



## **Course information for**

Bachelor of Applied Commerce

Majoring in Financial Planning - HE20531

Majoring in Accounting - HE20532

Diploma of Applied Commerce - HE20515

**Go higher**

## Course Design

Bachelor of Applied Commerce is a three-year professional degree preparing graduates for employment in the financial services sector in Australia and overseas. This Bachelor has been designed with two majors: an accounting major and a financial planning major. The Bachelor of Applied Commerce is a three year qualification (full time) or part time equivalent.

The Bachelor of Applied Commerce has been designed to incorporate common subjects that students of both majors will complete. Students then complete specialist financial planning or accounting subjects to complete their chosen major. All students complete eight common subjects in first year. In second year, there are four common subjects, with students completing a further four specialist subjects for their chosen major. In third year, students complete two common subjects including an internship, and a further six specialist subjects for their chosen major. Students will also have the option of completing a double accounting/financial planning major by completing additional subjects.

A Diploma of Applied Commerce is also available and requires the completion of all eight Level 100 subjects. The Diploma of Applied Commerce is a one year qualification (full time) or part time equivalent.

## Course Learning Outcomes

### **Graduates of the Bachelor of Applied Commerce will:**

- Utilise broad knowledge of the financial services industry and in-depth theoretical and practical knowledge in financial planning, accounting and related fields.
- Apply underpinning knowledge of financial concepts, current industry products, practices and legal and regulatory requirements required to contribute positively to a work environment.
- Employ mandatory standards of sustainable and ethical financial practice in their work, act with integrity in their dealings with others reflecting principled regard to social, economic, regulatory, local and global issues.

### **Graduates of the Diploma of Applied Commerce will:**

- Apply broad knowledge of financial process and industry practice in limited contexts.
- Utilise underpinning knowledge of fundamental financial business concepts, products and legal and regulatory requirements.
- Act with integrity, employing mandatory standards of sustainable, socially just and ethical practice in their work.

## Course Structure

The structure below is the typical study pattern for a full time student. Elective choice and study pattern is determined by the campus. All Subjects are worth 10 credit points (CP). The Bachelor of Applied Commerce requires the completion of 24 subjects and 240 credit points. The Diploma of Applied Commerce requires the completion of 8 Level 100 subjects and 80 credit points.

<b>Year 1</b>	
<b>All students complete eight compulsory subjects in year 1</b>	
<b>Year 1 Semester 1</b> ACBUS101A Academic Foundations (10 CP) ACBUS102A Management Fundamentals (10 CP) ACBUS103A Foundations of Accounting (10 CP) ACBUS104A Finance and Investment (10 CP)	<b>Year 1 Semester 2</b> ACBUS105A Business Statistics (10 CP) ACBUS106A Marketing Fundamentals (10 CP) ACBUS107A Financial Planning Fundamentals (10 CP) ACBUS108A Applied Economics (10 CP)

**Subject combinations in year 2 and 3 vary depending on the major students select. Students select electives from the elective bank, but elective choice cannot be a subject that is a compulsory part of the major.**

<b>Accounting major</b>	<b>Financial Planning major</b>
<b>Year 2 Semester 1</b> ACBUS201A Commercial Law I (10 CP) ACACT201A Accounting Information Systems (10 CP) ACACT202A Management Accounting (10 CP) Plus one level 200 elective	<b>Year 2 Semester 1</b> ACBUS201A Commercial Law I (10 CP) ACFIN201A Psychology of Client Engagement (10 CP) ACFIN202A Insurance Planning (10 CP) Plus one level 200 elective
<b>Year 2 Semester 2</b> ACBUS202A Commercial Law II (10 CP) ACBUS203A Income Tax Law (10 CP) ACBUS204A Business Finance (10 CP) ACACT203A Financial Accounting (10 CP)	<b>Year 2 Semester 2</b> ACBUS202A Commercial Law II (10 CP) ACBUS203A Income Tax Law (10 CP) ACBUS204A Business Finance (10 CP) Plus one level 200 elective
<b>Year 3 Semester 1</b> ACACT301A Corporation and Trust Law (10 CP) ACACT302A Advanced Financial Accounting (10 CP) ACACT303A Advanced Management Accounting (10 CP) Plus one level 300 elective	<b>Year 3 Semester 1</b> ACFIN301A Superannuation and Retirement (10 CP) ACFIN302A Investment Analysis (10 CP) ACFIN303A Estate Planning (10 CP) Plus one level 300 elective
<b>Year 3 Semester 2</b> ACBUS301A Applied Income Tax (10 CP) ACBUS302A Internship (10 CP) ACACT304A Audit and Assurance in Practice (10 CP) ACACT305A Contemporary Accounting Concepts (10 CP)	<b>Year 3 Semester 2</b> ACBUS301A Applied Income Tax (10 CP) ACBUS302A Internship (10 CP) ACFIN304A Financial Plan Construction (10 CP) Plus one level 300 elective
<b>Elective bank</b>	
<b>Level 200 electives</b> ACACT201A Accounting Information Systems (10 CP) ACACT202A Management Accounting (10 CP) ACACT203A Financial Accounting (10 CP) ACFIN201A Psychology of Client Engagement (10 CP) ACFIN202A Insurance Planning (10 CP)	<b>Level 300 electives</b> ACACT301A Corporation and Trust Law (10 CP) ACACT302A Advanced Financial Accounting (10 CP) ACACT303A Advanced Management Accounting (10 CP) ACACT304A Audit and Assurance in Practice (10 CP) ACACT305A Contemporary Accounting Concepts (10 CP) ACFIN301A Superannuation & Retirement (10 CP) ACFIN302A Investment Analysis (10 CP) ACFIN303A Estate Planning (10 CP) ACFIN304A Financial Plan Construction (10 CP) ACFIN305A Financial Planning Practice Management (10 CP) ACFIN306A Advanced Corporate Finance (10 CP) ACFIN307A Applied Portfolio Management (10 CP)

**Students wishing to complete a double major must consult with the course coordinator to ensure the correct choice of additional subjects are completed.**

## Overview of subject requirements

The information on the following pages provides an overview and an indicative assessment schedule for each subject in the course. It is provided for information purposes only. The Subject Guide distributed to enrolled students will detail full learning and assessment requirements for each subject.

### **SUBJECT:** Academic Foundations

**CODE:** ACBUS101A      **CREDIT POINTS:** 10      **CONTACT HRS:** 4 hpw      **PREREQUISITES:** Nil

#### **Subject overview**

The aim of this subject is for students to develop academic skills including the ability to plan, organise and implement tasks required to complete assessments and projects, research and evaluate reputable academic sources and apply academic honesty through the use of a referencing system.

#### **Indicative assessment schedule**

Research and present information	30%
Negotiating and presenting a common theme	25%
Assignment	45%

### **SUBJECT:** Management Fundamentals

**CODE:** ACBUS102A      **CREDIT POINTS:** 10      **CONTACT HRS:** 4 hpw      **PREREQUISITES:** Nil

#### **Subject overview**

Students will gain a thorough understanding of the management functions associated with organising, leading, planning and controlling and how they are integrated into a variety of different organisational contexts.

#### **Indicative assessment schedule**

Quiz	10%
Essay	15%
Business report	25%
Examination	50%

### **SUBJECT:** Foundations of Accounting

**CODE:** ACBUS103A      **CREDIT POINTS:** 10      **CONTACT HRS:** 4 hpw      **PREREQUISITES:** Nil

#### **Subject overview**

In this subject students are introduced to accounting and the business environment in which accountants operate. Students develop the skills to apply principles and practices relating to accounting activities in a variety of business entities, analyse the Australian reporting environment and how it impacts on the preparation of basic financial statements.

#### **Indicative assessment schedule**

Tutorial portfolio	20%
Case study	30%
Examination	50%

### **SUBJECT:** Finance and Investment

**CODE:** ACBUS104A      **CREDIT POINTS:** 10      **CONTACT HRS:** 4 hpw      **PREREQUISITES:** Nil

#### **Subject overview**

This subject provides the foundation for students to understand the operation of financial markets and the impact of these markets on investment returns. It provides an introduction to the structure of the Australian financial system, its financial participants, institutions, and regulatory bodies including the financial instruments that are traded on these markets and the impact of globalisation on the financial system and economy.

#### **Indicative assessment schedule**

Portfolio of in class activities	35%
Report	15%
Examination	50%

### **SUBJECT:** Business Statistics

**CODE:** ACBUS105A      **CREDIT POINTS:** 10      **CONTACT HRS:** 4 hpw      **PREREQUISITES:** Nil

#### **Subject overview**

This subject aims to introduce students to statistical analysis as a means to inform decision-making. By understanding basic statistical concepts, formulae and statistical techniques students will be equipped to critically analyse problems and also realise the limitations of such quantitative analysis. The subject also aims to enable students to communicate statistical information in a variety of ways to enhance their application in a business context.

#### **Indicative assessment schedule**

Quiz	20%
Portfolio of tutorial assignments	30%
Examination	50%

**SUBJECT: Marketing Fundamentals**

**CODE: ACBUS106A      CREDIT POINTS: 10      CONTACT HRS: 4 hpw      PREREQUISITES: Nil**

**Subject overview**

Students will gain a thorough understanding of the marketing function and how it relates to different environmental contexts, they will be able to plan and evaluate marketing research, devise and fine tune a product to meet specific customer needs and understand the customer decision making process together with other relevant consumer behaviour factors and how these relate to the marketing effort.

**Indicative assessment schedule**

Quiz	10%
Business report	15%
Team marketing plan	10%
Group written marketing plan	25%
Examination	40%

**SUBJECT: Financial Planning Fundamentals**

**CODE: ACBUS107A      CREDIT POINTS: 10      CONTACT HRS: 4 hpw      PREREQUISITES: Nil**

**Subject overview**

In this subject students will learn about the components that encompass the financial planning process in Australia. Students will make reference to the continuum between consumers - advisers - industry bodies - government regulators and government. This subject will also concentrate on the Financial Planning Standards Board body of knowledge (insurance, investment and debt) as a holistic approach to meeting a client's goals, needs and objectives, in an ethical, socially responsible and fiduciary manner.

**Indicative assessment schedule**

Role play	20%
Case studies	30%
Examination	50%

**SUBJECT: Applied Economics**

**CODE: ACBUS108A      CREDIT POINTS: 10      CONTACT HRS: 4 hpw      PREREQUISITES: Nil**

**Subject overview**

The objectives of this subject are to equip future accountants, financial planners and business people with an understanding of domestic and international economies, key economic indicators, government policies and issues and to aid in the business decision making process.

**Indicative assessment schedule**

Quiz	5%
Essay	25%
Personal learning journal	20%
Examination	50%

**SUBJECT: Accounting Information Systems**

**CODE: AACT201A      CREDIT POINTS: 10      CONTACT HRS: 4 hpw      PREREQUISITES: ACBUS103**

**Subject overview**

This subject offers a uniquely Australian perspective on the business processes that are central to many organisations both large and small. Students are introduced to the accounting information systems that are critical to businesses, and the crucial role they play in terms of data, reporting, decisions, controls and operations. Topics covered include internal controls, business processes, systems development, systems audits and database structures.

**Indicative assessment schedule**

Quiz	5%
Article review	10%
Case study	35%
Examination	50%

**SUBJECT: Management Accounting**

**CODE: AACT202A      CREDIT POINTS: 10      CONTACT HRS: 4 hpw      PREREQUISITES: ACBUS103**

**Subject overview**

This subject aims to give you an understanding of various cost and management accounting techniques used in less simple manufacturing, merchandising and service organisational environments. You will gain an understanding of the importance of selecting appropriate techniques to provide relevant information to assist management in making decisions for the future benefit of the organisation within the environment in which it operates.

**Indicative assessment schedule**

Portfolio	20%
Class test	20%
Spreadsheet assignment	10%
Examination	50%

**SUBJECT:** Financial Accounting

**CODE:** AACT203A      **CREDIT POINTS:** 10      **CONTACT HRS:** 4 hpw      **PREREQUISITES:** ACBUS103

**Subject overview**

The subject equips students with an understanding of the importance of reliable financial reports including the impact of accounting policy choices, and the theory and practice of professional judgment in accounting.

**Indicative assessment schedule**

Portfolio of tutorial assignments	10%
Class test	20%
Group assignment	20%
Examination	50%

**SUBJECT:** Commercial Law I

**CODE:** ACBUS201A      **CREDIT POINTS:** 10      **CONTACT HRS:** 4 hpw      **PREREQUISITES:** Nil

**Subject overview**

This subject will introduce students to the primary characteristics of the Australian legal system, its institutional framework and how laws are made in Australia. Students will also learn about basic business structures and relationships including partnerships, registered companies; trusts and approved superannuation funds.

**Indicative assessment schedule**

Class test	5%
Individual research paper	15%
Presentation	5%
Case Study/Research report	25%
Examination	50%

**SUBJECT:** Commercial Law II

**CODE:** ACBUS202A      **CREDIT POINTS:** 10      **CONTACT HRS:** 4 hpw      **PREREQUISITES:** ACBUS201A

**Subject overview**

This subject will build upon the foundations of commercial law delivered in Commercial Law 1 and will introduce students to the concept of a tort and range of tortious conduct; liability and remedies in the world of business with reference to negligence, negligent misstatement; trade secrets; confidential information; good reputation; privacy and the impact of statutory regulation on these torts; property law affecting both real and personal property - in particular the creation of and protection of security interests over personal property, the types and scope of legally protected intellectual property and remedies available on infringement; and the law of personal insolvency.

**Indicative assessment schedule**

Class test	5%
Research paper	15%
Presentation	5%
Case study	25%
Examination	50%

**SUBJECT:** Income Tax Law

**CODE:** ACBUS203A      **CREDIT POINTS:** 10      **CONTACT HRS:** 4 hpw      **PREREQUISITES:** Nil

**Subject overview**

This subject will provide students with an understanding of how the tax system operates in Australia in relation to both individuals and different structures. The subject will discuss in detail the different types of assessable income and allowable deductions and, the timing of both income and expenditure.

**Indicative assessment schedule**

Individual assignment	25%
Class test	25%
Examination	50%

**SUBJECT:** Business Finance

**CODE:** ACBUS204A      **CREDIT POINTS:** 10      **CONTACT HRS:** 4 hpw      **PREREQUISITES:** Nil

**Subject overview**

This subject aims to introduce the student to the fundamental concepts of business finance in the context of the Australian institutional environment. This is an introductory subject in finance covering concepts of financial theory and the tools used to aid financial decisions. The purpose of the subject is to develop an understanding of the role of the financial manager within a firm and the basic financial management practices in the context of the three major decisions of investing, financing and dividend payout.

**Indicative assessment schedule**

Portfolio	10%
Class test	15%
Group assignment & presentation	25%
Examination	50%

**SUBJECT: Psychology of Client Engagement**

**CODE: ACFIN201A      CREDIT POINTS: 10      CONTACT HRS: 4 hpw      PREREQUISITES: Nil**

**Subject overview**

In this subject you will learn theoretical and applied facets of relevant psychological concepts applied to the client engagement process in an advisory capacity, focusing on principles from Social Psychology, Counselling Psychology and Coaching Psychology. Students will gain understanding on how thoughts, feelings and behaviours can be influenced by the social environment, through personal and social interaction. Students will develop skills to establish effective working alliances, interaction and client management skills in the working relationship.

**Indicative assessment schedule**

Class test	15%
Report	25%
Role play	20%
Reflective essay	40%

**SUBJECT: Insurance Planning**

**CODE: ACFIN202A      CREDIT POINTS: 10      CONTACT HRS: 4 hpw      PREREQUISITES: ACBUS107**

**Subject overview**

In this subject students will acquire knowledge of general and personal insurance with an emphasis on personal financial planning. Students will learn about different types of risk and strategies for handling risk, the nature of insurance and the legal framework within which insurance companies and advisers operate. This is linked with the role of advisers in insurance planning and the financial planning process. Students will apply opportunities to develop strategies for general and personal risk and be able to explain the nature of risk and discuss the different concepts of risk.

**Indicative assessment schedule**

Case study	30%
Role play	20%
Examination	50%

**SUBJECT: Corporation and Trust Law**

**CODE: AACT301A      CREDIT POINTS: 10      CONTACT HRS: 4 hpw      PREREQUISITES: ACBUS202A**

**Subject overview**

In this subject students are presented with an opportunity to analyse the legal framework in which a corporation operates in Australia. The subject commences with an overview of the legal and commercial attributes of business associations inclusive of sole traders, partnerships, joint ventures, trusts and franchises with a detailed emphasis on the various types of companies authorised to operate in Australia. This includes the study of director's duties, corporate governance, codes of conducts, risk assessment, reporting obligations, internal control, emerging trends and contemporary issues.

**Indicative assessment schedule**

Quiz	10%
Class test	20%
Research report	20%
Examination	50%

**SUBJECT: Advanced Financial Accounting**

**CODE: AACT302A      CREDIT POINTS: 10      CONTACT HRS: 4 hpw      PREREQUISITES: AACT203A**

**Subject overview**

Students explore specific complex elements in the balance sheet and the income statement and investigate and apply the measurement issues inherent in the recording of specific transactions and apply the associated reporting requirements.

**Indicative assessment schedule**

Reflective journal	10%
Class test	15%
Case study	25%
Examination	50%

**SUBJECT: Advanced Management Accounting**

**CODE: AACT303A      CREDIT POINTS: 10      CONTACT HRS: 4 hpw      PREREQUISITES: AACT202A**

**Subject overview**

This subject builds on concepts and techniques discussed in Management Accounting and enables students to become competent providers of management accounting information and analyses for the planning and control functions within an organisation.

**Indicative assessment schedule**

Portfolio of tutorial assignments	15%
Class test	20%
Spreadsheet assignment	15%
Examination	50%

**SUBJECT:** Audit and Assurance in Practice

**CODE:** AACT304A      **CREDIT POINTS:** 10      **CONTACT HRS:** 4 hpw      **PREREQUISITES:** AACT301A

**Subject overview**

In this subject, students examine audit methodology, audit tools and the types of audits conducted within organisations. The demands, benefits and limitations of each type of audit are analysed. The key attributes of an auditor are examined. The importance of ethical behaviour, independence and professional conduct are emphasised. This includes a study of the professional requirements of the main accounting bodies.

**Indicative assessment schedule**

Portfolio of tutorial assignments	10%
In-class debate	10%
Case study and presentation	30%
Examination	50%

**SUBJECT:** Contemporary Accounting Concepts

**CODE:** AACT305A      **CREDIT POINTS:** 10      **CONTACT HRS:** 4 hpw      **PREREQUISITES:** AACT302A

**Subject overview**

In this subject, students examine the nature and development of accounting standards both locally and internationally. The role of the accounting bodies, government policy and stock exchange requirements are analysed critically to determine the impact each has had on accounting concepts and standards. The global move to international accounting standards is investigated and the implications of this both financially and politically are examined for selected countries and/or regions.

**Indicative assessment schedule**

Portfolio of tutorial assignments	10%
In class debate	15%
Case study	25%
Examination	50%

**SUBJECT:** Applied Income Tax

**CODE:** ACBUS301A      **CREDIT POINTS:** 10      **CONTACT HRS:** 4 hpw      **PREREQUISITES:** ACBUS203

**Subject overview**

The objectives of this subject are to equip future accountants, financial planners and business people with an understanding of domestic and international economies, key economic indicators, government policies and issues and to aid in the business decision making process.

**Indicative assessment schedule**

Case study	20%
Case study	20%
Presentation	10%
Examination	50%

**SUBJECT:** Internship

**CODE:** ACBUS302A      **CREDIT POINTS:** 10      **CONTACT HRS:** 4 hpw

**PREREQUISITES:** Completion of year 1 & 2 core and required elective subjects

**Subject overview**

In this subject students will be placed in a work environment to further develop their analytical and interpersonal skills as well as enhance their professional awareness and general work readiness.

**Indicative assessment schedule**

Placement plan	10%
Reflective portfolio	35%
Internship report	20%
Reflective assignment	35%

**SUBJECT:** Superannuation and Retirement

**CODE:** ACFIN301A      **CREDIT POINTS:** 10      **CONTACT HRS:** 4 hpw      **PREREQUISITES:** ACBUS107A

**Subject overview**

This subject introduces students to the Australian retirement planning process and superannuation sector. Students will examine the Superannuation Industry Supervision Act (SIS), look at the history of superannuation and why retirement funding is a core strategy for all working Australians. Taxation will be examined including effects on superannuation funds, contributions, and Self Managed Super Funds (SMSF). Students will also be introduced to aged care and respite planning fundamentals.

**Indicative assessment schedule**

Case study	30%
Role play	20%
Examination	50%



**SUBJECT: Investment Analysis**

**CODE:** ACFIN302A      **CREDIT POINTS:** 10      **CONTACT HRS:** 4 hpw      **PREREQUISITES:** ACBUS204A

**Subject overview**

In this subject students will be introduced to the basic concepts and theories fundamental to the management of investments. Of paramount concern to clients is the performance of investments, and accordingly this subject provides in-depth knowledge to students of how investments and their selection relate to all aspects of financial planning. The objective of this subject is for students to understand the theory and empirical evidence relevant to asset selection and portfolio management. Students will develop skills to conduct investment related research, think critically and effectively.

**Indicative assessment schedule**

Portfolio activities	25%
Case study	30%
Examination	50%

**SUBJECT: Estate Planning**

**CODE:** ACFIN303A      **CREDIT POINTS:** 10      **CONTACT HRS:** 4 hpw      **PREREQUISITES:** ACBUS107A

**Subject overview**

In this subject students will learn about estate planning concepts and services, such as wills, powers of attorney and trusts. Estate administration duties and responsibilities, including tax implications and other technical issues will be covered. Students will also be able to look at a number of methods for succession planning for both family businesses and corporate business models, including the identification of asset protection situations, family provisions, and the tax implications on death.

**Indicative assessment schedule**

Class test	20%
Assignment	30%
Examination	50%

**SUBJECT: Financial Plan Construction**

**CODE:** ACFIN304A      **CREDIT POINTS:** 10      **CONTACT HRS:** 4 hpw

**PREREQUISITES:** ACFIN202A, ACFIN301A & ACFIN302A

**Subject overview**

This subject will provide students with a strategic approach to apply all steps in the financial planning process required and correlate this with the comprehensive knowledge and skills gained in years one and two of the program. Students will learn how to prepare of a detailed Statement of Advice (SOA) incorporating all advanced aspects of financial advice, covering strategies for wealth, retirement and estate planning, taxation consequences and risk analysis. The subject will also integrate the application of codes of conduct and ethics and industry standards in the financial plan construction process.

**Indicative assessment schedule**

Case study	25%
Role play	25%
Case study	30%
Role play	20%

**SUBJECT: Financial Planning Practice Management**

**CODE:** ACFIN305A      **CREDIT POINTS:** 10      **CONTACT HRS:** 4 hpw      **PREREQUISITES:** ACFIN301A & ACFIN302A

**Subject overview**

This subject provides students with a focus on practice management in the advisory services segment. It is intended to introduce students to the financial planning work environment and the functions of a working business and professional practice. The key goals of this subject include learning the different business models used for delivering financial planning services, the laws and regulations that planners adhere to, developing a business plan, internal control methods, and use of technology including systems design, business networking and business succession planning.

**Indicative assessment schedule**

Class test	30%
Case study	40%
Presentation	30%

**SUBJECT: Applied Portfolio Management**

**CODE:** ACFIN307A      **CREDIT POINTS:** 10      **CONTACT HRS:** 4 hpw      **PREREQUISITES:** ACBUS204A

**Subject overview**

In this subject students will build upon the knowledge gained in the investment and portfolio management subject. The subject will introduce students to alternative asset classes, asset allocation, and construction of a multi-asset portfolio. Students will explore advanced investment theories; investigate contemporary debates in modern investment management and related empirical evidence.

**Indicative assessment schedule**

Portfolio of class activities	25%
Case study	25%
Examination	50%