

CERTIFICATE IV TERTIARY PREPARATION PROGRAM (TPP)

Course planner for Business, Hotel Management, Communications and Creative Industries and Computing / IT

The Certificate IV TPP is an accredited nationally recognised pre-university level course equivalent to Australian Year 12 or a Foundation Program. It is designed to prepare students for university-level study in the areas of Business, Hotel Management, Communications and Creative Industries and Computing / IT. This course is currently taught on ECU's Mt Lawley campus. From June 2015 this course will be taught on ECU's state-of-the art Joondalup campus.

The course consists of 8 modules of study and can be completed over 2 or 3 trimesters. Students who complete the Certificate IV TPP at PIBT will qualify for entry into PIBT Diploma courses. A minimum of 50 percent pass in all 8 modules is required for progression to the Diploma course.

MODULE DESCRIPTORS

BUS100A – Accounting

This module will provide students with an introduction to basic procedures and principles of accounting and acquaint them with its function in business and non-trading enterprises.

BUS104A – Mathematics

This is a mathematics module designed for students who do not wish to study mathematics or physical sciences at a tertiary level but require a general mathematical background.

BUS105A – Statistics

This module is concerned with developing statistical concepts, specifically skills/knowledge required to collect/present numerical data and the analysis and interpretation of this numerical data.

BUS107A – Introduction to Computing (Core module)

This module is designed to provide students with an understanding of the main applications of computers, and an appreciation of the role information processing plays. Students will learn basic skills in utilising personal productivity tools such as Microsoft Word, Excel, Access and PowerPoint and how the Internet and World Wide Web can be used for locating, presenting and transporting information.

BUS108A – Management

This module aims to provide students with a basic understanding of managerial principles and practices in the modern world. Students gain an insight into organisational behaviour issues which impact upon management strategies.

BUS109A – Marketing

This module will provide students with an introductory understanding of

important marketing principles and concepts in an increasingly competitive marketing environment. It embraces changes unfolding for the marketing environment.

BUS110A – Legal Studies I

This module investigates the need for law in our society and the ways in which laws are made. The module aims to inform students of their basic legal rights, obligations and duties and the workings of the legal system.

COM100A – Information Design

This module presents an overview of the theory and application of designing information for a range of purposes and in a range of media, particularly in relation to print and electronic media.

COM101A– Programming

Students will learn introductory theory in programming and fundamental practical skills in writing programs.

Certificate IV TPP continued

COM102A – Introduction to Systems Analysis

This module provides an intro introduction to the basic theory and practical application of concepts and modelling techniques used in the analysis phase of developing business software. The underlying framework utilised in this module is the Systems Development Life Cycle.

COM104A–Mass Communication I

This module covers the study of media, how it works, produces meaning, is organised and how it constructs ‘reality’.

COM105A–Mass Communication II

This module continues on from the skills learned in Mass Comm I.

Students will further develop skills and knowledge in how to gather and apply critical film theory to film production analysis.

COM201A – Communication Skills II (Core module)

This module assists students in their ability to successfully interact, participate and communicate effectively in an academic environment. Students will learn basic study skills such as time management, listening and note taking skills. Emphasis will be placed on how to write and structure paragraphs and essays.

COM202A – Communication Skills III (Core module)

This module assists students in developing knowledge and communication skills that will allow them to participate effectively in a range of personal and professional contexts.

COM106A – Creative Cultures

This module aims to unpack the politics and purposes of the Creative Industries in contemporary economies, teach the economic, political and social origins of these industries and understand the future applications of a creative consciousness.

Australian
Qualifications
Framework



NTIS: 10479NAT

Information for students	PIBT First trimester	Entry into PIBT Diploma
<p>All students must complete 3 core modules plus stream modules plus elective modules to total 8 modules. What Stream Modules should I choose: Business & Hotel Management BUS105A – Statistics or BUS104A – Mathematics And at least <u>two</u> of: BUS100A – Accounting BUS108A – Management BUS109A – Marketing BUS110A – Legal Studies I</p>	COM201A Communication Skills II (Core)	Diploma of Business
	BUS107A Introduction to Computing (Core)	Diploma of Hotel Management
	Plus 2 stream modules (from suggested list on the left)	Diploma of Science (Computing / IT)
	Students taking MEP100 (Mixed English Program) must take MEP100 plus <u>one</u> module in your chosen stream.	Diploma of Communications and Creative Industries
<p>Computing / IT BUS104A – Mathematics or BUS105A – Statistics And at least <u>two</u> of: COM100A – Information Design COM101A – Programming COM102A – Intro to Systems Analysis</p> <p>Communications and Creative Industries COM100A – Information Design COM104A – Mass Comm. I COM105A – Mass Comm. II COM106A – Creative Cultures</p> <p>International students must study 3 or 4 units per trimester.</p>	<p>PIBT Second trimester</p>	<p>Methods of assessment at PIBT Methods of assessment may differ depending on the course and subjects you choose. Most subjects will be assessed through a combination of written examinations and assignments, essays, 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 PIBT.</p>
	COM202A Communication Skills III (Core)	
	Plus remaining stream module(s) (from suggested list on the left)	
	Plus elective module (choose any of the other listed stream modules)	

PIBT 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. Flyers are current as of 23 January 2015.

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