



AIOP STUDY PATHWAYS

AIOP CERTIFICATE OF BUSINESS

Issued through the Professional Development Unit

Course Code & Name: **2001AI CSU – CPEC Australian Institute of Office Professionals**
AIOP Certificate of Business – will be awarded on completion of any 4 of the following six subjects.

SUBJECT CODE	SUBJECT NAME	SESSION OFFERED
ACC100	Accounting 1	AU & SP
ITC161	Introduction to Information Technology	AU
COM120	Reasoning, Values and Communication	AU & SP
COM121	Electronic Literacy for the Humanities & Social Sciences (Students need approximately 3 hours/week internet access)	SP
LAW110	Business Law	AU & SP
MGT100	Organisation and Management	AU & SP
MKT110	Marketing Principles	AU & SP

* Successful completion of this subject will allow student to apply for Certificate IV in Assessment and Workplace Training (Additional fee applies for Certificate)

AIOP DIPLOMA OF BUSINESS

Issued through the Professional Development Unit

Course Code & Name: **2001AJ Australian Institute of Office Professionals Business Program**

AIOP Diploma of Business - will be awarded on the completion of a further 4 subjects

SUBJECT CODE	SUBJECT NAME	SESSION OFFERED
ACC110	Accounting 2 (Prerequisite: ACC100)	AU & SP
ACC210	Management Accounting 1	AU & SP
HRM210	Human Resource Management (Prerequisite MGT100)	SP
LAW220	Business Operations Law	AU & SP
MGT210	Organisational Behaviour (prerequisite MGT100)	AU & SP
MGT230	Business & Professional Ethics	AU & SP
MGT290	Project Management (prerequisite MGT100)	AU
MKT310	Promotions Management (Prerequisite MKT110)	AU

Completion of 8 subjects and the awarding of the **AIOP Diploma of Business** is equivalent to one-third of a Bachelor of Business Studies Degree (24 subjects)

AIOP ADVANCED DIPLOMA OF BUSINESS

Issued through the Professional Development Unit

Course Name: **2001AK Australian Institute of Office Professionals Advanced Business Program**

AIOP Advanced Diploma of Business will be awarded on successful completion of a further 4 subjects which is equivalent to 12 subjects or one half of a Bachelor Business Studies Degree.

An Associate Degree of Business Studies involves the successful completion of a further 8 subjects in the mainstream of the university under HECS placement. This leaves a remaining 8 subjects to complete a Bachelor of Business Studies Degree

SESSION DATES

Autumn Session (AU) February – June

Spring Session (SP) July – November

STUDY QUERIES

For any queries, in relation to the enclosed information and problems you may encounter in your study, please contact:

Jan Knox

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REFUND POLICY - Please refer to the Refund Policy as provided on the enclosed Payment Form

AIOP CERTIFICATE OF BUSINESS

SUBJECT SELECTION.

ACC100 **Accounting 1**

An introduction to financial accounting. Provides students with basic skills, knowledge and attitudes, which enable them to process financial data, to analyse and interpret accounting reports, and to present the results within an ethical framework to financial decision makers.

ITC161 **Introduction to Information Technology**

Provides a foundation in the concepts of information technology and their applications to a wide range of disciplines. In their studies, students will acquire professional communications skills, which will be useful to them throughout their course and beyond.

COM120 **Reasoning, Values and Communication**

This subject develops the skills that are relevant to university studies in general, skills in writing and rhetorical analysis and skills in reasoning and critical thinking. The skills are exercised in addressing issues that pertain to contemporary Australian institutions and the ethical values that underpin them. The way these values are at stake in debates about language may receive particular attention.

COM121 **Electronic Literacy for the Humanities & Social Sciences**

Within the context of the burgeoning information society, this subject offers students functional, analytical and reflective skills in information and computer literacy with particular reference to the humanities and social sciences. Using a modular format it begins with the practical tools of electronic literacy such as word processing and electronic communication, through an analytical study of types of electronic information and their validity and status, to arrive finally at an evaluation of the form, role and impact of electronic information in society.

LAW110 **Business Law**

Examines major features of the Australian Legal System by analysing, describing and researching its structure, creation and interpretation. Introduces the concept of civil liability by looking at substantive areas such as contract and tort law. Criminal liability in business is also examined. Property, both real and personal, is introduced through study of its framework and various property interests

MGT100 **Organisation and Management**

Introduces and critically examines existing management theory and practices. Covers processes of planning, organising and controlling, problem-solving and decision making, and critical aspects of managing people, organisational environments, and change. Deals with recent developments in managerial thinking, and issues of ethics, social responsibility, global and environmental concerns.

MKT110 **Marketing Principles**

Examines the philosophy and role of marketing as a management discipline. Elements of the marketing process are examined so that students can apply marketing principles and practices to service and non-service organisations in the public and private sector.

AIOP DIPLOMA OF BUSINESS

ACC110 **Accounting 2**

Examines the use of accounting information in management decisions applicable to local and global economies. It develops basic skills in financial and management accounting, profit planning, performance evaluation and communication of results for use in managerial decisions. Sources of finance and investment analysis are introduced as a basis for decision making. To ensure relevancy with today's society, environmental and international accounting are discussed in the context of understanding management responsibilities in these areas.

HRM210 **Human Resource Management**

Develops an appreciation and understanding of human resource management from both the specialist and generalist perspective. Identifies how the role of the specialist human resource manager fits into an organisational framework and how it betters people management.

LAW220 **Business Operations Law**

Examines the modern law of commercial enterprises with a focus upon the law of corporations. Other types of business organisations, in particular partnerships, joint ventures, trusts and sole proprietorships are given coverage and compared with the corporation. Agency is examined under both the Doctrine of Ostensible Authority and the Law of Promoters. Insolvency is examined under the law pertaining to winding up.

MGT210 **Organisational Behaviour**

This subject aims to provide students with an understanding of how human behaviour occurs within organisations at the individual, group and organisational levels. The subject examines the factors which influence behaviour as well as strategies which may be adopted to increase the satisfaction and productivity of organisational members.

MGT230 **Business & Professional Ethics**

The subject examines three major approaches to ethics and defends one as preferable. This is then applied to cases in contemporary business and professional life, which present concrete ethical dilemmas. Topics include: conflict of interest, privacy and confidentiality, bribes, insider trading; deceptive advertising, fraud; "whistle blowing", employee rights and duties; and differences in international business culture and practice.

MGT290 **Project Management**

This subject will impart an appreciation and understanding of a number of aspects of project management. In addition to technical aspects of project planning and control, it will address quality issues, including quality assurance, quality management and quality of work life. The subject will therefore enable the student to develop integrated approaches to project management.

MKT310 **Promotions Management**

Takes an integrated approach to the planning and development of promotional programs. Buyer behaviour theory which is relevant to the marketing communication process is reviewed. A comprehensive planning model is applied to decisions about the elements of the promotion mix: advertising, personal selling, sales, promotion and publicity.