



# Windsor Institute of Commerce



## School of E-Commerce (BSB51101) Diploma of E-business



<b>Business Computing</b> (80h)	BSBADM 304A	Design and develop text documents
	BSBADM 305A	Create and use databases
	BSBADM 306A	Create electronic presentations
	BSBCMN 214A	Create and use simple spreadsheets
<b>Business Communication</b> (80h)	BSBADM 302A	Produce texts from notes
	BSBCMN 305A	Organise workplace information
	BSBCMN 306A	Produce business documents
	BSBCMN 311A	Maintain workplace safety
	BSBCMN 302A	Organise personal work priorities & development
<b>Trade Online</b> (80h)	BSBEBUS 304A	Buy online
	BSBEBUS 305A	Sell online
	BSBEBUS 306A	Make payments online
	BSBEBUS 307A	Bank online
	BSBEBUS 404A	Trade Online
<b>Online Communication and Research</b> (80h)	BSBEBUS 301A	Search and assess online business information
	BSBEBUS 302A	Use and maintain electronic mail system
	BSBEBUS 303A	Participate in a virtual community
	BSBEBUS 401A	Conduct online research
<i>Elective: Web Page Design</i> (80 h)	ICPMM65dA	Create web pages with multimedia
<b>E-Business Management Overview</b> (80h)	BSBEBUS 501A	Evaluate E-business opportunities
	BSBEBUS 502A	Evaluate E-business models
<b>Building an E-business</b> (80h)	BSBEBUS 503A	Design an E-business
	BSBEBUS 504A	Implement an E-business strategy
	BSBEBUS 505A	Implement new technologies for business
<b>E-marketing Communications</b> (80h)	BSBEBUS 521A	Plan e-marketing communications
	BSBEBUS 522A	Conduct e-marketing communications
<b>Elective: Budgeting and Financial Planning</b> (80h)	BSBMGT 503A	Prepare budgets and financial plans
	BSBMGT 504A	Manage budgets and financial plans
<b>Elective: Marketing Principles</b> (80 h)	BSBMKGS 501A	Evaluate Marketing Opportunities
	BSBMKGS 502A	Establish and Adjust Marketing Mix
<i>Additional Electives at Diploma Level</i>		HRM
		Business Website Management
		Business Law / Industrial Relations
		Management Studies

Note: Electives subject to availability

## Diploma

The worker will normally be engaged in a workplace in which they:

- demonstrate understanding of a broad knowledge base incorporating theoretical concepts, in some cases in substantial depth;
- analyse and plan approaches to technical problems or management requirements;
- transfer and apply theoretical concepts and/or technical or creative skills to a range of situations; evaluate information, using it in forecasting for planning or research purposes;
- take responsibility for their own outputs in relation to broad quantity and quality parameters;
- take some responsibility for the achievement of group outcomes.