

# Unit Guide

## Diploma of Business

Monash College

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## Overview

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

## MCD1010 – Accounting for Business

### Purpose

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
Mid Trimester Tests	40% (each worth 20% respectively)
Attendance & Active Participation, Homework	20% Attendance & Active Participation, Homework
Final Examination	40%

### Mode of study

This unit is taught in face-to-face mode only. There are no online or work placement components. This course consists of three 1.5 hours classes per week over 12 weeks and you are required to do work in class and some at home.

## MCD1020 – Introduction to Management

### Purpose

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.

### Prerequisites

Nil

### Learning Outcomes

1. Develop a working definition of management within organisations and explain the process, skills, roles and different levels of management.
2. Explain the principles of scientific management, administrative theory, human relations management and contingency management.
3. Describe the effects of the external environment, both general and specific on the organisation.
4. Describe how planning, organising, leading and controlling can be managed in organisations.
5. Describe the importance of organisational structure for achieving the organisation's goals.
6. Demonstrate an understanding of the importance of motivation, individual, group and team work and their impact on organisational performance and outcomes.
7. Demonstrate an understanding of the importance of leadership for achieving the organisation's goals.
8. You are expected to develop skills in the following areas:
9. Metacognitive skills include: recognising problems, solving problems, collaborative learning and reflecting on the problem solving process.
10. Cognitive skill includes: knowledge, evaluation, comprehension, application, analysis and synthesis.
11. Applied reading skills includes: essay structure, paraphrasing, direct quoting, paragraph structure, using topic sentences, explanations and examples, sentence variation, paragraph organisation, coherence and referencing.

### 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%

### Mode of study

This unit is conducted with three weekly classes, each of 1.5 hours duration with activities such as interactive seminars using power point 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**

### **Purpose**

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. be able to 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. be able to explain the process of marketing research and discuss its importance to marketing decision making
5. have developed an understanding of consumer buying behavior
6. have acquired an understanding of market segmentation, targeting, differentiation and positioning
7. be able to describe the elements of the marketing mix
  - a. understand the product (distinguish between goods and services)
  - b. be able to describe the role of price
  - c. be able to outline the purpose of marketing communication and the elements of the promotions mix
  - d. be able to explain the distribution concept

**MCD1090 – Introduction to Marketing *CONTINUED*****Assessments**

<b>Task</b>	<b>Weight</b>
In Class Tests	15% (each worth 5% respectively)
Pre Class Work	5%
In Class Participation	5%
Environment Research Essay	15%
Advertisement Presentation	20%
Final Examination	40% (Hurdle 30%)

**Mode of study**

This unit is taught through a blended learning module. Students must attend face to face classes and complete some tasks online through Moodle.

## MCD1110 – Data Analysis

### Purpose

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 method, interpretation of results and making decision in both business and everyday life.

### Prerequisites

Nil

### Learning Outcomes

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

1. Arrange data into pictorial and tabular formats for presentation and interpretation purposes.
2. Calculate, compare and interpret the three measures of central tendency - mean, median and mode - for both ungrouped and grouped data.
3. Calculate, compare and interpret range, quartile deviation, standard deviation and co-efficient of variation - for both ungrouped and grouped data.
4. Understand the elementary axioms, interpretation and properties of probability, conditional probability and independence, apply probability tree in probability computation, draw Venn diagrams.
5. Draw XY-scatter plot, assess the strength of linear relationship visually, calculate and interpret Pearson product-moment correlation coefficient.
6. Understand the meaning of the least square regression line, calculate the least squares regression line equation, interpret the slope and  $Y$ -intercept, use the least square regression line for estimation, assess validity of estimates.
7. Understand goodness of fit, computation and interpretation of coefficient of determination, and draw the least squares regression line into an XY-scatter plot.
8. Perform other forms of nonlinear regression and transformations into linear form by one of the axes scales using a square, log or reciprocal transformation.
9. Apply basic residual analysis with residual plots such as: residuals on the vertical axis versus  $x_i$  on the horizontal axis, residuals on the vertical axis versus  $\hat{y}_i$  on the horizontal axis,  $\hat{y}_i$  on the vertical axis versus  $y_i$  on the horizontal axis.
10. Recognise the four components of time series such as trend, seasonal, cyclical and random by a visual inspection of time series plot. Compute and apply seasonal indices, perform seasonal adjustments. Apply smoothing with moving averages with or without centring. Modelling the linear trend with linear regression.



**MCD1110 – Data Analysis *CONTINUED***

## Assessments

<b>Task</b>	<b>Weight</b>
*Mid Trimester Test 1	20% (Class test comprising multiple choice and short answer questions.)
*Mid Trimester Test 2	20% (Class test that consists of the combination of multiple choice, short answer and analytical questions.)
Final Examination	60% (Closed book exam in duration of 3 hours plus 10 minutes reading time. Consists of the combination of multiple choice, short answer and analytical questions with percentage component 30 + 50 + 20.)

## Mode of study

This unit is taught in face-to-face mode only.

## MCD1230 – Applied Mathematics

### Purpose

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. Sketch graphs of inverse functions.
5. Express quadratic equations in different forms.
6. Solve quadratic equations using factorizing, quadratic formula or completing the square method.
7. Sketch graphs of quadratic functions.
8. Solve polynomial equations.
9. Solve system of equations and literal equations.
10. Use exponential and logarithmic functions to model application problems.
11. Sketch graphs of exponential and logarithmic functions.
12. Solve exponential and logarithmic equations.
13. Demonstrate understanding of trigonometric functions, sketch the graphs and solve trigonometric function problems.
14. Demonstrate understanding of differential calculus and the use of various differential calculus techniques to solve mathematical problems.
15. Use first principles to find differentiation of various functions.
16. Differentiate various functions including polynomials, circular, exponential and logarithmic functions.
17. Apply the product, quotient and chain rules to find the derivative of functions.
18. Apply the techniques of differential calculus for graph sketching and finding the equations of tangents and normals.
19. Apply the techniques of differential calculus to solve the problems in rates of change and optimisation.
20. Demonstrate understanding of anti-differentiation and apply the techniques of anti-differentiation to graphs, rates and straight-line motion.
21. Demonstrate understanding of integral calculus to the integral and the use of integration techniques to solve area and rate problems.

**MCD1230 – Applied Mathematics *CONTINUED***

## Assessments

<b>Task</b>	<b>Weight</b>
Test 1	20%
Test 2	20%
Final Examination	60%

## Mode of study

This unit is taught in face-to-face mode only. There are no online or work placement components.

## MCD1380 – Introductory Law

### Purpose

The aim of this unit is to provide a basic knowledge of the Australian legal system, an understanding of principles of contract law, an introduction to the law of agency and an overview of business organisations.

### 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 role played by the courts, the importance of precedent and the rules of statutory interpretation.
3. Demonstrate an understanding of the law of negligence.
4. Demonstrate an understanding of the law of contract, with particular emphasis on contract formation, terms, matters affecting validity, discharge, breach and remedies.
5. Understand the general principles pertaining to the law of agency.
6. Explain and compare the different types of business organisations and describe the process for registration of business names.

### Assessments

<b>Task</b>	<b>Weight</b>
Mini Tests	30% (each worth 10% respectively)
Assignment	10%
Final Examination	60%

### Mode of study

This unit is taught in face-to-face mode only. There are no online or work placement components.

## MCD1540 – Intercultural Business Communication

### Purpose

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. Apply intercultural communication skills and understanding of cultural issues involved in dealing with individuals from diverse cultures.
3. Define, describe and analyse the cultural values, norms, attitudes and behaviours that influence and impact on you and business in a globalised world.
4. Explore your cultural identity and your view of the multicultural world.
5. Understand the important relationship between language and culture.
6. Improve your own level of cultural intelligence.
7. Understand negotiation and explain the impact of culture on negotiation
8. Conduct independent research related to intercultural theories and intercultural business.
9. Understand the need to think critically and assess the credibility of sources when conducting academic and business research.
10. Learn in collaboration with others, by sharing ideas and tasks.
11. Demonstrate ability to plan, prepare and present ideas in a manner appropriate to the academic and business worlds.

### 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%

**MCD1540 – Intercultural Business Communication *CONTINUED***

## Mode of study

This unit is taught in face-to-face mode only. There are no online or work placement components.

## MCD1550 – Introductory Mathematics for Business

### Purpose

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. Demonstrate knowledge of the concept of breakeven analysis and its relation to graphic and tabular representation of relations.
3. Demonstrate 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. Demonstrate knowledge of concepts and definitions associated with sequences and recurrence relations, simple interest, compound interest, growth and decay in financial contexts, depreciation methods, annuities and reducing balance loans, and formulas and calculations associated with these.
6. Demonstrate knowledge of matrix properties. Solve data array problems and simultaneous linear equations in two and three variables using matrix formulations.

### Assessments

Task	Weight
Assessment task 1 In Class Quizzes	10%*
Assessment task 2 Post Class Quizzes	10%*
Assessment task 3 (class or on-line test(s), comprising multiple choice and short answer questions)	15%*
Assessment task 4 (class or online test(s), comprising multiple choice and short answer questions)	15%*
Final Examination	50% (Consists of the combination of multiple choice, short answer and analytical questions with percentage component: 30 + 50 + 20 respectively.)

\* On-line testing would comprise no more than 15% of total assessments.

### Mode of study

This unit is taught in face-to-face mode only. There are no online or work placement components.

## MCD1690 – Introductory Economics

### Purpose

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 perfectly competitive market structures 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.

### 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
5. Describe the operation of a perfectly competitive market

### 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

<b>Task</b>	<b>Weight</b>
Research Assignment 1	30% (Contribution = 15% Individual, 15% Group)
Individual Assessment Task 2	30%
In Class Tests	10%
Homework	20%
Individual Assessment task 3	10%

\*Combined Total for the Trimester

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### Mode of study

This unit is taught in face-to-face mode only. There are no online or work placement components.



## MCD2020 – Microeconomics

### Purpose

Microeconomics is the study of humans in ordinary business of life and recognises that people must make tradeoffs which involve costs between competing alternative uses of scarce resources. The unit aims to introduce you to the economic way of thinking.

### 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

<b>Task</b>	<b>Weight</b>
Pre Tutorial Preparation and Tutorial Participation	10%*
Online Quiz 1 & 2	10%*
Mid-trimester test	20%
Economic Analysis Assignment	10%
Final Examination	50%

\* Combined total for the Trimester

### Mode of study

This unit is taught in face-to-face mode. There are online components. –Two on-line quizzes: 10% and online pre-tutorial learning activities – 5%

Lecture recordings are available online.

## MCD2030 – Managerial Communication

### Purpose

This unit is designed to develop students' awareness of communication issues and their own capacity as professionals to communicate effectively.

### Prerequisites

Nil

### Learning Outcomes

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

1. Discuss communication in terms of theoretical models and explain how they apply to the managerial role within an organisation.
2. Analyse and discuss the significance of the function of managerial communication.
3. Discuss the cultural context of managerial communication.
4. Demonstrate competence in researching, reading, critically analysing, evaluating, and reporting both orally and in writing on a range of topics and issues in managerial communication.
5. Develop and demonstrate an understanding of the dynamics of interpersonal communication and the skills necessary for effective communication within organisations.
6. Discuss the dynamics of group communication and demonstrate skills necessary for effective group decision-making and communication.
7. Develop an understanding of organisation-wide communication issues and contexts.
8. Discuss the impact of communication and information technologies on managerial communication.

### Assessments

<b>Task</b>	<b>Weight</b>
Assignment 1 – Essay	20%
Assignment 2 – Resume and Cover Letter	10%
Assignment 3 – Case Study (Group)	30%
Assignment 4 – Tutorial Tests	20%
Assignment 5 – Presentations	20%

\* No final examination for this unit

### Mode of study

The tutorials in this unit are taught face-to-face. The Lectures are available online for self-access by students.

## MCD2040 – Management 1: Managing People and Organisations

### Purpose

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.

### Prerequisites

Nil

### Learning Outcomes

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

1. Define management and summarise the evolution of management ideas on how managers may influence, people, organisations and their contexts to achieve organisational goals. This includes an awareness of the cultural contexts of the original source and the development and contemporary application of management theory and practice.
2. Identify and discuss contextual factors in the organisation's environment that impact on how people, managers and organisations interact
3. Describe how decision-making, planning, leading, organising and controlling can be managed in organisations
4. Examine the impact on individuals and organisations of contemporary issues in management, including stakeholder interests, ethics and social responsibility
5. Apply the skills of academic writing, research, questioning and analysis required of the management discipline.

### Assessments

Task	Weight
Pre-Tutorial Assessments	10%*
RTP	10%*
In Class Tests	10% (Four tests worth 2%, 3%, 2% and 3% respectively)
Case Study Assignment	30%
Final Examination	40% (Hurdle 50%)

\*Combined total for the Trimester

### Mode of study

MCD2040 uses a flipped classroom approach which requires students to be independent learners. The tutorials in this unit are taught in face-to-face mode. The lecture materials are available online for self-access by students. Students are required to review lecture materials and readings at home prior to coming to the tutorials.

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

### **Purpose**

This unit is designed to provide a broad understanding of the formal discipline of marketing and of the key marketing activities in business.

### **Prerequisites**

Nil

### **Learning Outcomes**

#### **Objectives**

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

1. Understand the role of marketing within an organisation
2. Be familiar with the roles and responsibilities of marketers
3. Recognise how marketing principles can explain, predict and determine a course of action in a practical situation

#### **English Language Outcomes**

1. Perform effectively in English during a prepared academic presentation
2. Participate effectively in groups during academic discussions of unit related content in English
3. Listen to and mostly comprehend spoken texts including academic, classroom and advertising genres
4. Use note-taking strategies to record information from spoken texts and show understanding
5. Use a range of reading strategies to assist comprehension of written texts including industry reports, textbooks, academic and multimedia genres
6. Identify key information and produce accurate notes and summaries from written texts to demonstrate understanding
7. Demonstrate application of theories studied through reference to examples
8. Write substantial, coherent and mostly accurate texts following templates provided
9. Produce short and extended written texts that appropriately respond to timed exam questions
10. Support views with reference to literature and by following academic conventions

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

## Assessments

<b>Task</b>	<b>Weight</b>
Tutorial Essay Questions	10% (each worth 2.5% respectively)
Look Around Me Project	10%
Major Assignment	10%
Mid Trimester Test	15%
Reflective Presentation	5%
Final Examination	50%

## Mode of study

This unit is taught in face-to-face mode only. There are no online or work placement components.

## MCD2070 – Business Law

### Purpose

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

### Prerequisites

MCD1380 Introductory Law

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

### Learning Outcomes

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

1. Describe the sources of law in Australia and the ways in which the courts interpret the law.
2. Explain the law as it relates to negligent conduct, with particular emphasis on negligent advice.
3. Explain the law of contract, with particular emphasis on the rules relating to contract formation, the identification of terms, discharge of the contract and remedies arising from breach.
4. Describe the law as it relates to business practices, which are deemed anti-competitive and unfair.
5. Explain partnership law, with particular emphasis on the formation of a partnership, the relationship between partners and between partners and outsiders dealing with them.
6. Describe corporations law, with particular emphasis on the consequences of incorporation, the different types of corporations and the duties of company directors.

### Assessments

<b>Task</b>	<b>Weight</b>
Weekly Quizzes (Week 2 – 12)	10%
Lecture Attendance (Week 2 – 11)	10%
In-Semester Test (Week 7)	20%
Final Examination	60%

### Mode of study

This unit is taught in face-to-face mode only. There are no online or work placement components.

## MCD2080 – Business Statistics

### Purpose

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

### 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

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

1. Use tables, graphs and charts to present data in meaningful forms.
2. Calculate measures of central tendency and dispersion for raw data and estimate measures of central tendency and dispersion from grouped data.
3. Use Pivot Tables using Excel.
4. Identify the main features of the binomial and general discrete probability distributions, and apply these to business problems.
5. Recognise and utilise normal distribution probability curves, and perform associated business calculations involving the use of standard normal tables and statistical functions in Excel.
6. Select a simple random sample and identify possible sources of bias in sample surveys.
7. Use the normal distribution and t-distribution to calculate confidence intervals for population parameters.
8. Use the normal distribution and t-distribution to test statistical hypotheses.
9. Utilise statistical concepts and methods, including correlation and linear regression, to explore and explain the relationship between two variables.
10. Identify and interpret the four basic components of a time series and apply elementary forecasting techniques to time series data
11. Use the chi square distribution for testing of independence between two categorical variables.
12. Perform simple statistical analysis, calculation and report writing using Excel.

**MCD2080 – Business Statistics *CONTINUED***

## Assessments

<b>Task</b>	<b>Weight</b>
Lecture Learning Activity Tasks	10%
Excel Exercise	4% (Week 4)
Tutorial Engagement	5%
Mid Trimester Test	10%
Mini Tests	11% (Test 1: 5%, Test 2: 3%, Test 3: 3%)
Final Examination	60%

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

## Mode of study

This unit is taught in face-to-face mode only. There are no online or work placement components.



## MCD2090 – Macroeconomics

### Purpose

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

### Prerequisites

Nil

### Learning Outcomes

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

1. Apply economic analysis appropriate to achieving an understanding of the working of the economy as a whole.
2. Explain and analyse the forces which determine the level of national output, employment and inflation.
3. Explain and analyse long-run economic growth and policies.
4. Explain and apply principles of aggregate expenditure.
5. Explain and apply the principles of aggregate demand and aggregate supply and explain their relationship to equilibrium of the economy.
6. Explain and analyse the role of the money supply and interest rate in determining the level of economic activity.
7. Explain how the role of monetary and fiscal policies affects the aggregate demand.
8. Explain the significance of Australia's economy in relation to the rest of the world and the implications of this interdependence for the balance of payments and the exchange rate

### Assessments

<b>Task</b>	<b>Weight</b>
Online Tests	10% (each worth 5% respectively)
Mid Trimester Test	20%
Participation	10%
Final Examination	60%

### Mode of study

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

## MCD2110 – Marketing 2: Buyer Behaviour

### Purpose

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.

### Prerequisites

MCD2050 – Marketing 1

### Learning Outcomes

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

1. Explain the evolution of the study of buyer behaviour.
2. Explain the role of innate and acquired needs and the process of motivation as well as consideration of how markets can be segmented.
3. Explain how perspectives on the 'self' may influence consumption patterns.
4. Explain the meaning of the perceptual processes and how they can be adapted to modern marketing and communications.
5. Compare behavioural and cognitive learning theories, and how these can be applied in communication and marketing strategies.
6. Develop an understanding of attitudes and their formation and how they may be changed.
7. Analyse the role of the consumer as a decision maker and product user.
8. Analyse notions of collective decision making as practised by families and other groups.
9. Consider the role and influence of opinion leaders and reference groups.
10. Define social class and analyse concepts of class consumption patterns and behaviours.
11. Analyse culture, subcultures, and their impact on buyer behaviour.
12. Explain the innovation and diffusion process as it relates to product information in the market place.

### Assessments

<b>Task</b>	<b>Weight</b>
Participation	5%
Paired Presentations	10%
Individual Test	15% (each worth 3% respectively)
Assignment	20%
Final Examination	50%

### Mode of study

This unit is taught in face-to-face mode only. There are no online or work placement components.

## MCD2130 – Functions and Their Applications

### Purpose

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 combination of different types of component 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 notions of function and their representation as tables, graphs or mathematical expressions;
2. Basic characteristics of linear, polynomial, rational, exponential, logarithmic and trigonometric functions;
3. The algebra of functions;
4. Methods of transformations of a function and finding inverse functions;
5. The notion of rate of change of a function and finding derivatives of functions.
6. Finding the anti-derivative of a function and using its main application: The Fundamental Theorem of Calculus.

And will have developed **skills** in:

1. Identifying different types of functions and mathematically analysing their behaviour;
2. Creating graphs illustrating important characteristics of a function;
3. Being able to interpret transformations of a function and to be able to find the inverse of a function (with the notable exception of inverse trigonometric functions as they are not currently on the syllabus);
4. Basic techniques of The Calculus;
5. Forming a **LOGICAL** progression of thought.

### 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%

### Mode of study

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

## MCD2140 – Business Mathematics (Business Stream)

### Purpose

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. Demonstrate knowledge of the concept of breakeven analysis and its relation to graphic and tabular representation of relations.
3. Demonstrate 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. Demonstrate knowledge of terms, concepts and definitions associated with sequences and recurrence relations, simple interest, compound interest, growth and decay in financial contexts, depreciation methods, annuities and reducing balance loans, and formulas and calculations associated with these.
6. Demonstrate knowledge of matrix properties. Solve data array problems and 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 (class or on-line test(s), comprising multiple choice and short answer questions)	15%*
Assessment task 4 (class or online test(s), comprising multiple choice and short answer questions)	15%*
Final Examination	50% (Closed book examination that has a duration of 3 hours, plus 10 minutes of reading time) (Examination consists of the combination of multiple choice, short answer and analytical questions with percentage component: 30 + 50 + 20 respectively.)

\* On-line testing would comprise no more than 20% of total assessment.

### Mode of study

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

## MCD2150 – Accounting for Managers

### Purpose

This unit is designed to introduce accounting principles and practice for decision making in business environment.

### Prerequisites

Nil

### Learning Outcomes

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

1. Explain different business structures and capital investment evaluation
2. Understand the process of business planning and performance measurements
3. Prepare budgets, perform cost-volume-profit analysis, and make costing and pricing management decisions
4. Analyse and interpret financial reports and explain their use for management decision making
5. Apply critical thinking, problem solving and presentation skills to individual and group activities dealing with first year accounting for managers unit.

### Assessments

<b>Task</b>	<b>Weight</b>
Weekly in lecture activities and Quiz questions	10%
Mid Trimester Test	20%
Group Problem Solving and Presentation in class	10%
In Class Quizzes	10%
Final Examination	50% (The exam is a hurdle requirement.)

### Mode of study

This unit is taught in face -to-face mode; it involves using of 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**

### **Purpose**

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 judgement to explore accounting issues.

### **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, judgement and oral communication.

### **Unit Structure**

This unit covers the following topics:

1. 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

<b>Task</b>	<b>Weight</b>
Weekly Lecture Activity	10%
Weekly Homework, in Tutorial Reviews and Presentations	15%
Assignment	5%
Mid Trimester Test	20%
Examination	50%

## Mode of study

MCD2160 uses cloud based pre class, online tasks as well as face to face lectorials and tutorials

## MCD2170 – Foundations of Finance

### Purpose

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.

### Prerequisites

Nil

### Learning Outcomes

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

1. Describe the foundation concepts of finance; and,
2. Relate the concepts of finance to other commercial disciplines.
3. Demonstrate an introductory understanding of the concepts of finance in preparation for additional study in the discipline

### 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%

### Mode of study

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 learning modules online (in Moodle). 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 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.