: 6.0 (Academic) with no sub-band less than 5.5
- TOEFL (paper based) 550 with a score of 5 or better in the Test of Written English

It is expected that students can demonstrate that the English language test was successfully completed within two years of the date of application for admission.

**Note:** *International students must hold a valid student visa. There are numerous conditions that apply to a student visa. In particular, a holder of a student visa may not work, paid or unpaid, for more than 40 hours in any fortnight during trimester time. Current information on student visa conditions may be found at <https://homeaffairs.gov.au/Trav/stud/more/Visa-conditions/visa-conditions-students>*

### Alternative entry

Applicants who do not meet the minimum requirements for entry to a course of study, may be considered for alternative entry on the basis of study equivalent to at least two units of study successfully completed at a registered Australian higher education institution/VET or an overseas educational institution assessed as being equivalent by Leaders Institute.

A person may also be considered for entry on the basis of recognition of prior learning, prior employment in a relevant field or the acquisition of a non-award qualification in a relevant field.

Applicants seeking alternative entry must also fulfil the English language entry requirements.

### Credit and Recognition of Prior Learning (RPL):

Credit for previous learning may be obtained through credit transfer and recognition of prior learning or a combination of these processes.

Students who wish to apply for RPL must provide evidence in terms of completed qualifications and other supporting documentation.

### Student Learning Support

Leaders Institute is committed to ensuring students achieve the Course learning outcomes.

A number of informal and formal learning support services are available to students enrolled with Leaders Institute. All students will be made aware of these at Orientation and via Leaders Institute website ([www.Leaders.edu.au](http://www.Leaders.edu.au)). Support Services include group and individual study skills workshops with a study skills tutor, academic English workshops and online resources.

## Course Structure

### Diploma of Commerce

**Core Units: 8**

**Duration: 1 Year**

**Mode of delivery: Face to Face/Blended**

Year	Pre-requisite	Core/Elective	Code	Unit Name
Year 1		Core	ST101	Applied Quantitative Data Analysis
Year 1		Core	BS100	Professional Business Communication
Year 1		Core	MG101	Management
Year 1		Core	AC101	Accounting I
Year 1		Core	AC201	Accounting II
Year 1		Core	EC101	Economics
Year 1		Core	CS101	Computer Based Information Systems
Year 1		Core	OB101	Organisational & Human Management

Each of the units listed above for this course is weighted at 10 Credit Points (CP).

#### Codes

Unit code	Discipline name
AC	Accounting
CS	Computer Systems
EC	Economics
MG	Management
MK	Marketing
OB	Organisational Behaviour
ST	Statistics

Unit Numbers	
100-199	Level 1
200-299	Level 2

**Diploma of Commerce Mapping/Alignment of AQF 5 Learning Outcomes to:**

- Leaders Institute Course Learning Outcomes.
- Leaders Institute Graduate Attributes

<b>AQF 5</b>	<b>Leaders Institute Course Learning Outcomes.</b>	<b>Leaders Institute Graduate Attributes</b>
<b>Knowledge</b>	CLO1, CLO2	Knowledgeable in a discipline/area of study
<b>Skill 1 (S1)</b>	CLO3	Critical and creative thinkers
<b>Skill 2 (S2)</b>	CLO4	Career Ready
<b>Skill 3 (S3)</b>	CLO4	Career Ready
<b>Skill 4 (S4)</b>	CLO5	Effective communicators
<b>Applic. of K &amp; S (A1)</b>	CLO6	Critical and creative thinkers
<b>Applic. of K &amp; S (A2)</b>	CLO7	Critical and creative thinkers
<b>Applic. of K &amp; S (A3)</b>	CLO7, CLO8	Career ready Ethical and culturally aware and responsible
<b>Applic of K &amp; S (A4)</b>	CLO8	Career ready Ethical and culturally aware and responsible

## AQF5 Learning Outcome Descriptors

### Knowledge

*Graduates of a Diploma will have technical and theoretical knowledge and concepts, with depth in some areas within a field of work and learning*

### Skills

*Graduates will have*

- 1. Cognitive and communication skills to identify, analyse, synthesise and act on information from a range of sources*
- 2. Cognitive, technical and communication skills to analyse, plan, design and evaluate approaches to unpredictable problems and/or management requirements*
- 3. Specialist technical and creative skills to express ideas and perspectives*
- 4. Communication skills to transfer knowledge and specialised skills to others and demonstrate understanding of knowledge*

### Application of Skills and Knowledge

*Graduates will demonstrate the application of knowledge and skills:*

- 1. With depth in some areas of specialisation, in known or changing contexts*
- 2. To transfer and apply theoretical concepts and/or technical and/or creative skills in a range of situations*
- 3. With personal responsibility and autonomy in performing complex technical operations with responsibility for own outputs in relation to broad parameters for quantity and quality*
- 4. With initiative and judgement to organise the work of self and others and plan, coordinate and evaluate the work of teams within broad but generally well-defined parameters*

### Leaders Institute Graduate Attributes

- Career ready
- Knowledgeable in a discipline/area of study
- Effective communicators
- Critical and creative thinkers
- Ethical and culturally aware and responsible

**Mapping of Graduate attributes with different types Assessments included in 8 units of Diploma of Commerce**

	Career readiness	Effective Communicators	Critical and Creative Thinker	Knowledgeable in a discipline/area of study	Ethicality and adaptability
Report writing	x	x	x		x
Online quizzes			x	x	
Reflective essays	x	x	x		x
Exams closed book	x		x	x	
Portfolio and presentations	x	x	x		x

**Course Learning Outcome (CLO)- Unit Relationship Map**

Unit Code	Unit Name	CLO 1	CLO 2	CLO 3	CLO 4	CLO 5	CLO 6	CLO 7	CLO 8
ST101	Applied Quantitative Data Analysis	X	X		X			X	
MK101	Marketing	X		X	X	X	X		X
MG101	Management	X	X		X	X		X	X
AC101	Accounting I	X	X	X	X		X	X	X
AC201	Accounting II	X	X	X	X	X	X	X	X
EC101	Economics	X	X		X	X	X	X	X
CS101	Computer Based Information Systems	X	X	X	X	X		X	X
OB101	Organisational and Human Management	X		X	X	X		X	

### Award Details:

<b>Inclusion of qualification on testamur</b>	The qualification shall appear on the testamur for students who satisfy the course requirement of 80 credit points
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### Enrolment:

To enrol in this qualification, please contact us. Leaders Institute Pty. Ltd Trading as Leaders Institute

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