

# Diploma of Business

## Course Outline (T3 2020)

<b>Campus</b>	Melbourne Burwood Campus / Jakarta, Indonesia Campus
<b>Intake</b>	March, June, October
<b>CRICOS</b>	063386M
<b>Course Duration</b>	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).
<b>Teaching Methods</b>	Instruction for all units is classroom based. Generally, four hours of class contact per week are allocated to each unit.
<b>Assessment</b>	Assessment for all units is ongoing and continuous consisting of tests, assignments and case study analysis. Most units have a final two-hour examination.
<b>Course Structure</b>	Eight units must be completed and passed to be awarded the Diploma.
<b>Units</b>	<ul style="list-style-type: none"> <li>• MAA104 Financial Literacy</li> <li>• MMK101 Marketing Fundamentals* * must also complete MAI010</li> <li>• MMM132 Management</li> <li>• MAE203 The Global Economy</li> <li>• MIS203 Making Sense of Information</li> <li>• MMM267 Business Logistics</li> <li>• MMM111 Intrapersonal Skills (<i>Can only be taken in second trimester of study</i>)</li> <li>• MMM241 Entrepreneurship and Innovation (<i>Can only be taken in second trimester of study</i>)</li> <li>• MAI010 Academic Integrity ** ** required unit (0 credit point) must be completed with MMK101. This is an online lesson plus an online quiz (approximately 3 hours in duration).</li> </ul>
<b>Transfer to Deakin University</b>	<p>The following transfer criteria apply:</p> <ul style="list-style-type: none"> <li>• You must complete and pass eight Deakin College Diploma of Business units.</li> <li>• 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).</li> </ul>

## Unit Availability - Diploma of Business

Unit	Trimester 3 2020	Trimester 1 2021	Trimester 2 2021
MAA104 Financial Literacy	✓	✓	✓
MMK101 Marketing Fundamentals	✓	✓	✓
MMM132 Management	✓	✓	✓
MAE203 The Global Economy	✓	✓	✓
MIS203 Making Sense of Information	✓	✓	✓
MMM267 Business Logistics	✓	✓	✓
MMM111 Intrapersonal Skills <i>(Can only be taken in second trimester of study)</i>	✓	✓	✓
MMM241 Entrepreneurship and Innovation <i>(Can only be taken in second trimester of study)</i>	✓	✓	✓
MAI010 Academic Integrity <i>(Required 0 credit point unit must be completed with MMK101)</i>	✓	✓	✓

### **Transfer to Deakin University**

The following transfer criteria apply:

- You must complete and pass all eight (8) Deakin College Diploma of Business 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 Business WAMS required for Deakin University Bachelor Degrees are:**

- 50% for international students for all campuses
- 60% for local students for Burwood Campus, 50% for Geelong Waterfront Campus and the Cloud Campus
- 70% Bachelor of Laws all campuses

## When I transfer to Deakin University I want to study Bachelor of Business (B, WF, C, T1, T2, T3)

International Students WAM: **B 50 WF 50 C 50**  
 Australian Students WAM: **B 60 WF 50 C 50**  
 Credits for Transfer: 8

### Majors offered at Deakin University include

- Business and Digital Communications (B, WF, C)
- Entrepreneurship and Innovation (B, WF, C)
- Event Management (B, WF, C)
- Organisational Psychology (B, WF, C)
- People Management (B, WF, C)
- Project Management (B, WF, C)
- Retail and Supply Chain Management (B, WF, C)
- Sustainability and Development (B, WF, C)

Fast Track (Completing In 8 months/2 trimesters)					
1 <sup>st</sup> Trimester	<b>CORE MAE203</b> The Global Economy	<b>CORE MAA104</b> Financial Literacy	<b>CORE MIS203</b> Making Sense of Information	<b>CORE MMK101</b> Marketing Fundamentals	Academic Integrity Unit* (required) <b>MAI010</b>
2 <sup>nd</sup> Trimester	<b>CORE MMM267</b> Business Logistics	<b>CORE MMM241</b> Entrepreneurship and Innovation	<b>CORE MMM132</b> Management	<b>CORE MMM111</b> Intrapersonal Skills	

Normal Track (Completing course in 12 months/ 3 Trimesters)				
1 <sup>st</sup> Trimester	<b>CORE MAE203</b> The Global Economy	<b>CORE MAA104</b> Financial Literacy	<b>CORE MMK101</b> Marketing Fundamentals	Academic Integrity Unit* (required) <b>MAI010</b>
2 <sup>nd</sup> Trimester	<b>CORE MMM267</b> Business Logistics	<b>CORE MMM241</b> Entrepreneurship and Innovation	<b>CORE MMM111</b> Intrapersonal Skills	
3 <sup>rd</sup> Trimester	<b>CORE MMM132</b> Management	<b>MIS203</b> Making Sense of Information		

\* Required unit (0 credit point) must be completed with MMK101

Depending on the major chosen, some students will need to undertake additional first year units at Deakin University

**Deakin University Campuses and Trimester codes**

**B** Melbourne Burwood Campus **WF** Geelong Waterfront Campus **WB** Warrnambool Campus **C** Cloud

**T1** Trimester 1 entry **T2** Trimester 2 entry **T3** Trimester 3 entry

NOTE: for Australian students entry is for T1 only. T2 and T3 entry is subject to availability of places.

CRICOS Code: Bachelor of Business 095262C

## Unit Outlines

**PLEASE ENSURE THAT YOU CHECK THE TRIMESTER 2 2020 UNIT OUTLINES FOR ANY CONTENT AND ASSESSMENT UPDATES AT THE COMMENCEMENT OF THE TRIMESTER.**

### **MAA104 Financial Literacy**

The unit provides a foundation in financial literacy that will assist you to reflect on matters of finance that influence your personal investment decisions and risk profile, and evaluate alternatives that impact financial, resourcing and investment decisions in business.

**Assessment: 60% internal assessment, 40% final examination**

### **MAE203 The Global Economy**

This unit provides students with an understanding of the Australian economic system within the world economy, and an ability to identify and assess current macroeconomic problems and policies. The unit is concerned with the way in which the whole economy, or large sectors of the economy work. The major sectors analysed are the household sector, the business sector, the government sector and the international sector. The unit provides insights for evaluating the working and the impacts of monetary and fiscal policy, and how central banks and treasuries conduct such policies. Issues such as economic growth, unemployment, inflation, balance of payments and, exchange rates are also examined.

**Assessment: 40% internal assessment, 60% final examination**

### **MMM267 Business Logistics**

The unit aims to show how manufacturing and service companies compete and what makes them effective and efficient. Topics include: product/service design; value chains; supply chains; operations strategy; materials management; production planning; and control and quality.

**Assessment: 50% internal assessment, 50% final examination**

### **MIS203 Making Sense of Information**

Our world is now a world of information. On the one hand this makes many things easier, fun or even possible but on the other it can cause us to be overloaded with information and distracted by our constant connections. In this unit we look at how we might manage better and use information and connections in business, at work and in everyday life.

The unit begins by considering the changes that the digital world has made to our lives and how we live in a world immersed in information and social media. We then look at how we can search and analyse information and utilise social media for business, learning and collaboration. We then look at how information can be used to assist people but also to monitor and manage people at work and at home. Finally, we consider how to use ICT in a more secure manner.

**Assessment: 60% internal assessment, 40% final examination**

### **MMK101 Marketing Fundamentals**

Marketing focuses on the creativity involved in the marketing process, ranging from understanding consumer needs to designing customer-driven integrated marketing strategies using the marketing mix as well as creating value for end users and business customers. It is the intention to build the knowledge on the marketing planning process and how this is successfully implemented in market and computer-oriented organisations that include profit-oriented companies, government and the not-for-profit sector.

**Assessment: 60% internal assessment, 40% final examination**

## **MMM111 Intrapersonal Skills**

This unit provides students with the necessary tools to develop and improve their intrapersonal skills. Students will also undertake a reflective practice of reviewing their own intrapersonal skills with a view to developing a self-diagnosed strategy where improvement is desired. Intrapersonal skills provide the foundation for effective communication and active collaboration as they focus on understanding the capabilities of you as the individual, as well as how and what sort of strategies should be employed for improvement.

***Assessment: 90% Five individual assignments, 10% self-reflection written piece***

## **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: 50% internal assessment, 50% final examination***

## **MMM241 Entrepreneurship and Innovation**

This unit provides students with an understanding of the dynamic nature of entrepreneurship including the challenges and opportunities that are experienced by entrepreneurs. An introduction to a range of processes and strategies will help students develop the necessary tools for identifying, creating and evaluating opportunities across the private, public and non-profit sectors. The unit design allows students to enhance and apply their knowledge towards the creation of positive social or environmental change.

***Assessment: 50% internal assessment, 50% final examination***

## **MAI010 Academic Integrity**

The Academic Integrity Unit is a compulsory zero credit point unit in all Faculty of Business and Law courses. The unit learning and assessment activities provide students with guidance on what constitutes academic integrity. It will allow students to develop knowledge, skills and good practice principles to avoid plagiarism and collusion and thereby maintain academic integrity.

This unit consists of approximately 3 hours of online learning experiences delivered through Moodle. There are no classroom or scheduled learning activities. Students undertake independent learning activities at their own pace.

***Assessment: 100% (Individual) - Online multiple choice questions test***