Unit Guide

Diploma of Business

Monash College

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Overview

The Monash College Diploma of Business offers specialist preparation for direct entry into the second year of relevant Monash University business-related undergraduate degrees.

The Diploma of Business offers two streams - commerce and business - with the course content providing a solid foundation in a broad range of business disciplines, and Mathematics units tailored to the requirements of the particular stream. There are two entry points into the Diploma of Business - Part One and Part Two - with the entry point for each applicant determined by their academic background and English language level.
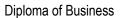
Diploma of Business Course Outcomes

On completion of the Diploma of Business, students should be able to:

1. Demonstrate knowledge of technical and theoretical issues in a variety of business disciplines including management, marketing, statistics, accounting, business law, finance and economics.

2. Identify and communicate advice in a variety of business disciplines to address business problems in accord with management requirements

3. Utilise technical skills to demonstrate understanding and problem solving in relation to business issues involving diverse stakeholders.

4. With depth in some areas, critically apply theoretical and technical skills to solve problems in relation to a range of business disciplines

5. Manage work priorities and coordinate the work of others in accord with parameters set by management.

Monash College Diplomas Graduate Attributes

Monash College courses will develop the following graduate attributes:

1. Communication - demonstrated by effective communication in a variety of contexts

2. Collaboration - demonstrated by working positively with others to achieve common goals

3. Social and Cultural Engagement - demonstrated by respect for diversity and recognition of ethical responsibilities, including towards knowledge creation and academic integrity

4. Critical Thinking and Problem Solving - demonstrated by the ability to analyse, evaluate and synthesise information to solve problems and innovate

5. Independent Learning - demonstrated by the initiative, reflective practice and resilience necessary for self-directed learning, and possession of the foundational discipline knowledge and skills appropriate to commence their destination studies

6. Academic Skills - demonstrated by understanding and appropriate application of scholarly practices and standards..

DIPLOMA PART I			
Unit Code	**Unit Name**	**Unit EFTSL[1]**	**Credit Points[2]**
MCD1010	Accounting for Business	0.125	6
MCD1020	Introduction to Management	0.125	6
MCD1230	Applied Mathematics (Commerce stream)	0.125	6
MCD1690	Introductory Economics	0.125	6
MCD1090	Introduction to Marketing	0.125	6
MCD1110	Data Analysis	0.125	6
MCD1380	Introductory Law	0.125	6
MCD1540	Intercultural Business Communication	0.125	6
MCD1550	Introductory Mathematics for Business (Business stream)	0.125	6
DIPLOMA PART II			
Unit Code	**Unit Name**	**Unit EFTSL[1]**	**Credit Points[2]**
MCD2020	Microeconomics	0.125	6
MCD2030	Management 2: Managerial Communication	0.125	6
MCD2040	Management 1: Managing People and Organisations	0.125	6
MCD2050	Marketing 1: Marketing Theory and Practice	0.125	6
MCD2070	Business Law	0.125	6
MCD2080	Business Statistics	0.125	6
MCD2090	Macroeconomics	0.125	6
MCD2110	Marketing 2: Buyer Behaviour	0.125	6
MCD2130	Functions and Their Applications (Commerce Stream)	0.125	6
MCD2140	Business Mathematics (Business Stream)	0.125	6
MCD2150	Accounting for Managers	0.125	6
MCD2160	Introduction to Financial Accounting	0.125	6
MCD2170	Foundations of Finance	0.125	6

1. EFTSL: Effective Full-time Student Load. Each part of the Diploma is equivalent to one year of full-time study. Monash College Diplomas are delivered in an accelerated mode, so you can study more than a standard full-time load in a year.

2. Most Monash units are 6 credit points. To complete a full Monash College Diploma, you must pass 96 credit points; if you start in Part 2 you must pass 48 credit points. Credit points in Part 2 units count towards the first year of your Monash University degree.

MCD1010 – Accounting for Business

Description

Accounting is the process of recording, reporting, analysing and interpreting financial data and accounting information which can be communicated to a variety of users. It plays an integral role in the successful operation and management of any business.

In this unit students will focus on the financial accounting and financial issues for single activity service and trading businesses, using double entry recording, with financial reports prepared under the accrual basis. Students will use financial and non-financial information to assist management in the decision making process. Accounting information from financial reports will be analysed and interpreted.

Students will study both theoretical and practical aspects of accounting and where appropriate the unit will incorporate the application of accounting principles and the qualitative characteristics of accounting information.

This is a core unit in the Monash College Diploma of Business, Part 1.

Prerequisites

Nil

Learning Outcomes

When you have completed this unit, you are expected to be able to:

1. Define accounting elements and explain some of generally accepted accounting principles and qualitative characteristics of financial information

2. Using double entry rules, to record accounting transactions for both a service business and a trading business in the general journal and post to general ledger

3. Prepare the adjusting entries at the end of the accounting period (accruals, prepayments, depreciation and inventory loss)

4. Record closing entries for temporary accounts

5. Prepare classified financial statements - income statement, cash flow statement and the balance sheet

6. Analyze and interpret financial information using profitability, liquidity and solvency ratios

7. Prepare budgeted financial statements and complete cash variance reports

Assessments

Task	Weight
Tests 1 and Test 2	40% (each worth 20% respectively)
Attendance & Active Participation, Homework	20% Attendance & Active Participation, Homework
Final Examination	40%

MCD1010 – Accounting for Business *CONTINUED*

Requirements to Pass the Unit

- In order to achieve a pass in this unit, you must achieve 50% or higher for your overall mark.
- Your overall mark combines your internal assessment marks and your final examination mark.
- If you receive a 49N grade, you will automatically be awarded a 48N result

Mode of study

This unit is taught face-to-face.There are no work placement components. This course consists of two classes per week (first class of 2 hours and the remaining class of 2.5 hours) over 12 weeks and you are required to do work in class and some at home.

MCD1020 – Introduction to Management

Description

This introductory unit is designed to provide students with an overview of the basic concepts and theories in management and a foundation for further management studies.

Students are expected to develop independent learning skills required for university study and professional life.

This unit is taken by part 1 Diploma students.

Prerequisites

Nil

Learning Outcomes

1. Develop a working definition of management within organisations and explain the process, functions, and skills of management.
2. Explain the principles of management theory.
3. Describe the effects of the external environment, both general and specific
4. Describe how planning, organizing, leading and controlling can be managed in organisations
5. Demonstrate an understanding of the importance of motivation, individual, group and team work and their impact on organizational performance and outcomes
6. Demonstrate an understanding of the importance of leadership, leaders and their impact on organizational performance and outcomes

Assessments

Task	Weight
Assessment 1	20% (Part A: 5%, Part B: 5%, Part C: 10%)
Assessment 2	Review Questions and Reflections: 10% (each worth 2% respectively)
Assessment 3	20% (Part A: 5%, Part B: 5%, Part C: 10%)
Final Examination	50%

Requirements to Pass the Unit

- In order to achieve a pass in this unit, you must achieve 50% or above of overall marks.
- If you receive a 49N grade, you will automatically be awarded a 48N result.

Mode of study

This unit is taught face-to-face.This unit is conducted with three weekly classes, each of 1.5 hours duration with activities such as interactive seminars using powerpoint and overhead slides, video presentations and tutorial time spent working through a range of activities including short answer questions, case study analysis and group work discussions.

MCD1090 – Introduction to Marketing

Description

Introduction to Marketing is designed to introduce students to key marketing concepts through a case-based learning structure in a collaborative learning environment. Students will be introduced to cases on a weekly basis, which they will examine in context to the week's topic. Students will develop an understanding of marketing's role within an organization.

Within this unit students can expect to learn effectively and efficiently within a collaborative learning environment. Students are expected to complete weekly assessed tasks before the start of the week. The unit is also designed to reward students for this active participation in their learning. So attendance and participation is important in achieving high results.

The unit will be delivered through a blended learning module. All lesson material and subject communication will be delivered through Moodle. Having uninterrupted access to Moodle is important. Students are expected to bring their devices regularly to class for both the workshop and tutorials.

This is a core unit in the Monash College Diploma of Business, Part 1.

Prerequisites

Nil

Learning Outcomes

When you have completed this unit, you are expected to:

1. Define marketing and outline the concepts of needs, wants and demands
2. Understand the importance of the elements of the marketing organization's environment
3. Appreciate the concept of value
4. Explain the process of marketing research and discuss its importance to marketing decision making
5. Developed an understanding of consumer buying behavior
6. Acquired an understanding of market segmentation and targeting
7. Describe the elements of the marketing mix
    a. understand the product (distinguish between goods and services)
    b. describe the role of price
    c. outline the purpose of marketing communication and the elements of the promotions mix
    d. explain the distribution concept

MCD1090 – Introduction to Marketing *CONTINUED*

Assessments

Task	Weight
In Class Tests	15% (each worth 5% respectively)
Workshop Quiz (Weeks 1 – 10)	5%
Tutorial Activities (Weeks 1 – 10)	5%
Environment Research Essay	15%
Business Plan Presentation	20%
Final Examination	40%

Requirements to Pass the Unit

- In order to achieve a pass in this unit, you must achieve 50% or higher for your overall mark.
- If you receive a 49N grade, you will automatically be awarded a 48N result.

Mode of study

This unit is taught face-to-face.

MCD1110 - Data Analysis

Description

This unit is taken by part 1 Diploma students and the intention of this unit is to promote students' awareness of the importance of mathematics/statistics in everyday life and to build up confidence in making effective use of mathematical/statistical ideas, techniques and processes. This unit aims to provide students with the knowledge and skills to make effective use of methods of analysing quantitative data by the use of graphical and numerical methods, interpretation of results and making decisions in both business and everyday life.

Prerequisites

 Nil

Learning Outcomes

On completion of this unit, students should be able to:

1. Distinguish between categorical and numerical data, construct and use frequency table, understand the meaning of mode and determine its value, construct and apply bar graphs, histograms and dot plots in writing statistical reports

2. Decide how to describe a distribution with just one or two statistics, calculate, interpret and use median, distinguish between range and IQR, apply a five-number summary in statistical problems, construct and apply a box plot

3. Calculate and interpret mean and standard deviation (using raw data, frequency or grouped frequency table), recognize the difference between the mean and median, apply the 68-9599.7% rule, understand and use standard scores, be familiar with a simple random sample and the way how it is formed

4. Understand and interpret properties of probability, addition rule, conditional probability and independence, use Venn diagrams, tree diagrams and Karnaugh maps to determine probabilities for compound events

5. Recognize statistical tools for displaying and describing relationships between two categorical variables, a categorical and a numerical variable and two numerical variables, understand the meaning of a causal relationship

6. Understand how to use the relationship between two numerical variables for prediction, know what is linear regression, the meaning of the method of least squares, recognize and apply interpolation and extrapolation

7. Know the meaning of data transformation, comprehend the effect of applying a squared or reciprocal transformation to the x- variable and to the y- variable, how to choose a suitable transformation for the data, how to carry out a regression analysis with transformed data

MCD1110 – Data Analysis *CONTINUED*

Assessments

Task	Weight
Weekly Quizzes	20% (each worth 2%, weeks 2,3,4,5,6,8,9,10,11,12)
Test 1	15% in week 7
Test 2	15% in week 11
Final Examination	50% (Closed book exam in duration of 2 hours plus 10 minutes reading time. Consists of the combination of short answer and analytical questions.)

Requirements to Pass the Unit

- In order to achieve a pass in this unit, you must achieve 50% or higher for your overall mark.
- Your overall mark combines your internal assessment marks and your exam mark.
- If you receive a 49N grade, you will automatically be awarded a 48N result.

Mode of study

This unit is taught face-to-face.

MCD1230 - Applied Mathematics

Description

This unit is undertaken by part 1 Diploma of Business (commerce stream) students who have not met the mathematics entry requirement for their destination degree. It is primarily for those students who have not completed VCE Mathematical Methods 3/4, or completed VCE Mathematical Methods 3/4 with a low grade, or who have not completed an equivalent to VCE Mathematical Methods 3/4 as recognised by Monash College.

Prerequisites

Nil

Learning Outcomes

On completion of this unit, students should be able to:

1. Solve linear and simultaneous linear equations using graphical and algebraic methods.

2. Use simultaneous linear equations to model and solve real world problems.

3. Apply transformations to sketch graphs.

4. Find equations and sketch graphs of inverse functions.

5. Solve quadratic equations using factorising, the quadratic formula or completing the square method.

6. Sketch graphs of quadratic functions.

7. Solve polynomial equations.

8. Solve systems of equations and literal equations.

9. Use exponential and logarithmic functions to model application problems.

10. Solve exponential and logarithmic equations, and sketch graphs of exponential and logarithmic functions

11. Demonstrate understanding of trigonometric functions, sketch their graphs and solve trigonometric function problems.

12. Demonstrate understanding of differential calculus and the use of various differential calculus techniques to solve mathematical problems.

13. Use first principles to find the derivative of various functions.

14. Differentiate various functions including polynomials, circular, exponential and logarithmic functions.

15. Apply the product, quotient and chain rules to find the derivative of combinations of functions.

16. Apply the techniques of differential calculus to graph sketching and finding the equations of tangents and normals.

17. Apply techniques of differential calculus to solve problems in rates of change and optimisation.

18. Demonstrate understanding of antidifferentiation and apply the techniques of antidifferentiation to graphs, rates and straight-line motion.

19. Demonstrate understanding of integral calculus and the use of integration techniques to solve area and rate problems.

MCD1230 – Applied Mathematics *CONTINUED*

Assessments

Task	Weight
Participation	10%
Test 1	13%
Test 2	13%
Test 3	14%
Final Examination	50%

Requirements to Pass the Unit

- In order to achieve a pass in this unit, you must achieve 50% or higher for your overall mark.
- Your overall mark combines your internal assessment marks and your exam mark.
- If you receive a 49N grade, you will automatically be awarded a 48N result.

Mode of study

This unit is taught face-to-face.. There are no work placement components.

MCD1380 – Introductory Law

Description

The aim of this unit is to provide a basic knowledge of the Australian legal system, an understanding of principles of contract law including an introduction to the law of Negligence. Students are introduced to IRAC as a practical legal reasoning process to solving legal problems.

Prerequisites

Nil

Learning Outcomes

At the completion of this unit students will be able to:

1. Describe the components of the Australian legal system.

2. Explain the Jurisdiction of Australian courts

3. Apply rules of Common Law to legal problems

4. Demonstrate an understanding of the law of negligence.

5. Demonstrate an understanding of the law of contract

6. Apply relevant rules to contractual problems arising in formation, terms, validity and breach

7. Demonstrate an understanding of remedies in both contract and tort law

8. Apply relevant tests of law to determine validity of exclusion and limitation clauses.

9. Apply legal reasoning process to solving legal problems using IRAC

Assessments

Task	Weight
Mini Tests (3)	37.5% (each worth 12.5 respectively)
Weekly Quiz (ICFAT)	12.5%
Final Examination	50%

Requirements to Pass the Unit

- In order to achieve a pass in this unit, you must achieve 50% or higher for your overall mark.

- Your overall mark combines your internal assessment marks and your exam mark.

- If you receive a 49N grade, you will automatically be awarded a 48N result.

Mode of study

This unit is taught face-to-face.. There are no work placement components.

MCD1540 – Intercultural Business Communication

Description

This unit aims to assist you in developing strategies for effectively communicating and negotiating with individuals from other cultures. Businesses today operate in a culturally diverse environment. This unit has been designed to develop your understanding of culture and its impact on business. We will examine the impact of culture on values, norms, attitudes and behaviours, including patterns of communication. In this unit, you will learn effective ways to research cultures and communication styles in order to prepare for intercultural encounters as a student and in work. This unit will provide an opportunity to apply understanding of cultural and ethical issues to realistic business situations.

This is a core unit in the Monash College Diploma of Business, Part 1.

Prerequisites

Nil

Learning Outcomes

1. Demonstrate understanding of culture, communication and the issues involved in intercultural communication.

2. Understand the important relationship between language and culture.

3. Define, describe and analyse the cultural values, norms, attitudes and behaviours that influence and impact on business in a globalised world.

4. Apply intercultural communication skills and understanding of cultural issues involved in dealing with individuals from diverse cultures.

5. Conduct independent research related to intercultural theories and intercultural business.

6. Understand the need to think critically and assess the credibility of sources when conducting academic and business research.

7. Learn to work in groups effectively in research, sharing of ideas and completing tasks.

8. Demonstrate ability to plan, prepare and present ideas in a manner appropriate to the academic and business worlds.

MCD1540 – Intercultural Business Communication *CONTINUED*

Assessments

Task	Weight
Assessment 1 - Tutorial Activities and Participation (Individual and Group)	20%
Assessment 2 - Movie Analysis and Reflection (Individual)	10%
Assessment 3 - Cultural Video Interview and Presentation (Group)	20%
Assessment 4 - Home Culture Analysis (Individual)	20%
Assessment 5 - Cross-Cultural Training Program (Group)	30%

Requirements to Pass the Unit

In order to achieve a pass in this unit, you must achieve 50% or higher for your overall mark.

Mode of study

This unit is taught face-to-face. Several tools are involved in the learning process, such as Google Suite tools, Peer-evaluation tools (*CATME, ITP Metrics, etc.*), Zoom and Moodle.

MCD1550 – Introductory Mathematics for Business

Description

This unit is taken by part 1 Diploma of Business (Business stream) students. The aim of this unit is to provide students with the knowledge and skills to make effective use of mathematical ideas, techniques and processes in both business and everyday life.

Prerequisites

Nil

Learning Outcomes

On completion of this unit, students should be able to:

1. Demonstrate knowledge of key features of straight line and line segment graphs and the form of related tables of values.

2. Prove knowledge of the concept of break-even analysis and its relation to graphic and tabular representation of relations.

3. Show knowledge of non-linear relations in terms of a constant of proportionality and key features.

4. Demonstrate knowledge of linear inequalities, systems of linear inequalities and their properties.

5. Show an understanding of sequences and recurrence relations for growth and decay and illustrate knowledge of terms, concepts and definitions associated with simple interest, compound interest, depreciation methods, annuities and reducing balance loans, and formulas and calculations associated with these.

6. Confirm knowledge of matrix properties. Solve data array problems. Solve simultaneous linear equations in two variables using matrix formulations

Assessments

Task	Weight
Assessment task 1 In Class Quizzes	10%*
Assessment task 2 Post Class Quizzes	10%*
Assessment task 3 (Test 1, comprising short answer and analysis questions)	14%*
Assessment task 4 (Test 2, comprising short answer and analysis questions)	12%*
Assessment task 5 (Test 3, comprising short answer questions)	4%*
Final Examination	50% (Closed book examination that has a duration of 2 hours, plus 10 minutes of reading time) (Examination consists of the combination of short answer and analysis questions)

MCD1550 – Introductory Mathematics for Business *CONTINUED*

Requirements to Pass the Unit

- In order to achieve a pass in this unit, you must achieve 50% or higher for your overall mark.
- Your overall mark combines your internal assessment marks and your exam mark.
- If you receive a 49N grade, you will automatically be awarded a 48N result.

Mode of study

This unit is taught face-to-face.

MCD1690 – Introductory Economics

Description

The purpose of this unit is to identify and explain the basic concepts of GDP, business cycles, inflation, unemployment, supply, demand and markets, thereby acquainting students with the basic vocabulary of economics. The roles played by the government, consumers, producers and the cost of production will be explained. A particular emphasis in this unit is to provide students with an introduction of basic issues of both introductory Micro and Macroeconomics.

This unit is taken by part 1 Diploma of Business students.

Prerequisites

Nil

Learning Outcomes

Upon successful completion of this unit, students will be able to:

1.   Define Economics and understand the economic problem of scarcity

2.   Understand and apply the theory of the macro economy, with emphasis on GDP, inflation and unemployment

3.   Understand the concepts of demand and supply and the application of this theory

4.   Explain the concepts of costs and revenues in the case of a single firm

Assessments

Students will be assessed on: An understanding of the body of Micro and Macroeconomic knowledge

The application of the skills of: Critical assessment, interpretation, analysis, evaluation

Task	Weight
Assessment Task 1	30% (Contribution = 15% Individual, 15% Group)
Individual Assessment Task 2	30%
Tests	15%*
Attendance and Participants Classes Quizzes and Homework	15%*
Individual Assessment Task 3	10%

*Combined Total for the Trimester

MCD1690 – Introductory Economics *CONTINUED*

Requirements to Pass the Unit

- In order to achieve a pass in this unit, you must achieve 50% or higher for your overall mark.
- If you receive a 49N grade, you will automatically be awarded a 48N result.

Mode of study

This unit is taught face-to-face. All assessments will be submitted through Turnitin. There is an online multiple-choice test which is a component in Task 2. The class tests will also be submitted via Turnitin.

MCD2020 – Microeconomics

Description

The purpose of Microeconomics Unit is to provide students with a good understanding of how individuals and firms make rational decisions when faced with scarcity. The key topics we study include demand, supply and market equilibrium, efficiency of the free market, market failure, profit maximising decisions in different market structures, and consumer choice and behavioural economics.

This unit is taken by part 2 Diploma of Business students.

Prerequisites

Nil

Learning Outcomes

On completion of this unit, students should be able to:

1. Understand the main microeconomic issues associated with the decision making by individual consumers and firms
2. Understand concepts relating to the cost of production in both the short and long run
3. Explain the differences in price and output outcomes under different market structures in both the short and long run and the welfare implications of these outcomes
4. Describe the virtues and shortcomings of free markets
5. Have knowledge of remedies to overcome market failure

Assessments

Task	Weight
Pre Tutorial and In-Tutorial Participation	15%*
TEST 1	5%
TEST 2	15%
TEST 3	5%
Economic Analysis Assignments (Group work)	10%*
Final Examination	50%

* Combined total for the Trimester

Requirements to Pass the Unit

- In order to achieve a pass in this unit, students must achieve 50% or higher overall mark.
- The overall mark combines the internal assessment marks and the examination mark.

Mode of study

This unit is taught face-to-face.

MCD2030 – Managerial Communication

Description

This unit is designed to develop students' comprehension of communication issues within organisational settings and their capacity as professionals to communicate effectively particularly in job interviews situations.

This unit is taken by part 2 Diploma of Business students.

Prerequisites

Nil

Learning Outcomes

On completion of this unit, students should be able to:

1. Describe and discuss contemporary theories and concepts in interpersonal communication

2. Examine the role of communication in management, particularly in leadership, decision making, conflict resolution, creativity and problem-solving

3. Extend personal communication skills by identifying opportunities for growth and strategies for development

4. Demonstrate competence and professionalism in structuring and delivering persuasive messages

5. Critically analyse communication style

Assessments

Task	Weight
Assignment 1 – Essay	20%
Assignment 2 – Resume and Cover Letter	10%
Assignment 3 – Case Study (group work)	25%
Assignment 4 – Weekly work	25%
Assignment 5 – Problem based learning (group work)	20%

* No final examination for this unit

MCD2030 – Managerial Communication *CONTINUED*

Requirements to Pass the Unit

In order to achieve a pass in this unit, you must obtain an aggregate result of at least 50%.

Mode of study

This unit is taught face-to-face.

MCD2040 – Management 1: Managing People and Organisations

Description

This unit is designed to develop an understanding of how organisations are managed and to enable the application of analytical skills to a range of managerial and organisational issues.

This unit is taken by part 2 Diploma of Business students.

Prerequisites

Nil

Learning Outcomes

When you have completed this unit, you are expected to be able to:

1. Demonstrate a contextual appreciation of management as an evolving set of contested ideas for how managers may influence people, organisations, and their environments to achieve organisational goals

2. Identify what managers do in practice, and analyse how the various activities that comprise managing both shape and are shaped by individual and group behaviour and diversity in organisational settings

3. Critically evaluate the impact of contemporary management practices on employee experiences of being managed

4. Explain the concepts of stakeholder interests and socially responsible management, assessing their implications for individuals and organisations in a global context

5. Apply research, analytical and communication skills required of the management discipline to address business challenges.

Assessments

Task		Weight
Pre-Tutorial Assessments	Week 1 – week 10	10%*
RRD (Best 6 out of 8)	Week 2 – week 9	10%*
Class Engagement Activities (Best 8 out of 10)	Week 2 – week 11	10%
In Class Tests (x2)	Wk 3 (5%), Wk 4 (10%)	15%*
Part 1 - Management Consulting Project - Report	Week 7	15%
Part 2 - Management Consulting Project - Presentation	Week 10	25%
Management Consulting Project – Presentation	Week 12	15%

*Combined total for the Trimester

MCD2040 – Management 1: Managing People and Organisations *CONTINUED*

Requirements to Pass the Unit

- In order to achieve a pass in this unit, students must achieve 50% or higher for their overall internal mark.

Mode of study

This unit is taught face-to-face.

MCD2050 – Marketing 1: Marketing Theory and Practice

Description

Marketing faces ongoing challenges and opportunities in the ever-changing changing world of business.

This unit introduces you to the broad discipline of marketing through a blended learning module. The unit will also demonstrate the practical application of the theories and concepts covered in the subject. It will also provide you an opportunity to apply these concepts to situations and market offers.

The unit delivered through weekly face-to face lectorials (expert-led sessions) and tutorials. Subject material and assessment material are made available online through the learning management system – Moodle.

Students are expected to complete a series of online assessments throughout the trimester. Assessments will also be conducted in both lectorials and tutorials.

This is a core unit in the Monash College Diploma of Business, Part 2.

Prerequisites

Nil

Learning Outcomes

1.   Be familiar with the role of marketing within an organization;

2.   Have an understanding of the relevant marketing theories;

3.   Demonstrate the practical application of the theories and concepts.

MCD2050 – Marketing 1: Marketing Theory and Practice *CONTINUED*

Assessments

Task	Weight
Weekly Online Quiz (Weeks 2 – 11)	5%
Lectorial Quiz (Weeks 1 – 10)	5%
Tutorial Questions Test (Week 3)	10%
Group Video Project (Week 4)	10%
Individual Essay (Week 6)	10%
Mid Trimester Test (Week 9)	10%
Final Examination	50% (40% exam hurdle)

Requirements to Pass the Unit

- In order to achieve a pass in this unit, you must achieve 50% or higher for your overall mark, including a mark of at least 40% in the final exam. Your overall mark combines your internal assessment marks and your exam mark.

- If you receive a 49N grade, you will automatically be awarded a 48N result.

Mode of study

This unit is taught face-to-face.

MCD2070 – Business Law

Description

This unit introduces the way in which law impacts on business and consumers in Australia.

This is a core unit in the Monash College Diploma of Business Part 2.

Prerequisites

Nil

Learning Outcomes

On completion of this unit, students should be able to:

- The structure of the Australian legal system.
- The law of negligence, with emphasis on the law as it relates to negligent misstatement.
- The law of contract, with emphasis on contract formation, contents, matters affecting the validity of a contract and termination for breach.
- The law of consumer rights, with emphasis on the provision of goods and services.
- The law as it applies to common business structures, with emphasis on partnerships and corporations.

Assessments

Task	Weight
Tutorial Tests (Week 3, 6, 9 & 12) 2.5%	10%
Lecture Attendance and Quiz (Week 2 – 11)	10%
Perusal Activities (Weeks 2 - 11)	10%
In-Semester Test (Week 8)	20%
Final Examination	50%

Requirements to Pass the Unit

- In order to pass this unit, students must achieve a total mark of at least 50% overall.
- Your overall mark combines your internal assessment marks and your exam mark.

Mode of study

This unit is taught face-to-face. There are no work placement components.

MCD2080 – Business Statistics

Description

This unit is designed to provide skills in data analysis and statistical processes as applied to business and basic business computations and techniques.

This is a core unit in the Monash College Diploma of Business Part 2.

Prerequisites

MCD1110 Data Analysis and MCD1550 Introduction Mathematics for Business or equivalent

(For Business stream only. For Part 2 students, Part 1 pre-requisites are not applicable)

MCD1110 Data Analysis and MCD1230 Applied Mathematics or equivalent

(For Commerce stream only. For Part 2 students, Part 1 pre-requisites are not applicable)

Learning Outcomes

In this unit you will learn to use basic statistical techniques and apply them to problems across a range of areas in business.

On completion of this unit, students should be able to:

1. Interpret business data using descriptive statistics techniques, including the use of Excel spreadsheet functions

2. Apply simple concepts of probability and probability distributions to problems in business decision-making

3. Describe the role of statistical inference and apply inference methods to single population means and proportions

4. Interpret and evaluate the relationships between variables for business decision-making, using the concepts of correlation and multiple linear regression

5. Be able to describe. explain, predict/forecasting and control strategies using time series data

6. To be able to identify components of time series, model and interpret coefficients, and predict equipping you with techniques of forecasting time series data in real life.

7. Develop skills in spreadsheet modelling and understand how simulation is used to address business problems.

These outcomes are important to a successful career in Business.

MCD2080 – Business Statistics *CONTINUED*

Assessments

Task	Weight
Lecture Practice and Quizzes	15%
Assignment	10% (Week 6)
Tutorial Workshops	15%
Mini Tests	10% (FAT 1: 5%, FAT 2: 5%)
Final Examination	50% (40% hurdle)

* Approved calculator will be allowed for tests and exam. Assignment should be done using Excel.

Requirements to Pass the Unit

- In order to achieve a pass in this unit, you must achieve at least 40% (exam hurdle) on the final exam and your overall result must be 50% or higher
- Your overall result combines your internal assessment and your exam results.
- If you receive a 49N grade, you will automatically be awarded a 48N result

Mode of study

This unit is taught face-to-face.There are no work placement components.

MCD2090 – Macroeconomics

Description

This unit is designed to enable application of macroeconomic principles to the analysis and evaluation of economic policies.

This is an elective unit in the Monash College Diploma of Business Part 2.

Prerequisites

Nil

Learning Outcomes

On completion of this unit, students should be able to:

1. Have a greater understanding of several approaches that economists use to explain and predict various economic events

2. Be able to relate economic concepts to day-to-day life and real-world experiences.

3. Understand the importance of distinguishing between the short-run and long-run impacts of macroeconomic policy

4. Appreciate and be able to debate the main macroeconomic issues of inflation, unemployment and economic growth

5. Be able to critically analyse government policy responses to various issues within the open economy context of Australia.

6. Have developed analytical skills through the rigorous use of graphical models

7. Have an awareness of the persistent social and economic problems confronted by society

8. Have an understanding of what economists study, why they study and how they study these topics in the macroeconomic context

9. Have developed generic skills including critical thinking, oral presentation skills, independent learning skills and skills associated with the use of computers /technology, all of which are valuable for business and commerce students and essential for progression to upper-level economics units

Assessments

Task	Weight
Online Assessments	10% (each worth 5% respectively)
Mid Trimester Test	20%
Tutorial and lecture activities	10%
Final Examination	60%

Requirements to Pass the Unit

In order to achieve a pass in this unit, you must achieve a minimum of 50% of overall marks (aggregate of all assessments)

MCD2090 – Macroeconomics *CONTINUED*

Mode of study

This unit is taught face-to-face. Lectures have online interactive questions.

MCD2110 – Marketing 2: Buyer Behaviour

Description

This unit is designed to develop an understanding of the reasons why consumers behave in a certain way and how marketing can use this knowledge. This is a unit in the Monash College Diploma of Business, Part 2.

Prerequisites

MCD2050 Marketing Theory and Practice

Learning Outcomes

On completion of this unit, students should be able to:

1. Demonstrate a detailed understanding of the basic concepts of buyer behaviour and describe how this knowledge can be used by marketers

2. Demonstrate the ability to segment markets using buyer behaviour concepts / constructs

3. Identify and illustrate how buyer behaviour concepts can be used to explain the decisions that buyers make in the marketplace

4. Analyse the behaviour profiles of specific market segments and understand the basic aspects of strategy development as it applies to specific target groups

5. Explain and apply marketing communication in relation to buyer behaviour

6. Apply consumer behaviour models and theories to contemporary marketing practices from both a theoretical and practical perspective.

Assessments

Task	Weight
Tutorial Activities	5%
Weekly Online Quiz	10%
Individual Tests	15% (5+5+5)
Group Assignment	20%
Final Examination	50% (45% hurdle)

Requirements to Pass the Unit

- In order to achieve a pass in this unit, you must achieve 50% or higher for your overall mark, including a mark of at least 45% in the final exam.
- Your overall mark combines your internal assessment marks and your exam mark.

Mode of study

This unit is taught face-to-face.There are no work placement components.

MCD2130 – Functions and Their Applications

Description

This unit is taken by part 2 Diploma students and the focus of this unit will be on the behavior of functions and examining some of their applications to the real world. The way that functions will be introduced is by individually describing the characteristics of families of different function types (linear, polynomial, rational, exponential, logarithmic and trigonometric). The composition of functions through possible combinations of different types of functions will also be investigated. Other operations on functions such as transformations via shifting, scaling and reflection will be presented, along with the existence and meaning of inverse functions.

This initial part of the course will then be used to provide a foundation for examining the rate of change of a function. Principally this involves defining the elementary principles of differential calculus and then utilising these with respect to the types of functions mentioned above. As a final topic an introduction to integral calculus is presented.

Prerequisites

It is recommended that students have studied Year 11 (or equivalent) Mathematics.

Learning Outcomes

On completion of this subject, students will have acquired **knowledge** of:

1.   The notion of functions and their representation as tables, graphs or mathematical expressions;

2.   The basic characteristics of polynomial, rational, exponential, logarithmic and trigonometric functions;

3.   The algebra of functions;

4.   The concepts of composition functions and inverse functions;

5.   The transformation of functions, algebraically and graphically;

6.   The concepts of rate of change of a function and derivative of a function

7.   The concept of anti-differentiation of a function and its main application: The Fundamental Theorem of Calculus.

And will have developed **skills** in:

8.   I Identifying different types of functions behaviour by means of neat sketch-graphs; determining basic properties and behaviour of functions by analytic and by means of neat sketch graphs;

9.   Using function algebra;

10.   Calculating composition functions and inverse functions; using functions as models of real-life behaviour; calculating simple derivatives and integrals; communicating and interpreting mathematical results;

Assessments

Task	Weight
Two Assignments	10% (each worth 5% respectively)
Two Mini Tests	10% (each worth 5% respectively)
Participation	10%
Diagnostic Online Quizzes	10%
Final Examination	60% (40% exam hurdle)

MCD2130 – Functions and Their Applications *CONTINUED*

Requirements to Pass the Unit

In order to achieve a pass in this unit, you are required to achieve at least 40% on the exam AND achieve a combined (internal and exam) overall mark of 50% or above for the unit.

Mode of study

This unit is taught face-to-face. There is no work placement component.

MCD2140 – Business Mathematics (Business Stream)

Description

This unit is taken by part 2 Diploma of Business (Business stream) students. The aim of this unit is to provide students with the knowledge and skills to make effective use of mathematical ideas, techniques and processes in both business and everyday life.

Prerequisites

It is recommended that students have studied year 11 (or equivalent) mathematics.

Learning Outcomes

On completion of this unit, students should be able to:

1. Demonstrate knowledge of key features of straight line and line segment graphs and the form of related tables of values.

2. Prove knowledge of the concept of break-even analysis and its relation to graphic and tabular representation of relations.

3. Show knowledge of non-linear relations in terms of a constant of proportionality and key features.

4. Demonstrate knowledge of linear inequalities, systems of linear inequalities and their properties.

5. Show an understanding of sequences and recurrence relations for growth and decay and illustrate knowledge of terms, concepts and definitions associated with simple interest, compound interest, depreciation methods, annuities and reducing balance loans, and formulas and calculations associated with these.

6. Confirm knowledge of matrix properties. Solve data array problems. Solve simultaneous linear equations in two variables using matrix formulations

Assessments

Task	Weight
Weekly In Class Quizzes	10%*
Weekly Post Class Quizzes	10%*
(Test 1, comprising short answer and analysis questions)	14%*
(Test 2, comprising short answer and analysis questions)	12%*
(Test 3, comprising short answer questions)	4%*
Final Examination	50% (Closed book examination that has a duration of 2 hours, plus 10 minutes of reading time) (Examination consists of the combination of short answer and analysis questions)

MCD2140 – Business Mathematics (Business Stream) *CONTINUED*

Requirements to Pass the Unit

- In order to achieve a pass in this unit, you must achieve 50% or higher for your overall mark.
- Your overall mark combines your internal assessment marks and your exam mark.
- If you receive a 49N grade, you will automatically be awarded a 48N result.

Mode of study

This unit is taught face-to-face.

MCD2150 – Accounting for Managers

Description

This unit is designed to introduce accounting principles and practice for decision making in a business environment. This unit is taken by part 2 Diploma students.

Prerequisites

Nil

Learning Outcomes

As a result of undertaking this unit, you should be able to:

1. Understand basic Accounting Concepts.

2. Identify different business structures and understand their benefits and challenges

3. Describe the elements of financial reports, define accounting elements and prepare and interpret basic financial reports and budgets;

4. Use ratio analysis in evaluating business performance, explain their use for decision making;

5. Interpret information (financial and non-financial) for managers to use in planning, decision making and control;

6. Perform cost-volume-profit analysis;

7. Understand capital budgeting and investment decision using 'Net Present Value', Residual Income and other related concepts (e.g. Payback, Internal Rate of Return, Accounting Rate of Return);

8. Apply critical thinking, problem solving and presentation skills to individual and /or group activities dealing with introductory accounting for managers

Assessments

Task	Weight
Trimester Test	20%
Group Problem Solving and Presentation in class	10%
In Class Quizzes	20%
Final Examination	50% (The exam is a hurdle requirement.)

Requirements to Pass the Unit

● In order to achieve a pass in this unit, you are required to achieve at least 40% on the exam AND achieve a combined (internal and exam) overall mark of 50% or above for the unit.

● Students who both fail to meet the hurdle requirement(s) outlined above and who would otherwise have received a 49N or better grade will automatically receive a 48N result.

MCD2150 – Accounting for Managers CONTINUED

Mode of study

This unit is taught face-to-face.This unit involves using online resources (e-textbook, online quiz assessment, Moodle site for tutorial and lecture material). There is no workplace component in this unit.

MCD2160 – Introduction to Financial Accounting

Description

This unit is taken by part 2 Diploma students. This unit provides students with an introduction to financial accounting guided by the Conceptual Framework and Accounting Standards. Emphasis is placed on accounting processes, practices and policies that enable financial statements to be prepared. Students will integrate theoretical and technical knowledge learned and exercise judgment to explore accounting issues. This unit is taken by part 2 Diploma of Business students.

Prerequisites

Nil

Learning Outcomes

The learning goals associated with this unit are to:

1. Identify and analyse measurement systems and their relationship with the accounting Conceptual Framework

2. Apply the principles of double-entry and accrual accounting

3. Describe and apply definitions and recognition criteria for assets, liabilities, incomes and expenses as specified in the Conceptual Framework

4. Apply principles of selected Accounting Standards and prepare financial statements for business entities including service and retail organisations

5. Develop the ability to work effectively in a team; and demonstrate the development of skills in research, judgment and oral communication.

Unit Structure

This unit covers the following topics:

1. Introduction to Accounting and the Conceptual Framework

2. Accounting for Service Business

3. Accounting for Trading Business

4. Balance Day Adjustments, Bad Debts and Doubtful Debts

5. Closing, Reversing, 10 Column Worksheets, Reports, Reporting Entity

6. Special Journals, Bank Reconciliation

7. Inventory Valuation, and Equity

8. Accounting for non-current assets

9. Accounting for Liabilities

10. Accounting for Intangible assets, Income and Expenses, Critique of Accounting Standards

MCD2160 – Introduction to Financial Accounting *CONTINUED*

Assessments

Task	Weight
Weekly Lecture Activity	5%
Weekly Homework, in Wiley Plus and Tutorial Moodle Quizzes	5%
Assignment XERO, XERO Group Report	15%
Trimester Test	15%
Weekly in-tutorial Moodle Quiz	10%
Examination	50% (40% Hurdle)

Requirements to Pass the Unit

- In order to achieve a pass in this unit, you must achieve at least 40% on the exam and achieve a combined (internal and exam) overall mark of 50% or above for the unit.
- Students who both fail to meet the hurdle requirement(s) outlined above and who would otherwise have received a pass or better grade, will automatically receive a 48N result

Mode of study

This unit is taught face-to-face.

MCD2170 – Foundations of Finance

Description

As a foundation, this unit introduces students to the concepts of finance, financial mathematics, investment analysis, the financial system, risk management and the relationship of finance to other commercial disciplines. This unit is taken by part 2 Diploma students.

Prerequisites

Nil

Learning Outcomes

When you have completed this unit, you are expected to be able to:

1.   Demonstrate a basic understanding of the fundamental concepts of finance

2.   Apply core concepts of finance to real-life industry problems and financial literacy scenarios in preparation for additional study in the discipline.

3.   Develop basic financial mathematical skills to resolve common business or personal financial problems.

Assessments

Task	Weight
Participation	10%
In-Class Online Quizzes	10%
Online Post-Class Activity	10%
Mid Term Test	15%
Test 2	5%
Final Examination	50% (Hurdle 40%)

Requirements to Pass the Unit

● In order to achieve a pass in this unit, you are required to achieve at least 40% on the exam and a minimum of 50% of overall marks (aggregate of all assessments).

● Students who both fail to meet the hurdle requirement(s) outlined above and who would otherwise have received a 49N or better grade will automatically receive a 48N result.

MCD2170 – Foundations of Finance *CONTINUED*

Mode of study

This unit is taught face-to-face. The unit is delivered through a combination of online pre-class content in Moodle, and 2x2 hours a weekly interactive workshop. Minimum total expected workload to achieve the learning outcomes for this unit is 144 hours per trimester typically comprising a mixture of scheduled learning activities and independent study. Independent study may include associated readings, assessment and preparation for scheduled activities. Scheduled activities may include a combination of teacher directed learning, peer directed learning and online engagement.

Prior to the first session of each week students will be required to complete the prescribed learning materials which may comprise of required readings and watching videos. After attending two sessions each week students will be required to complete on-line homework in My Finance Lab.

Clear instructions will be given each week, ahead of the following week's learning, of requirements to be completed prior to class. Activities to be investigated and discussed in the subsequent session will also be provided with guiding questions and suggested material.