

Diploma of Commerce - Course Code: (X081)

Course Outline – Trimester 1, 2025

Campus	Melbourne Burwood / Geelong Waterfront / Jakarta, Indonesia / Online
Intake	March, June, October
CRICOS	022637C
Course Duration	The duration of the Diploma course is three trimesters (12 months). There is an option, however, to fast track the course and complete it in two trimesters (8 months).
Modes of Delivery	On Campus: (International and Domestic students) Generally, four hours of class contact per week are allocated to each unit. Online: (Domestic Students Only) Weekly self-directed study + one hour of scheduled contact per week administered online (Zoom/MSTeams)
Study Load	If you are a domestic student , you can enrol in 1 to 4 units, also known as modules (25% - 100% study load) each trimester. If you are seeking Centrelink assistance, you must enrol in 3 or 4 units. If you are an international student , we recommend you enrol in 3 or 4 units, also known as modules (75% - 100% study load) per trimester in order to meet progression requirements to Deakin University, as outlined in your offer letter.
Assessment	Assessment for all units is ongoing and continuous consisting of tests, assignments and case study analysis. Most units have a final two-hour and fifteen minutes examination. Both on campus and online students are expected to complete assessments as per the scheduled dates following the advised exam method (Online / On Campus) in Unit Outlines and/or the exam timetable. <u>Both online and on campus students are required to attend a supervised exam for the core units MAE101 Economic Principles and MAA103 Accounting for Decision Making.</u>
Course Structure	Complete and pass 8 units plus the zero credit DAI001 Academic Integrity Module.
Units	MAA103 Accounting for Decision Making (<u>Supervised final exam</u>) MAE120 Money Growth and The Economy MAF101 Fundamentals of Finance MIS171 Business Analytics MLC101 Law for Commerce MMK101 Marketing Fundamentals MMM132 Management MIS203 Managing Information in the Digital Age DAI001 Academic Integrity and Respect at Deakin - Required module (0 credit point). LDM100 Language Development Module (0 credit point) / where applicable for international students ONLY.

Transfer to Deakin University	<p>The following transfer criteria apply:</p> <ul style="list-style-type: none"> You must complete and pass eight Deakin College Diploma of Commerce units. You must achieve the required Weighted Average Mark (WAM) for your Deakin College diploma taking into account all units attempted at Deakin College (required WAMs are included under the Deakin University degree below).
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Unit Availability - Diploma of Commerce

Subject	Trimester 3 2024	Trimester 1 2025	Trimester 2 2025
MAA103 Accounting for Decision Making	✓	✓	✓
MAE120 Money Growth and The Economy	✓	✓	✓
MIS171 Business Analytics	✓	✓	✓
MMK101 Marketing Fundamentals	✓	✓	✓
MAF101 Fundamentals of Finance	✓	✓	✓
MMM132 Management	✓	✓	✓
MLC101 Law for Commerce	✓	✓	✓
MIS203 Managing Information in the Digital Age	✓	✓	✓
DAI001 Academic Integrity and Respect at Deakin <i>(Required 0 credit point module must be completed with MMK101)</i>	✓	✓	✓
LDM100 Language Development Module	✓	✓	✓

Transfer to Deakin University

The following transfer criteria apply:

- You must complete and pass all eight (8) Deakin College Diploma of Commerce units.
- You must achieve the required Weighted Average Mark (WAM) for your Deakin College Diploma.
- The average includes ALL units attempted at Deakin College.

Diploma of Commerce WAM required for Deakin University Bachelor Degrees are:

- 50% for all students, all campuses (excluding Bachelor of Laws)
- 70% Bachelor of Laws, all campuses

When I transfer to Deakin University I want to study

Destination degree at Deakin University	Number of credits granted for completion of Diploma	WAM requirement (all students and study modes)	Minimum duration required to complete the degree at Deakin (equivalent Full Time)
M300 Bachelor of Commerce	8 credits	50	2 years
M325 Bachelor of Business	8 credits	50	2 years
M391 Bachelor of Business (Sports Management)	8 credits	50	2 years
M340 Bachelor of Business Analytics	8 credits	50	2 years
M348 Bachelor of Property and Real Estate	8 credits	50	2 years
M312 Bachelor of Laws	8 credits	70	3 years

- ❖ **Bachelor of Commerce (B, WF, C - T1, T2, T3) – (for T3 International students can enrol at B, C only)**
- ❖ **Bachelor of Business (B, WF, C, T1, T2) (B,C, T3 for domestic students only) ^**
- ❖ **Bachelor of Business (Sport Management) (B, C, T1, T2, T3) ^ (C, T3 for international students only)**
- ❖ **Bachelor of Business Analytics (B, C, T1, T2) ^**
- ❖ **Bachelor of Property and Real Estate (B, C, T1, T2, T3) ^* (C, T3 for international students only)**
- ❖ **Bachelor of Laws (B, WF, C, T1) (B, C, T2) ^**

Majors offered at Deakin include:

- Accounting (B, WF, C) ● Economics (B, WF^, C) ● Finance (B, WF^, C)
- Financial Planning (B, WF, C) ● Human Resource Management (B, WF^, C) ● Management (B, WF, C)
- Management Information Systems (B, C) ● Marketing (B, WF, C)

^You may be required to undertake one or more units in Cloud (online) mode.

Minors : Students have the option to complete up to two minor sequences.

^ Note: Students may be required to undertake further level 1 units upon transfer to Deakin University.

** Note: Students choosing a specific major may have to undertake additional units.*

Deakin University Campuses and Trimester codes

B Melbourne Burwood Campus

WF Geelong Waterfront Campus

WB Warnambool Campus

C Cloud Campus

T1 Trimester 1 entry

T2 Trimester 2 entry

T3 Trimester 3 entry

CRICOS Codes: Bachelor of Business 095262C, Bachelor of Commerce 001838A, Bachelor of Business (Sport Management) 072593G, Bachelor of Business Analytics 098469G, Bachelor of Property and Real Estate 060343B, Bachelor of Laws 026686F

Diploma of Commerce Course Maps

Fast Track (Completing In 8 months/2 trimesters)						
1st	CORE	CORE	CORE	CORE	DAI001	LDM100
Trimester	MAA103 Accounting for Decision Making	MAE120 Money Growth and The Economy	MMK101 Marketing Fundamentals	MIS171 Business Analytics	Academic Integrity and Respect at Deakin (Required unit, 0 credit point)	Language Development Module (where applicable for international students only)
2nd Trimester	CORE	CORE	CORE	CORE		
	MAF101 Fundamentals of Finance	MLC101 Law for Commerce	MMM132 Management	MIS203 Managing Information in the Digital Age		

Normal Track (Completing course in 12 months/3 Trimesters) * Recommended Track					
1st	CORE	CORE	CORE	DAI001	LDM100
Trimester	MAA103 Accounting for Decision Making	MAE120 Money Growth and The Economy	MMK101 Marketing Fundamentals	Academic Integrity and Respect at Deakin (Required unit, 0 credit point)	Language Development Module (where applicable for international students only)
2nd Trimester	CORE	CORE	CORE		
	MAF101 Fundamentals of Finance	MMM132 Management	MIS171 Business Analytics		
3rd Trimester	CORE	CORE			
	MLC101 Law for Commerce	MIS203 Managing Information in the Digital Age			

Language Development Module LDM100 notes:

1. The English language support unit is compulsory for international students (where applicable) studying the Diploma of Engineering.
2. It is a 0 credit point unit that must be studied as part of the diploma and undertaken in student's first trimester of study.
3. The unit is offered on campus and students must attend a mandatory 2 hour on campus class per week for the duration of the trimester. Attendance will be taken for this class.
4. This unit is offered at no cost for new Diploma students commencing in T1 2025. Should a student fail this unit on the first attempt, the second attempt will also not incur any cost (subject to review).
5. Students are required to pass this unit before transferring to Deakin University.

Unit Outlines

PLEASE ENSURE THAT YOU CHECK THE CURRENT TRIMESTER UNIT OUTLINES FOR ANY CONTENT AND ASSESSMENT UPDATES AT THE COMMENCEMENT OF THE TRIMESTER.

MAA103 Accounting for Decision Making

The unit covers: the impact of accounting in society; business planning and budgets for management decisions; classification, analysis and summarisation of business transactions; preparation of classified accounting reports; techniques to analyse and interpret financial statements.

Assessment: 40% internal assessments, 60% final supervised examination

Students MUST sit for a supervised exam.

MAF101 Fundamentals of Finance

This unit aims to introduce students to finance and provide an introductory knowledge of the Australian financial system. The unit will discuss some of the fundamental financial concepts such as the time value of money and the concepts of risk and return. Students will learn to apply these fundamental concepts in the areas of investments in equity and debt. These issues will be discussed in the local and international context.

Assessment: 40% internal assessments, 60% final examination

MLC101 Law for Commerce

The unit provides the underlying concepts and purpose of Law for Commerce and the Australian legal system. The unit covers the law relating to contract, consumer protection, business entities and relationships, and torts with a focus on negligence.

Assessment: 60% internal assessments, 40% final examination

MMM132 Management

The aim of this unit is to provide students with a critical understanding of the intellectual foundations of the study of management. The unit will provide the opportunity to analyse how the solutions to management 'problems' have developed under different conditions throughout the nineteenth and twentieth century. The unit also explores how management practice influences, and is influenced by, the external environment. This will involve examining how managerial action impacts on and is shaped by the environment, through a consideration of, ethics, social responsibility, and the social and cultural context of management.

Assessment: 100% internal assessments, no final examination

MIS171 Business Analytics

The digital revolution has changed the practice of business. Data to support business decisions (data collected by business systems as well as through the Internet and Social Media such as Facebook and twitter) are growing exponentially and becoming increasingly difficult to understand and use.

Business Analytics is the broad use of quantitative reasoning skills in business decision making. Business Analytics helps managers to solve complex business problems, improve business performance, anticipate and plan for change while managing and balancing risks. This unit will provide students with the analytical knowledge and skills to explore data to find patterns and relationships in data; assess uncertainty and risk of business decisions; evaluate decisions; and forecast and predict trends.

Assessment: 100% internal assessments, no final examination

MMK101 Marketing Fundamentals

Marketing emphasises the creativity in understanding consumer needs and developing integrated strategies through the marketing mix to create value for both end users and businesses. The focus is on building knowledge of the marketing planning process and its successful implementation across various sectors, including profit-driven companies, government, and non-profit organizations. This approach aims to equip individuals with the skills to design effective, customer-driven strategies tailored to diverse market environments, ensuring value creation and long-term success.

Assessment: 100% internal assessments, no final examination

MAE120 Money Growth and The Economy

This unit covers fundamental macroeconomic principles, supported by real-world instances drawn from business and economic policy applications. The unit provides insights for evaluating the working and the impacts of monetary and fiscal policy, and how central banks and government conduct such policies. Extensive focus is devoted to key macroeconomic concepts, including but not limited to economic growth, money, unemployment, inflation, balance of payments and exchange rates. Upon completing this unit, students will have developed a strong understanding of the forces that contribute to economic growth and sustainable development.

Assessment: 60% internal assessments, 40% final supervised online examination

MIS203 Managing Information in the Digital Age

This unit examines how to effectively manage and leverage information and digital connections in business, work, and daily life. It begins by exploring the impact of the digital world on our lives, particularly the abundance of information and the role of social media. The focus then shifts to strategies for searching and analysing information, utilizing social media for business, learning, and collaboration. Additionally, the unit explores how information can be used to support, monitor, and manage individuals at work and home. Finally, it addresses the importance of using ICT securely.

Assessment: 100% internal, no final examination

DAI001 Academic Integrity and Respect at Deakin

DAI001 is a compulsory zero credit point module in all Deakin University courses. The module's learning and assessment activities allow students to develop knowledge, skills and good practice principles to understand the importance of maintaining academic integrity in their studies and career and to avoid breaching academic integrity standards.

Assessment: Online multiple-choice quiz 100%. To be eligible to obtain a pass in this unit, students must achieve a minimum mark of 85% on the quiz. Students are allowed unlimited attempts of the quiz.

LDM100 Language Development Module

This module is designed to provide students with opportunities to review, develop and practice the English language systems and skills required to successfully participate in an undergraduate degree program.

Assessment: There are multiple forms of assessment throughout the trimester to assess your English language skills.