

**VU COLLEGE
HANDBOOK 2020**

DISCLAIMER

The information contained in Victoria University's 2020 VU College was current at 03 December 2019

In today's university environment, changes to courses occur far more frequently than in the past. For current information on Victoria University's courses, readers are advised to access the University's online courses database at www.vu.edu.au/courses

If you have difficulty in accessing this material electronically, please phone (03)9919 6100 for assistance.

IMPORTANT INFORMATION

The course details in this handbook (Plus details of all other Victoria University courses) can also be searched on the University's online courses database at www.vu.edu.au/courses

This handbook can be downloaded as a pdf file from the Victoria University website at www.vu.edu.au/courses/course-handbooks-and-guides

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HOW TO USE THIS HANDBOOK

Victoria University's 2020 VU College Handbook is designed to provide students with detailed information on course structures and unit details for undergraduate and postgraduate courses offered by the college in 2020.

The definition of fields used in course tables throughout this handbook include:

Credit Point – the number of credit points a unit contributes towards the total points needed to complete a course.

PLEASE NOTE

This handbook provides a guide to courses available within Victoria University's VU College in 2020.

Although all attempts have been made to make the information as accurate as possible, students should check with the college that the information is accurate when planning their courses.

NOTE: Prospective students are strongly advised to search the University's online courses database at www.vu.edu.au/courses for the most up-to-date list of courses.

This handbook includes descriptions of courses that may later be altered or include courses that may not be offered due to unforeseen circumstances, such as insufficient enrolments or changes in teaching personnel. The fact that details of a course are included in this handbook can in no way be taken as creating an obligation on the part of the University to teach it in any given year or in the manner described. The University reserves the right to discontinue or vary courses at any time without notice.

OTHER INFORMATION

Information about course fees, articulation and credit transfer, recognition of prior learning, admission and enrolment procedures, examinations, and services available to students can be accessed on the University's website or by contacting the University directly.

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UNITS

Below are details of courses offered by the VU College in 2020.

This information is also available online on the University's searchable courses database at www.vu.edu.au/courses

NOTE: Courses available to international students are marked with the (I) symbol

Associate Degree in Hospitality and Hotel Management

Course Code:VAHH

Campus:Footscray Nicholson.

About this course:The Associate Degree in Hospitality and Hotel Management is designed to provide you with the broad theoretical knowledge and technical skills required to take on a para-professional or mid-management role within the Hotel and Hospitality sectors. You will receive hands-on practical training in VU's state-of-the-art, fully equipped training restaurant. Our connections to industry and award-winning blended learning delivery will ensure you graduate with a contemporary skill-set that will make you ready to commence your career in these exciting growth sectors.

Course Objectives:On successful completion of this course, students will be able to:

1. Analyse, interpret and apply a range of management, hospitality and business theories to solve complex work-based problems in a variety of contexts;
2. Demonstrate autonomy, judgement and defined responsibility when selecting the appropriate tools and strategies to support decision-making in hotel and hospitality management;
3. Exhibit a broad range of cognitive, technical and communications skills to select and apply methods and technologies to evaluate competing priorities and articulate key issues in hotel and hospitality management settings;
4. Demonstrate a broad knowledge of internal and external environmental factors that impact on hotel and hospitality management;
5. Contribute to the effective management of teams, demonstrating: accountability; the ability to transmit information and skills to others; and an understanding of individual and shared goals; and
6. Exhibit personal awareness, self-motivation, change readiness and resilience in response to the dynamic work environment of the hotel and hospitality management sector.

Careers:Associate Degree in Hospitality and Hotel Management graduates find employment in a wide range of occupations and professional settings including food and beverage manager, hotel manager, restaurant manager, accommodation manager, operations manager, function manager, small business operator, or event manager.

Course Duration:2 years

Admission Requirements:Completion of an Australian Senior Secondary Certificate (VCE or equivalent) including Units 3 and 4: a study score of at least 25 in English (EAL) or 20 in any other English.

Admission Requirements International:Completion of an Australian Senior Secondary Certificate (VCE or equivalent) including Units 3 and 4: a study score of at least 25 in English (EAL) or 20 in any other English (or equivalent). OR Completion of an Australian Advanced Diploma or Diploma (or equivalent). PLUS IELTS (or equivalent): Overall score of 6.0 (with no band less than 6.0 in Listening, Reading, Writing and Speaking). OR: Completion of a Foundation course or equivalent.

Admission Requirements Mature Age: Five years (minimum) work/life experience in Hospitality or similar. OR: Applicants that completed an Australian Senior Secondary Certificate more than two years ago. PLUS: Units 3 and 4: a study score of at least 25 in English (EAL) or 20 in any other English (or equivalent).

Admission Requirements VET: Completion of an Australian Advanced Diploma or Diploma (or equivalent). OR: Completion of the Certificate IV in Tertiary Preparation (or equivalent).

COURSE STRUCTURE

To attain the Associate Degree in Sustainable Hospitality and Hotel Management, students will be required to complete:

- 192 credit points of core units.

Year One

VHH1001	Introduction to Hospitality and Hotel Management	12
VHH1002	Sustainable Hotel Operations Management	12
VHH1003	Food, Wine and Catering Management	12
VHH1004	Event Planning and Operations	12
VHH1005	Accounting Principles for Management	12
VHH1006	Marketing and Business Communications	12
VHH1007	Management, Human Resources and Organisational Behaviour	12
VHH1008	Industry Business Challenge	12

Year Two

VHH2001	Customer Centricity and Consumer Behaviour	12
VHH2002	Room Divisions Operations	12
VHH2003	Sustainable Tourism	12
VHH2004	Hospitality and Hotel Management Innovation Challenge	12
VHH2005	Contracts, Risk and Business Law	12
VHH2006	Information Systems for Management	12
VHH2007	Economic Principles for Management	12
VHH2008	Statistical Analysis for Management	12

Diploma of Business (Enterprise)

Course Code:VDDBE

Campus:VU Sydney, City Flinders.

About this course:The Diploma of Business (Enterprise) provides students with the opportunity to prepare for transition into university studies and further studies in the Bachelor of Business (BBUS) and/or for transition to the workforce at entry level. Students undertake a structured introduction to tertiary studies in a context in which they are introduced to a range of common business disciplines and in which they are

supported in their studies through scaffolded learning and assessment. Upon successful completion of the Diploma of Business (Enterprise), students will be eligible to receive a guaranteed one year block credit into the Bachelor of Business (BBUS) qualification at Victoria University (VU). Students who decide to pursue an employment opportunity and not continue their tertiary studies will acquire a range of skills relevant in the business world to commence a successful career and will be eligible to graduate with the Diploma. This course is delivered in a blended delivery model which allows the students to increasingly take responsibility for their learning by accessing resources and completing activities in an online environment prior to attending a facilitated face-to-face session that progresses and applies the learning.

Course Objectives: On successful completion of this course, students will be able to:

1. Review and integrate a range of fundamental business theories in the analysis of contemporary business problems in domestic and international contexts;
2. Employ appropriate business tools to support decision-making and project planning in general business contexts;
3. Assess the impact of a range of common contemporary external and internal social, structural, cultural, technological and ethical factors on effective business practices;
4. Work collaboratively in teams to develop skills required for analysis, planning, designing, prioritising and evaluating effective approaches and solutions to a range of common business problems;
5. Explain ideas and perspectives clearly and coherently using verbal, written and visual modes of delivery appropriate for audiences in general business contexts;
6. Develop increased personal awareness, self-motivation and adaptability in readiness to engage in a range of business environments; and
7. Demonstrate developing skills of self-directed learning, academic literacy and numeracy, interpersonal communication and emerging professional skills.

Careers: This course is designed to provide a pathway to the second year of the Bachelor of Business in which specialisations are introduced. Students who wish to exit with the Diploma of Business (Enterprise) will have acquired a range of vocational skills relevant to working in the business sector.

Course Duration: 1 year

Admission Requirements: Completion of an Australian Senior Secondary Certificate (VCE or equivalent).

Admission Requirements International: Completion of an Australian Senior Secondary Certificate (VCE or equivalent). PLUS IELTS (or equivalent): Overall score of 5.5 (with no band less than 5.0 in Listening, Reading, Writing and Speaking).

Admission Requirements Mature Age: Applicants with relevant work, education and/or community experience will be considered for admission to the course.

COURSE STRUCTURE

To attain the Diploma of Business (Enterprise), students will be required to complete:

- 96 credit points

Semester 1:

VBE1001	Information Systems for Business	12
VBE1004	Management and Organisation Behaviour	12
VBE1003	Integrated Business Challenge	12

VBE1007	Business Statistics	12
Semester 2:		
VBE1000	Accounting for Decision Making	12
VBE1002	Economic Principles	12
VBE1005	Introduction to Marketing	12
VBE1006	Business Law	12

Diploma of Engineering

Course Code:VDEN

Campus:City Flinders.

About this course: The Diploma of Engineering is equivalent to first year of an undergraduate degree and provides direct entry to second year of Victoria University degrees in Electrical, Mechanical, Civil or Architectural Engineering. Graduating students who elect to continue into the Bachelor of Engineering are given 96 credit points of advanced standing. The supportive learning environment will give students a strong foundation skills and knowledge in areas of mathematics, physics, engineering practices and problem solving methods.

Course Objectives: On successful completion of this course, students will be able to:

1. Integrate fundamental knowledge in mathematics, physics, statistics and information technology within the engineering discipline;
2. Investigate and solve basic engineering problems utilising the latest technologies;
3. Adapt theoretical knowledge applicable to the discipline, for innovative and sustainable engineering practices;
4. Exhibit a range interpersonal and academic skills with a strong focus on development practice in an independent or collaborative environment;
5. Determine professional ethics and accountabilities of their engineering practice.

Careers: Those students who have successfully complete the Diploma of Engineering program will be able to transfer into the VU Bachelor of Engineering degree of their choice via the internal course pathway transfer process. Additionally graduates from the Diploma of Engineering will also be eligible to apply for other Bachelor level programs. Graduates from the Diploma may seek employment in areas where entry level positions require strong technical and problem solving skills. The course itself does not have any external professional accreditations.

Course Duration: 1 year

Admission Requirements: Completion of an Australian Senior Secondary Certificate (VCE or equivalent) including Units 3 and 4 of any Mathematics.

Admission Requirements International: Completion of an Australian Secondary Certificate (VCE or equivalent) including Units 3 and 4 of any Mathematics (or equivalent). PLUS IELTS (or equivalent): Overall score of 5.5 (with no band less than 5.0 in Listening, Reading, Writing and Speaking).

Admission Requirements Mature Age: Applicants with relevant work, education and/or community experience will be considered for admission to the course.

COURSE STRUCTURE

To qualify for the award of Diploma of Engineering, a total of 96 credit points must be completed.

Semester 1:		
VEN1101	Engineering Mathematics 1	12
VEN1102	Engineering Physics 1	12
VEN1103	Engineering in the Community	12
VEN1104	Problem Solving for Engineers	12

Semester 2:		
VEN1201	Engineering Mathematics 2	12
VEN1202	Engineering Physics 2	12
VEN1203	Engineering Fundamentals	12
VEN1204	Introduction to Engineering Design	12

Diploma of Information Technology

Course Code:VDIT

Campus:Footscray Nicholson, VU Sydney.

About this course:This course helps you develop the skills and knowledge in a range of Information Technology fields allowing you to progress your qualifications and career in IT. Successful completion of the Diploma provides guaranteed entry into the second year of NBIT Bachelor of Information Technology. In this course you will:

- design databases;
- write computer programs in Python;
- schedule ICT development using Microsoft Project;
- connect databases to dynamic websites;
- use Linux and study towards CCNA.

Course Objectives:On successful completion of this course, students will be able to:
 1. Apply a broad body of fundamental knowledge of information technologies in selected areas of study from the areas of: networking, ICT management, web application development, operating systems and database. 2. Use the latest information technologies, and with self-learning capabilities, solve real-world ICT related problems. 3. Exhibit a range interpersonal and academic skills with a strong focus on development practice in an independent or collaborative environment. 4. Present foundation technical and theoretical knowledge and skills for industry certifications from reputable international vendors CISCO Certified Network Associate (CCNA) and Linux Professional Institute Certification (LPIC-1).

Careers:Graduates of this course find entry-level work in:

- computer and network support;
- website development;
- database management.

Course Duration: 1 year

Admission Requirements: Successful completion of an Australian Senior Secondary Certificate (VCE or equivalent).

Admission Requirements International:Completion of an Australian Senior Secondary Certificate (VCE or equivalent). PLUS IELTS (or equivalent): Overall score of 5.5 (with no band less than 5.0 in Listening, Reading, Writing and Speaking).

Admission Requirements Mature Age:Applicants with relevant work, education and/or community experience will be considered for admission to the course.

Admission Requirements VET:Any Certificate IV in Information Technology or equivalent.

COURSE STRUCTURE

To qualify for the award of Diploma of Information Technology, a total of 96 credit points must be completed.

Semester 1:

VIT1101	Web Development and CMS	12
VIT1102	Introduction to Programming	12
VIT1103	Communication and Information Management	12
VIT1104	Computer Networks	12

Semester 2:

VIT1201	Introduction to Database Systems	12
VIT1202	Operating Systems	12
VIT1203	Introduction to Project Management	12
VIT1204	Web Application and Server Management	12

Diploma of Business (Enterprise)

Course Code:WDBE

Campus:City Flinders.

This course is for Continuing students only.

About this course:The Diploma of Business (Enterprise) provides students with the opportunity to prepare for the workforce, and undertake a structured introduction to tertiary studies in a business discipline context through scaffolded learning and assessment. Upon successful completion of the Diploma of Business (Enterprise) participants will be eligible to receive guaranteed 1 year block credit into the Bachelor of Business qualification at Victoria University. Students who opt to pursue an employment opportunity and not continue their tertiary studies will acquire a range of skills relevant in the business world to commence a successful career. This course is delivered in a blended delivery model. This model allows the students to take responsibility for their learning by accessing resources and completing activities in an online environment prior to attending a facilitated face-to-face session that progresses and applies the learning

Course Objectives:On successful completion of this course, students will be able to:
 1. Review and synthesise various business theories. 2. Analyse and address authentic contemporary problems in diverse domestic and international contexts. 3. Exhibit professional judgement by evaluating priorities, articulating key issues in business problems, and selecting and applying appropriate business tools to support

decision-making. 4. Review social, cultural, technological and ethical factors that impact on contemporary business environments. 5. Work collaboratively in teams to analyse, plan, design and evaluate approaches to unpredictable problems. 6. Clearly and coherently express ideas and perspectives using verbal, written and visual modes of delivery appropriate for a range of business contexts. 7. Reflect lifelong learning attributes including autonomous, self-directed learning skills and habits.

Careers: This course is designed to provide a pathway to the second year of the Bachelor of Business. Students who wish to exit with the Diploma of Business (Enterprise) will have acquired a range of vocational skills relevant to working in the business sector.

Course Duration: 1 year

Admission Requirements: Successful completion of an Australian Senior Secondary Certificate (VCE or equivalent) including Units 3 and 4: a study score of at least 25 in English (EAL) or 20 in any other English.

Admission Requirements Mature Age: Applicants with relevant work, education and/or community experience will be considered for admission to the course.

COURSE STRUCTURE

To attain the Diploma of Business (Enterprise), students will be required to complete:

- 96 credit points (equivalent to 8 units)

WDB 1001	Accounting	12
WDB 1002	Business Law Principles	12
WDB 1003	Business Mathematics and Statistics	12
WDB 1004	Economics	12
WDB 1005	Information Systems	12
WDB 1006	Marketing	12
WDB 1007	Management	12
WDB 1009	Professional Communications	12

UNITS

VBE1000 Accounting for Decision Making

Locations:VU Sydney, City Flinders.

Prerequisites:Nil.

Description:This unit provides a basis for further accounting studies, while meeting the needs of students interested in pursuing studies in other areas of business. The unit introduces students to basic accounting concepts and selected accounting practices and to the role of, and the processes involved in, planning and decision making within the business environment. Students will begin to examine the roles of accounting and management planning for supporting organisational decision making. To undertake this examination, students will begin to integrate principles and key professional practices of accounting concepts; cash and accrual accounting; preparation of financial statements; and forms of business ownership. Following an introduction to budgeting, students will assess the fundamental principles underpinning the use of budgets for control and performance reports including: analysis and interpretation; evaluation of actual performance against budget; the budget operating cycle; and short term decision making and cost behaviour. The learning and teaching in the unit prepares students for transition to further study and the workplace by supporting them to develop academic and professional skills required for transition to further studies and the workplace.

Credit Points: 12

Learning Outcomes:On successful completion of this unit, students will be able to:

1. Assess different types of decisions relevant to improving business performance;
2. Discuss the use of accounting information in the planning and control of business operations;
3. Prepare basic General Purpose Financial Reports to inform users of business performance and position;
4. Analyse and integrate information required for short and long term decision making relevant to management accounting;
5. Articulate and plan problem-solving techniques in making informed accounting decisions; and
6. Demonstrate the development of fundamental academic and professional skills required for further study and the workforce.

Class Contact:This unit of study will be taught for five (5) hours per week over fifteen (15) weeks. Activities will comprise teacher-led instruction and discussion, selected activities and demonstration by both the teacher and students. Students are required to use VU Collaborate weekly to prepare for the weekly lessons and to work through the class activities collaboratively.

Required Reading:There is no prescribed textbook for this unit. Weekly readings and activities, videos and powerpoints are all available on the University's Learning Management System - VU Collaborate.

Assessment:Assignment, Individual Project: Business Report, 20%. Test, Four (4) part online and in class Quiz, 40%. Test, Transaction analysis and recording, 20%. Test, In Class supervised test (2 hours), 20%. Only non-programmable calculators without text and graphic facilities may be used in examinations. Share market Analysis: a real-life scenario about share market investment. It is an individual project where students select a company listed on the ASX. Share price performance, company websites & news announcements impacting share portfolio value are researched. Company annual reports are reviewed to find financial ratios profiling a company's profitability, stability & liquidity. Students submit a business report incorporating their research & recommendations. .

VBE1001 Information Systems for Business

Locations:VU Sydney, City Flinders.

Prerequisites:Nil.

Description:This unit introduces students to the fundamental concepts, issues and

benefits of information systems to organisations and individuals. Students begin to investigate the nature and types of information systems, their impact on business processes, and how these systems and processes contribute towards an organisation's competitive advantage. The unit commences by examining the characteristics of good information and how it supports sound decision making. Students develop skills in the management of data and information through the use of personal productivity tools. Through a range of activities in class students are able to work collaboratively to research and communicate their understanding of information systems in discussions, written assignments and oral presentations. Students will spend time in a supported environment to develop to develop skills and abilities to enable them to transition into further study and the workplace.

Credit Points: 12

Learning Outcomes:On successful completion of this unit, students will be able to:

1. Analyse fundamental concepts, issues and benefits of information systems;
2. Explain the nature of data, the characteristics of good quality information and the importance of knowledge in decision making;
3. Compare the potential contribution of information systems to the competitive advantage of different organisations;
4. Apply basic skills in the management of data and information using personal productivity applications;
5. Work collaboratively to research, formulate and communicate understanding of information systems through written and oral business presentations; and
6. Demonstrate a knowledge and understanding of Information Systems and practice as well as develop the necessary underpinning skills for transition into further study and the workplace.

Class Contact:This unit of study will be taught for five (5) hours per week over fifteen (15) weeks. Activities will comprise teacher-led instruction and discussion, selected activities and demonstration by both the teacher and students. Students are required to use VU Collaborate weekly to prepare for the weekly lessons and to work through the class activities collaboratively.

Required Reading:There are no required texts for this unit. Resources will be made available via the VU Collaborate site for this unit. Students may also choose to access the following recommend text: Rainer, R, Prince, B and Cegielski C. 2013, Introduction to Information Systems, 5th Ed, Wiley (Binder ready version) ISBN 978-1-118-77964-4

Assessment:Test, Spreadsheet Test, 25%. Test, Database Test, 10%. Assignment, Assignment (1200 words), 20%. Test, Three (3) In Class supervised Tests., 45%.

VBE1002 Economic Principles

Locations:VU Sydney, City Flinders.

Prerequisites:Nil.

Description:This unit of study introduces students to the fundamental principles of economics and their application to business decision making and development of economic policy. Students will be introduced to the economic way of thinking and how key concepts, theories and methods of modern economic analysis can be applied to everyday economic issues and problems. Key areas covered include: demand and supply analysis, the competitive nature of markets within which firms operate, the national economy, business cycles, inflation, unemployment, and monetary and fiscal policy. Particular emphasis is placed on reviewing contemporary economic issues and how economics affects almost every aspect of business, highlighting economics as the fundamental discipline underpinning the study of most business specialisations. The unit will support students to develop skills enabling them apply economics principles to a range of common problems in a variety of contexts and will develop a range of transferable skills to be of value in employment. The learning and teaching in the unit supports and prepares students for further study and the workplace through the scaffolded development of academic and professional

skills.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students will be able to:

1. Discuss the basic fundamental problem of scarcity facing modern societies;
2. Demonstrate the developing use of the market dynamics model in economic reasoning and problem solving;
3. Analyse key forces that influence economic decision making for sustainable use of resources;
4. Evaluate key economic indicators relevant to business, household and government for sustainable development;
5. Apply and explain elementary economic theories and techniques in business decision making and government policy, incorporating social, cultural and environmental objectives; and
6. Demonstrate the development of key fundamental academic and professional skills required for further study and the workforce.

Class Contact: This unit of study will be taught for five (5) hours per week over fifteen (15) weeks, normally to be delivered as three (3) and two (2) hour blocks using face-to-face and blended delivery modes. Activities will comprise teacher-led instruction and discussion, selected activities and demonstration by the teacher and students. Students are required to use VU Collaborate weekly to prepare for the weekly lessons and to work through the class activities collaboratively.

Required Reading: Layton, A., Robinson, T., and Tucker, B.T. (2012) 5th Edition Economics for Today Cengage Learning, South Melbourne, Australia

Assessment: Test, Class Test- Microeconomics (500 words), 15%. Test, On-line quiz, 10%. Test, Class Test- Macroeconomics (500 words), 25%. Assignment, Analytical Assignment (2000 words, 50%).

VBE1003 Integrated Business Challenge

Locations: VU Sydney, City Flinders.

Prerequisites: Nil.

Description: The learning and teaching in this unit supports students in their transition to business studies at university and, through their participation in a range of student centred activities that draw upon other units in the course, it supports them to develop skills that are necessary for further professional, personal and academic learning and participation in the workforce. The unit involves a project that models a real world business context and through which students are challenged and supported as they develop a range of skills through both individual and team activities within a professional business framework. The challenge project draws upon marketing, economic, legal, and managerial decision making and problem solving. The challenge project makes an explicit link between other units in the Diploma of Business (Enterprise) and the range of specialisations required for successful transition to further studies within the Bachelor of Business and/or the business workforce. Learning activities are scaffolded to include team dynamics and conflict management, critical thinking and information analysis and academic skill formation in both written and oral business communication. Learning activities develop reflective writing on team formation, management of team conflict, peer review of the team component of the challenge task, team based reports using various presentation styles and formats, online group collaboration review and academic writing and referencing.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students will be able to:

1. Analyse the fundamental elements of social, cultural, political, economic and legal dimensions of effective business practice;
2. Demonstrate developing knowledge, skills and understanding of fundamental aspects of a range of common business specialisations within a professional business framework;
3. Develop plans to resolve business problems through an open-ended experiential learning task;
- 4.

Examine fundamental business problems and begin to apply problem-solving and critical thinking skills using effective verbal, written and visual modes of delivery;

5. Demonstrate increasing personal awareness, self-motivation and change readiness;
6. Develop skills, interests and motivations in individual and multidisciplinary team settings; and
7. Apply team-work skills to work collaboratively on open-ended tasks and produce timely outcomes.

Class Contact: This unit of study will be taught for five (5) hours per week over fifteen (15) weeks. Activities will comprise teacher-led instruction and discussion, selected activities and demonstration by both the teacher and students. Students are required to use VU Collaborate weekly to prepare for the weekly lessons and to work through the class activities collaboratively.

Required Reading: There are no required texts for this unit. Resources will be made available via the VU Collaborate site for this unit.

Assessment: Journal, Individual Reflective Journals, 10%. Essay, Individual problem solving activity (word count: 500 words), 20%. Test, Individual and team Test (word count 500 original words or equivalent), 20%. Case Study, Group experiential learning report (1000 words per group) & oral presentation (500 words per group), 50%.

VBE1004 Management and Organisation Behaviour

Locations: VU Sydney, City Flinders.

Prerequisites: Nil.

Description: The aims of this unit of study are: to provide students with an understanding of the fundamentals of organisational behaviour and management theory; to evaluate the underlying values of these theories; to assess the utility and application of the management practices informed by these theories in the Australian context; and to analyse the values of Australian managers concerning behaviour in organisations and to evaluate the effectiveness of these assumptions. This unit of study includes the following topics: Theories of Management, Management Functions and International Business, Business and Organisational Structures; Goals, Plans and Strategies; Leadership and Motivation; Problem Solving and Decision Making; Ethics and Social Responsibility; Innovation and Change. Overview of the development of organisation/management theory; analysis of scientific management and human relations theory; individual behaviour/perception, personality, learning, motivation; group behaviour: group dynamics, conflict resolution, leadership, concentrating on Australian case studies and incorporating a consideration of issues of gender, ethnicity and age; applications of management/organisation theory in Australia; communication processes, and quality of working life. The learning and teaching in the unit and prepares students for further study and the workplace by supporting them to develop research, essay and report writing skills as well as the ability to work as part of a self-managing team.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students will be able to:

1. Analyse common management practices in the Australasian context;
2. Explain organisation behaviour and management theory and discuss the fundamental beliefs of these theories;
3. Evaluate the role and impact of management theories on practical management decision making in the Australasian context;
4. Develop skills and knowledge about individual and group behaviour and how these apply in the context of organisations and their environment;
5. Examine ethical issues in contemporary business and explain how they relate to the individual in a work and societal context; and
6. Demonstrate a developing knowledge and understanding of management and organisation behaviour theory and practice in written and oral form in line with the key fundamental academic and professional skills required for further study and the workforce.

Class Contact: This unit of study will be taught for five (5) hours per week over fifteen (15) weeks, normally be delivered as one (1) three (3) hour class and one (1) two (2) hour workshop. Activities will comprise teacher-led instruction and discussion, selected activities and demonstration by both the teacher and students. Students are required to use VU Collaborate weekly to prepare for the weekly lessons and to work through the class activities collaboratively.

Required Reading: There is no required text for this unit. Resources will be made available via the VU Collaborate site for this unit. In addition, students may choose to access the following recommended text: Williams, C & McWilliams, A 2014, MGMT 2nd Asia Pacific Edition Cengage Learning, Melbourne.

Assessment: Review, Online Review Questions (200 - 500 words), 15%. Essay, Research Essay (500 - 1000 words), 25%. Assignment, Group Assignment (800 - 1000 words), 30%. Test, In Class supervised Test (2 hours), 30%.

VBE1005 Introduction to Marketing

Locations: VU Sydney, City Flinders.

Prerequisites: Nil.

Description: This unit of study provides an introduction to the marketing function of the organisation. Identifying and meeting the needs of clients and customer groups is critical to achieving organisational goals. This unit of study provides an overview of the fundamental theories and principles of marketing which are supported by marketing science. The focus is on how organisations identify the needs of their target markets, understand the buying behaviour of their target markets, and develop a marketing mix to satisfy the needs and wants of these markets. While the unit has a theoretical base that is underpinned by a marketing science approach, a practical application of the concepts of marketing to real life scenarios is essential. The learning and teaching in the unit prepares students for further study and the workplace by supporting them to develop relevant academic and professional skills.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students will be able to:

1. Analyse how the key elements of the marketing mix contribute to an organisation's marketing strategy;
2. Compare fundamental theories of consumer behaviour and begin to contrast how they influence marketing activities;
3. Determine the practical implications of core marketing theory including marketing empirical generalisations, the Double Jeopardy and Duplication of Purchase laws;
4. Investigate basic marketing problems in general business situations and effectively report results to a broader audience;
5. Formulate basic marketing strategies that can be implemented to address marketing problems;
6. Analyse the role of the marketer and the marketer's contribution to the direction of the organisation; and
7. Demonstrate the development of key fundamental academic and professional skills required for further study and the workforce

Class Contact: This unit of study will be taught for five (5) hours per week over fifteen (15) weeks, normally to be delivered as one (1) three (3) hour class and one (1) two (2) hour class. Each involving one (1) hour of lectures, of new material, followed by a workshop/tutorial where individual and group assessments will be reviewed and feedback provided. A variety of presentation techniques, including audio-visual media, and case studies, will be employed. Student participation in tutorials and workshops is essential for the successful completion of the subject.

Required Reading: Recommended Text: Sharp, B 2017, Marketing: Theory, Evidence, Practice, Oxford University Press, South Melbourne. Resources will be made available via the VU Collaborate site for this unit. The recommended text for this unit is available in hard copy and as an e-book.

Assessment: Case Study, Individual written and oral report: Part 1: SWOT analysis of

local business (original word count 500-1000 words), 20%. Case Study, Part 2: Promotional Plan Individual written and oral report Promotional plan for local business (Original Word count 500-1000 words), 20%. Report, Group Report: Marketing case study, presentation, discussion and report, 20%. Test, Two (2) In Class supervised Tests (2 hours), 40%.

VBE1006 Business Law

Locations: VU Sydney, City Flinders.

Prerequisites: Nil.

Description: This unit of study aims to provide students with an introduction to the basic principles of Contract Law, to relevant case law and to the relevant statutory provisions. The teaching approach aims to equip students with a format from which they may develop a fundamental understanding of legal reasoning as it applies to the analysis of contractual relationships. Students will develop a working knowledge and overview of the legal system and begin to understand and use the language and terminology of Business Law. Students will gain an appreciation of contract and business law issues and begin to develop skills they can apply in their working life to avoid problem situations. Students will learn techniques to locate the appropriate law to apply law to a contract problem. The learning and teaching in the unit supports and prepares students for further study and the workplace through the scaffolded development of academic and professional skills.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students will be able to:

1. Analyse legal issues in common business law scenarios and discuss the stakeholder's legal rights and responsibilities;
2. Explain the fundamental legal rights, duties and responsibilities of parties in a business context;
3. Locate, apply and reference the appropriate law from particular statutes and case law relevant to specified contexts;
4. Demonstrate a working knowledge of the law relating to contract issues by analysing basic problem scenarios and applying relevant legal principles to advise on likely possible legal outcomes;
5. Interpret fundamental business law and begin to apply relevant knowledge of the law to solve issues; and
6. Demonstrate the development of key fundamental academic and professional skills required for further study and the workforce in business contexts.

Class Contact: This unit of study will be taught for five (5) hours per week over fifteen (15) weeks to be delivered in one (1) three (3) hour block and one (1) two (2) hour block per week. Activities will comprise teacher-led instruction and discussion, selected activities and demonstration by both the teacher and students.

Required Reading: There are no required texts for this unit. Resources will be made available via the VU Collaborate site for this unit. Students are also encouraged to access the recommended text listed below: Parker D and Box G, 2013, Business Law for Business Students 3rd ed, Sydney, Thomson Custom Publishing

Assessment: Test, Online Quizzes (5 x30 mins conducted in supervised class time), 25%. Case Study, Application of the law (Case Scenarios) (1500 words), 25%. Test, In Class supervised Test (2 hours), 30%. Test, Online Test (60 mins conducted in supervised class time), 20%.

VBE1007 Business Statistics

Locations: VU Sydney, City Flinders.

Prerequisites: Nil.

Description: The unit of study introduces students to quantitatively-aided business analysis and the application of quantitative techniques to inform financial, accounting, marketing and management decisions. Students will begin to explore a broad range of fundamental techniques and to identify and apply a specific technique to analyse a given business problem. Students will be exposed: to the rationale to

apply statistics to business decisions; to describe economic data by statistics techniques. Topics covered also include: probability distributions; normal probability distributions; sampling distributions and parameter estimation; hypothesis testing; linear regression and correlation; time-series analysis and forecasting; index numbers. Use will be made of a statistical computer package. The successful completion of the unit will enable students to begin to visualise the business world from a scientific and quantitative perspective and will equip students to minimise the risk of subjective decision. The learning and teaching in the unit is designed to be consistent and explicit in assisting students' transition from their previous educational experience to the nature of learning in higher education and learning in their discipline as part of their lifelong learning.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students will be able to:

1. Determine an appropriate statistical analysis technique to solve a given business problem and to explain the selection of that technique;
2. Analyse basic business and economic data graphically and numerically and begin to describe relationships between the analytical approaches;
3. Exhibit developing professional capabilities in performing fundamental statistical inferences: estimating populations and testing hypothesis, constructing regression models, testing economic relationships, calculating and analysing indices;
4. Develop fundamental business forecasting skills and begin to evaluate forecasting performance;
5. Present statistical information using written and graphical modes to demonstrate the developing capacity to communicate technical knowledge with in-depth analysis of statistical techniques; and
6. Demonstrate the development of key fundamental numerical/mathematical computation techniques related to business scenarios in addition to academic and professional skills required for further study and the workforce.

Class Contact: This unit of study will be taught for five (5) hours per week over fifteen (15) weeks, normally to be delivered as three (3) hour and two (2) hour face to face facilitated sessions with the teacher. Students are required to use VU Collaborate weekly to prepare for the weekly lessons. Academic support staff will be available for this unit for students who need extra help outside class hours.

Required Reading: There are no required textbooks for this unit. Readings are to be recommended by the lecturer and will be available on VU Collaborate.

Assessment: Test, Business Maths Online Quiz (conducted during class time and supervised), 10%. Test, In Class Weekly Statistics Quizzes (conducted during class time and supervised), 15%. Assignment, Statistics Assignment, 25%. Test, Two (2) In Class supervised Tests, 50%.

VEN1101 Engineering Mathematics 1

Locations: City Flinders.

Prerequisites: Nil.

Description: This unit of study aims to provide a basic understanding of single variable calculus and its engineering applications. During classes students are encouraged to work in groups to apply techniques to the solution of mathematical exercises and basic engineering problems. The unit begins with a consolidation of the student's knowledge of basic algebra including the solution of linear, polynomial, exponential and logarithmic equations. Calculus topics include limits, differentiation, integration, integration techniques, definite integral and the fundamental theorem of calculus. Applications of calculus include optimisation problems, related rates, area and volumes between curves; and separable first order differential equations.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students will be able to:

1. Solve and graph variety of mathematical functions.
2. Perform basic differentiation and integration.
3. Apply calculus techniques to engineering-related problems.

Class Contact: This unit will have ninety (90) contact hours per semester including face-to-face facilitated sessions and online activities over a 15-week semester.

Required Reading: There are no required textbooks for this unit. All notes, tutorials and any additional materials will be provided via the Learning Management System (VU Collaborate). The following texts are recommended only: Adrian Banner (2017) 1st ed The Calculus Lifesaver Princeton University Press OpenStax (2018) Calculus Volume 1 OpenStax CNX Textbook content produced by OpenStax is published under Creative Commons Attribution Licence 4.0 (CC BY-NC-SA). Available as a pdf download from <https://openstax.org/details/books/calculus-volume-1>.

Assessment: Assignment, Two sets of engineering related problems, 20%. Test, Three in-class tests/quizzes, 45%. Test, Final Test, 35%.

VEN1102 Engineering Physics 1

Locations: City Flinders.

Prerequisites: Nil.

Description: This unit of study aims to provide a basic understanding of motion, vectors, Newton's laws and wave behaviour. In tutorial classes, students are encouraged to work in groups where they can apply their lecture material to the solution of physics and basic engineering problems. The unit begins with a general introduction to measurements and their uncertainties. The equations for one dimensional motion are then developed and extended to two and three dimensional motion. The concept of a force is introduced leading to Newton's laws including frictional forces. The study of simple harmonic motion, damping forces and resonance is followed by the topics of sound and light waves.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students will be able to:

1. Use kinematics to calculate displacement, velocity and acceleration;
2. Use Newton's laws to calculate forces and acceleration;
3. Apply the rules of conservation of energy and momentum to engineering-related problems;
4. Apply the principles of SHM and waves to engineering-related problems; and
5. Perform calculations on sound intensity levels and the Doppler effect in engineering-related problems.

Class Contact: This unit will have ninety (90) contact hours per semester including face-to-face facilitated sessions and online activities over a 15-week semester.

Required Reading: There are no required textbooks for this unit. All notes, tutorials and any additional materials will be provided via the Learning Management System (VU Collaborate). The following texts are recommended only: Halliday and Resnick (2013), 10th Edition, Fundamentals of Physics, Wiley. OpenStax(2018), College Physics, OpenStax CNX Textbook content produced by OpenStax is published under Creative Commons Attribution Licence 4.0 (CC BY-NC-SA). Available as a pdf download from <https://openstax.org/details/books/calculus-volume-1>.

Assessment: Assignment, Problem solving assignment, 30%. Test, In-semester tests (approx. fortnightly), 30%. Test, Final test, 40%.

VEN1103 Engineering in the Community

Locations: City Flinders.

Prerequisites: Nil

Description: In this unit, students will explore the role and importance of engineering in society, at both the national and international level. This will include identifying issues facing engineers such as sustainability; existing trends and practices; and innovations to meet future challenges. Students will examine the development of

engineering as a profession and look at the varying disciplines within the profession. This will enable students to establish their own learning and career goals and develop strategies to achieve those goals. Students will also examine the activities that constitute the engineering method, a problem-solving process, and apply the method to an identified problem. Case studies will be presented to students introducing them to descriptions of real situations that provide a context for engineers to explore decision-making in the face of socio-technical issues, such as environmental, political, and ethical issues. Students will work on a number of deliverables that will require them to work both individually and collaboratively, and communicate their work and findings in oral and written forms. Workshops, field trips, and presentations will form an integral part of the unit and attendance on those will be mandatory.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students will be able to:

1. Identify the key roles of engineering in the local and global communities, and understand the key features of the different disciplines of engineering practice;
2. Develop their own learning and career goals, and use self-management skills to plan and manage their work;
3. Recognise the professional responsibilities of engineers as well as ethical and sustainability issues in engineering practice;
4. Identify and interpret strategies for practising sustainable engineering and evaluate a solution in terms of environmental, social and economic costs and benefits;
5. Describe the engineering method as well as the activities that constitute this problem-solving process and apply the method to an identified problem;
6. Communicate effectively with others orally and in writing on a range of engineering-related topics using appropriate language; and
7. Work individually and with others, as both a team member and leader in both formal and informal teams, to complete tasks.

Class Contact: This unit will have ninety (90) contact hours per semester including face-to-face facilitated sessions and online activities over a 15-week semester.

Required Reading: Dowling, D, Carew, A, Hadgraft, R, 2013. 2nd edn. *Engineering Your Future: an Australasian Guide*. John Wiley and Sons Australia, Milton, Queensland. VU, College of Arts, 2013. 10th edn. *Handbook of Communication Skills for First Year Students in the College of Engineering and Science*. Victoria University.

Assessment: Essay, Individual Reflection Essay, 20%. Case Study, Individual Case Study Report, 30%. Presentation, Team Oral Presentation (15 minutes), 10%. Project, A Team Project Report, 40%. Total combined assessment word equivalence is approximately 3000 words. For any team assessment, a percentage of student's mark is based on observations of their contribution to the overall task, as such; attendance is mandatory in the workshops, field trips and presentations.

VEN1104 Problem Solving for Engineers

Locations: City Flinders.

Prerequisites: Nil.

Description: This unit is based on a series of problems designed to both introduce students to systematic problem solving methods and to build on and apply knowledge introduced in other first year semester 1 units. The problems will focus on a range of issues related to engineering practice and sustainability. Students will be required to undertake data analysis and manipulation using various computing tools, including spreadsheet software and fundamental programming techniques.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students will be able to:

1. Apply fundamental knowledge of mathematics and science to solving engineering problems;
2. Plan and adapt systematic approaches to solving engineering problems;
3. Undertake data analysis and manipulation using various computing tools, including spreadsheet software and fundamental programming techniques in

4. Identify, propose and initiate solutions to broad sustainability issues related to engineering problems; and
5. Work individually and collaboratively, as both a team member and leader, to complete tasks and evaluate own and others' performance.

Class Contact: This unit will have ninety (90) contact hours per semester including face-to-face facilitated sessions and online activities over a 15-week semester.

Required Reading: Jay Brockman, 2008, 1st edn., *Introduction to Engineering: Modelling and Problem Solving*, Wiley. VU 2013, College of Arts, 10th edn., *Handbook of Communication Skills for First Year Students in the College of Engineering and Science*, Victoria University, Melbourne, Australia.

Assessment: Assignment, Problem solving class activities, 30%. Case Study, Group report and presentation, 30%. Test, Four (4) Class Tests, 40%. For any team assessment, a percentage of student's mark is based on observations of their contribution to the overall task, as such; attendance is mandatory in the workshops.

VEN1201 Engineering Mathematics 2

Locations: City Flinders.

Prerequisites: VEN1101 - Engineering Mathematics 1

Description: This unit of study aims to provide a basic understanding of matrix methods, first order differential equations, complex numbers and infinite series and their application to engineering problems. Students are encouraged to work in groups in tutorial classes where they can apply their lecture material to the solution of mathematical exercises and basic engineering problems. Calculus topics include partial derivatives, first order linear differential equations (DE's), separable DE's, integrating factor, first and second order linear DE's in engineering applications. Simple, double and complex roots of auxiliary equations will also be covered.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students will be able to:

1. Use matrices to solve simultaneous linear equations;
2. Apply first order and second order differential equations to engineering-related problems;
3. Perform simple complex number calculations;
4. Test series for convergence and use Maclaurin method to generate power series; and
5. Apply partial differentiation to engineering problems.

Class Contact: This unit will have ninety (90) contact hours per semester including face-to-face facilitated sessions and online activities over a 15-week semester. Students are expected to complete an additional hour each week of out-of-class study in order to complete all assessments for this unit.

Required Reading: Hughes-Hallett et al. (2013) 6th edn, *Calculus: Single & Multivariable*, Wiley.

Assessment: Test, Short answer or multiple choice online tests, approximately fortnightly, 20%. Test, Mid-semester test, 20%. Assignment, Problem solving assignment, 20%. Examination, End-of-semester examination, 40%.

VEN1202 Engineering Physics 2

Locations: City Flinders, Note: Students will be required to attend labs at FP.

Prerequisites: VEN1102 - Engineering Physics 1

Description: This unit continues with the concept of forces studied in Physics 1, beginning with a consolidation of the student's knowledge of the gravitational force and the idea of "action at a distance". These principles are then applied to electrostatic forces and the magnetic forces produced by moving charges as well as electromagnetic induction. The unit concludes with the topic of thermodynamics including temperature, thermal expansion, heat capacity, specific and latent heat, ideal gases, work and heat in the thermal process, first law of thermodynamics and an introduction to heat engines.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students will be able to:

1. Apply principles of electric and magnetic fields to engineering-related problems;
2. Calculate the forces acting on charged particles in electric and magnetic fields; and
3. Apply principles of heat and temperature to engineering-related problems.

Class Contact: This unit will have ninety (90) contact hours per semester including face-to-face facilitated sessions and online activities over a 15-week semester.

Required Reading: OpenStax, 2016 1st University Physics Volume 2 OpenStax

Assessment: Laboratory Work, Laboratory experiments (5), 20%. Test, Four in-semester tests, 40%. Test, Final Test, 40%.

VEN1203 Engineering Fundamentals

Locations: City Flinders, Note: Students will be required to attend labs at FP.

Prerequisites: Nil.

Description: This unit of study aims to provide a basic understanding in the two broad areas of statics and electrical fundamentals. The following topics are covered in two parts: Part A - Statics: Part A introduces the concept of force, resultants and components, levers and moments. Free body diagrams, 2D and 3D static equilibrium concepts are covered. Part A further explores the analysis of pin jointed trusses, statically determinate beams/shafts including loads, reactions and internal forces. Bending moment and shear force diagrams are also studied and applied. Part B - Electrical Fundamentals: Part B begins with an introduction on Ohm's and Kirchhoff's laws. Series and parallel resistor circuits are analysed and their equivalent resistive circuits are developed. DC sources are studied. Part B examines the analysis of single and multiple loop circuits as well as voltage dividers. The Nodal Voltage method, the Principle of Superposition, Thevenin's Theorem, Norton's Theorem, and equivalent circuits will be emphasised. Part B concludes with a discussion on diodes and voltage amplification in electrical networks.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students will be able to:

1. Evaluate states of statical equilibrium for objects subjected to forces/couples in two/three dimensions, including external 'freebody' force/couple diagrams;
2. Assess internal forces in simple pin-jointed trusses, beams and frames including axial force, bending moment and shearing force diagrams;
3. Apply Ohm's law and Kirchhoff's laws in single and multiple loop circuits;
4. Analyse DC circuits by Nodal Voltage Method, the Principle of Superposition, Thevenin's Theorem, and Norton's theorem;
5. Calculate voltage amplification in electrical circuits; and
6. Collaborate with team members to solve problems, undertake basic Engineering analysis and design, and write technical lab reports.

Class Contact: This unit will have ninety (90) contact hours per semester including face-to-face facilitated sessions and online activities over a 15-week semester.

Required Reading: Hibbeler, 2010 12th edn in SI units Engineering mechanics: statics Singapore, Pearson/Prentice Hall

Assessment: Laboratory Work, Laboratory Reports, 20%. Test, Two tests (covering Part A), 40%. Test, Two tests (covering Part B), 40%.

VEN1204 Introduction to Engineering Design

Locations: City Flinders.

Prerequisites: Nil.

Description: This unit is based on a series of problems designed to both introduce students to the design process and to apply knowledge introduced in other Year 1 units of study. The problems will therefore emphasise creative thinking in design, generating and evaluating alternatives against a range of technical, environmental, social and economic criteria, and making the final design decisions. The unit also

incorporates a module on professional drawing practice including projections and views, dimensioning, different drawing types and using computer-aided design (CAD) software.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students will be able to:

1. Apply a systematic approach to engineering design;
2. Find, organise and evaluate information on a range of topics related to problems in engineering design;
3. Identify and evaluate technical, environmental, social and economic factors impacting on the solution of engineering design problems;
4. Use computer-aided design (CAD) software to develop and present design solutions;
5. Communicate effectively with others orally, in writing and by means of engineering drawings;
6. Demonstrate an ability to learn individually and collaboratively in a team environment; and
7. Use a personal reflective journal and demonstrate improvements in their effectiveness as learners.

Class Contact: This unit will have ninety (90) contact hours per semester including face-to-face facilitated sessions and online activities over a 15-week semester.

Required Reading: A comprehensive set of Unit Notes in electronic format will be available through the VU Collaborate. VU, Faculty of Arts, (2013) 10th edn Communication Skills Handbook for First Year Students in the Faculty of Health, Engineering and Science Melbourne: Victoria University

Assessment: Test, Two CAD skill tests (2D and 3D), 20%. Portfolio, Individual portfolio of engineering designs, 35%. Report, Teamwork including technical reports and presentation (approx 1000 words per team member), 45%.

VHH1001 Introduction to Hospitality and Hotel Management

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: In this unit, students will be introduced to the study and application of hospitality and hotel management theory, trends, realities and practice. Students will demonstrate the ability to source and use industry and compliance information and practically apply key hospitality and hotel management service strategies, tools, knowledge and skills. The unit includes a systems perspective on the essential elements of hotel and hospitality management, including food and beverage management, tourism and events, business administration, resourcing, sustainability, customer-centricity and the use of computerised systems to support service and decision making.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students will be able to:

1. Locate, analyse and interpret key hospitality and hotel management information sources;
2. Analyse the structure of the hospitality and hotel management industries, with a broad theoretical understanding of how key components contribute to the effective running of a hospitality or hotel business;
3. Interpret and transmit solutions to problems and challenges within a hospitality and hotel management setting;
4. Demonstrate an ability to operate contemporary industry software to support effective hospitality and hotel management and decision making; and
5. Apply their broad knowledge and skills in simulated and work-integrated learning environments.

Class Contact: Tutorial 2.0 hrs Workshop 3.0 hrs

Required Reading: Walker, J. R, 2017, 5th edition, Introduction to Hospitality Management, Pearson, US.

Assessment: Test, Weekly online tests, 20%. Case Study, Industry case study, 20%. Project, Industry project, 50%. Presentation, Industry project, 10%.

VHH1002 Sustainable Hotel Operations Management

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit will provide students with the opportunity to acquire a skills-based, practical understanding of the planning, management and operational requirements of running a successful and sustainable hotel. Working individually and in teams, students will engage with VU's hotel partners to create operational plans and strategies that balance the general business operations of a hotel with contemporary environmentally sustainable approaches.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students will be able to:

1. Locate and assess hotel operations performance metrics and benchmarks, including environmental and sustainable benchmarks;
2. Analyse and respond to short and long term operational issues and problems as they relate to sustainability within hotel operations;
3. Develop a hotel operational plan, including resourcing requirements, work health and safety, environmental sustainability and a monitoring/review cycle;
4. Strategise and communicate a plan to minimise food and beverage waste and improve efficiencies within a hotel environment; and
5. Identify and reflect on appropriate models of management to support successful and sustainable hotel operations.

Class Contact: Tutorial 2.0 hrs Workshop 3.0 hrs

Required Reading: David K. Hayes, Jack D. Ninemeier, Allisha A. Miller, 2016, 3rd Edition, Hotel Operations Management, USA / Pearson Higher Ed

Assessment: Test, Weekly online tests, 20%. Portfolio, Reflective ePortfolio, 20%. Project, Industry project, 50%. Presentation, Industry project, 10%.

VHH1003 Food, Wine and Catering Management

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: In this specialist unit, students will design and manage a contemporary food, wine and catering service, on-the-job in VU Polytechnic's fully equipped training bar and restaurant (VenU). They will learn and apply a broad range of management and service management principles and work collaboratively to get real-world experience as a manager in a hospitality environment. Embedded in this unit are key industry-standard compliance requirements (Responsible Service of Alcohol and Safe Food Handling) ensuring that students are work-ready for their hospitality career.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students will be able to:

1. Demonstrate and apply theoretical knowledge of the hospitality sector (including relevant standards and legislation) as pertains to the successful operation and management of food, wine and catering services within a hospitality setting;
2. Design and manage a contemporary food, wine and catering service based on service management principles and the identification, analysis and evaluation of a range of appropriate sources (both theoretical and practical);
3. Demonstrate problem-solving, decision-making and communication skills during a contemporary food, wine and catering service;
4. Reflect upon their ability to work as part of a coherent team, including the ability to: solve real-world problems in a timely and effective manner; manage resources; work within a multi-cultural workforce; and achieve specific goals; and
5. Analyse their ability to adapt and apply management concepts, principles and theories as relevant to the hospitality sector.

Class Contact: Tutorial 2.0 hrs Workshop 3.0 hrs

Required Reading: Davis, B., Lockwood, A., Alcott, P. & Pantelidis, I., (2018), (6th edition), Food and Beverage Management, Routledge, London UK and New York USA.

Assessment: Presentation, Present written proposal on managing restaurant service., 30%. Test, Weekly knowledge tests (online), 20%. Practicum, Manage restaurant service – practical, 20%. Report, Final report and reflection, 30%.

VHH1004 Event Planning and Operations

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit provides students with the opportunity to gain hands-on experience in the research, planning and operational requirements of running successful on-site events within the hospitality and hotel sectors. Working individually and in teams, students will gain real world experience in event operations, culminating in the planning and operational management of an in-house event at VenU, VU's fully equipped training restaurant.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students will be able to:

1. Demonstrate the ability to source, interpret and use information about the events industry;
2. Develop an operational plan for an in-house event or function, demonstrating the ability to transmit information to others in a clear and professional manner;
3. Demonstrate the technical skills required to work collaboratively in a team to manage the operations of a real in-house, on-site event;
4. Develop and implement a risk management plan for an in-house, on-site event, demonstrating an understanding of industry standard risk-mitigation strategies; and
5. Evaluate event processes and operations, including the creation of a set of recommendations to improve future event management practices.

Class Contact: Tutorial 2.0 hrs Workshop 3.0 hrs

Required Reading: Fenich, G, 2014, Planning and management of Meetings, Expositions, Events, and Conventions, Pearson Higher Ed, USA

Assessment: Assignment, Event proposal, 10%. Assignment, Event operational plan, 30%. Project, Industry project – event delivery, 50%. Journal, Event evaluation, 10%.

VHH1005 Accounting Principles for Management

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit will provide students with a broad theoretical understanding of basic accounting concepts and the opportunity to apply these in the context of managing a hotel or hospitality business. Students will examine the roles of accounting and management planning to support organisational decision making. Students will learn to source, analyse and interpret the information required to create a range of financial reports, and to prepare, monitor and manage finances within a budget.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students will be able to:

1. Demonstrate a broad theoretical and technical understanding of basic accounting concepts and principles;
2. Create a set of financial reports for a hotel or hospitality business;
3. Prepare, monitor and review a budget for a hotel or hospitality business;
4. Calculate and review finances within a budget, demonstrating the ability assess and respond to budget deviations; and
5. Present financial information to others in a manner appropriate to the audience.

Class Contact: Tutorial 2.0 hrs Workshop 3.0 hrs

Required Reading: Bit, J., Chalmers, K., Maloney, S., Brooks, A., and Oliver, J., (2017) 6th Edition, Accounting: Business Reporting For Decision Making, Wiley Direct Australia Ltd.

Assessment: Test, Weekly online tests, 20%. Project, Simulated industry project – progressive case study, 50%. Examination, Final examination, 30%.

VHH1006 Marketing and Business Communications

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit introduces the marketing and communications function of the organisation, contextualised for students within a hotel and hospitality setting. Students will demonstrate a broad theoretical understanding of key marketing and communications theories and principles and demonstrate the ability to apply these in a range of hospitality and hotel management settings. Students will identify, interpret and explore the buying behaviour of key target markets, and develop a marketing mix and social communications strategy to satisfy the needs and wants of these markets.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students will be able to:

1. Analyse how the key elements of the marketing mix contribute to the marketing strategy and marketing plans of a hotel or hospitality business;
2. Identify and analyse consumer behaviour within key target markets and related implications for marketing activities and decision making;
3. Demonstrate a theoretical knowledge of core marketing and communications concepts and principles;
4. Apply core marketing and communications concepts and principles through the development of key marketing plans for a hotel or hospitality business; and
5. Identify and evaluate good practice principles in web and social media use, demonstrating application through the creation of a hotel or hospitality business website and social media plan.

Class Contact: Tutorial 2.0 hrs Workshop 3.0 hrs

Required Reading: Sharp, B. 2017, *Marketing: Theory, Evidence, Practice*, Oxford University Press, South Melbourne

Assessment: Assignment, Marketing brief, 20%. Presentation, Marketing brief, 10%. Project, Industry project - website, 50%. Presentation, Industry project – social communications plan, 20%.

VHH1007 Management, Human Resources and Organisational Behaviour

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit will provide students with a broad theoretical and technical understanding of organisational behaviour and management theory, with a particular focus on the application of these within a hospitality or hotel environment. Students will design and communicate solutions to unpredictable and complex organisational issues through the application of core organisational and management theory. The practical application of this knowledge will focus on managing diversity in the workplace, managing conflict, leading and managing people, and the operational elements of human resources within a hospitality and hotel management context.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students will be able to:

1. Analyse, interpret and transmit management and organisational behaviour practices;
2. Demonstrate an understanding of organisational behaviour, management and human resources concepts and principles as they relate to the successful operations of a hotel or hospitality business;
3. Demonstrate - through practical placement in the VenU facility - the theoretical and technical knowledge required to lead and manage teams, develop team commitment and cooperation, manage conflict and lead team performance towards key goals and objectives;
4. Understand, articulate and model an awareness of the importance of diversity in the

modern workplace; and

5. Evaluate and discuss operational elements of human resourcing, such as rostering staff within a hospitality or hotel environment.

Class Contact: Tutorial 2.0 hrs Workshop 3.0 hrs

Required Reading: Williams, C, McWilliams, A & Lawrence, R, 2014, 3rd Edition, *MGMT, Asia Pacific Edition* Cengage Learning, Melbourne.

Assessment: Test, Weekly online tests, 20%. Project, Industry Project, 50%. Presentation, Industry Project, 10%. Journal, Written reflection, 20%.

VHH1008 Industry Business Challenge

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: In this unit, students will work in collaborative teams to solve a real-world industry challenge facing a hotel or hospitality business. In keeping with the customer-centric focus of the hotel and hospitality sectors, industry challenges will centre on business relationships and customer service practices. Students will be guided through a range of scaffolded activities and will learn and apply critical thinking and problem-solving strategies to both case studies and real-world challenges.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students will be able to:

1. Analyse the fundamental elements of social, cultural, political, economic, legal and regulatory dimensions of effective business practice within the hotel or hospitality sector;
2. Analyse and examine business problems and apply critical thinking and problem solving strategies to resolve these;
3. Demonstrate developing knowledge, skills and understanding of fundamental aspects of a range of common hospitality and hotel management skill sets within a professional framework;
4. Apply team-work skills to work collaboratively on open-ended tasks and solve unpredictable and sometimes complex business related challenges; and
5. Investigate and develop theoretical and technical skills, interests and career motivation in individual and team settings.

Class Contact: Tutorial 2.0 hrs Workshop 3.0 hrs

Required Reading: Fogler, HS, LeBlanc, SE, Rizzo, B. 2014, 3rd edition, *Strategies for Creative Problem Solving*, Prentice-Hall Ed., New Jersey.

Assessment: Journal, Reflective journal, 20%. Case Study, Problem working activities, 20%. Project, Industry challenge project, 50%. Presentation, Industry challenge project, 10%.

VHH2001 Customer Centricity and Consumer Behaviour

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit will provide students with a broad theoretical and technical understanding of consumer behaviour theory, with a particular focus on how this theory is applied within a hospitality or hotel environment. This theoretical knowledge will be applied by students through customer-centric design principles. Students will interpret and transmit customer-centric solutions in a range of hotel and hospitality settings, framing key services around the needs, wants and limitations of end users. Students will make use of contemporary customer data sources and apply design thinking methodology to ensure that key services reflect consumer behaviour and attitudes, purchasing attitudes and consumer trends.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students will be able to:

1. Analyse and interpret the cognitive and behavioural theories of consumer behaviour;
2. Reflect upon the relationships between the concepts of behaviour and attitudes, and examine their application to consumer behaviour in a hospitality

and hotel management setting; 3. Evaluate purchasing behaviour within the hospitality and hotel management sector; 4. Identify and analyse customer data to inform customer-centric design and decision making; and 5. Apply basic design thinking principles to service-based customer-centric solutions within a hospitality or hotel management setting.

Class Contact:Tutorial2.0 hrsWorkshop3.0 hrs

Required Reading:East R., Wright M., & Vanhuele M. (2017). (3rd ed.). Consumer behaviour: Applications in marketing London: Sage Publications Ltd.

Assessment:Test, Weekly online tests, 20%. Project, Industry project, 40%. Presentation, Industry project, 10%. Examination, Final examination, 30%.

VHH2002 Room Divisions Operations

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit will provide students with a broad theoretical and technical understanding of room divisions operations within a hotel environment. Through a range of problem solving activities, case studies and industry integrated projects. Students will develop the capabilities and skills to facilitate effective rooms divisions and room pricing strategies. Using a range of data sources, students will learn to apply the principles of the guest cycle and identify the most appropriate room divisions model(s) to support their decision-making.

Credit Points: 12

Learning Outcomes:On successful completion of this unit, students will be able to:

1. Analyse hotel guest cycle data to complete rooms division and room rate pricing strategies at varying stages of the cycle;
2. Interpret hotel operating cost structures to support decision making when undertaking room divisions operations;
3. Evaluate hotel management environments using a systems approach;
4. Source, analyse and interpret rooms division benchmarks and performance metrics; and
5. Review and contrast various room divisions models, applying the most appropriate model to simulated circumstances to support decision making.

Class Contact:Tutorial2.0 hrsWorkshop3.0 hrs

Required Reading:Walker, J. R, 2017, 7th Edition, Introduction to Hospitality, Pearson, US.

Assessment:Test, Weekly online tests, 20%. Project, Industry project, 40%. Presentation, Industry project, 10%. Examination, Final examination, 30%.

VHH2003 Sustainable Tourism

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description: In this unit, students will investigate sustainable tourism products. Students will work in collaborative groups to explore the concept of sustainable tourism, and the context within which contemporary hotel, hospitality and tourism business operate. In line with the evolving nature of the tourism industry and the changing expectations of contemporary customers, students will work in simulated working environments to modify existing tourism products to meet sustainable tourism principles as well as design innovative new sustainable tourism products.

Credit Points: 12

Learning Outcomes:On successful completion of this unit, students will be able to:

1. Investigate sustainable tourism products, including travel itineraries and tours;
2. Analyse the evolving nature of the sustainable tourism industry and the challenges and problems faced by managers of tourism products;
3. Analyse and interpret tourism and sustainability data sets and information to support decision making;
4. Appraise an existing tourism product and then modify it in line with sustainable tourism principles; and
5. Design a new tourism product in line with sustainable

tourism principles.

Class Contact:Tutorial2.0 hrsWorkshop3.0 hrs

Required Reading:Hughes, M., Weaver, D., Pforr, C., 2015, The Practice of Sustainable Tourism - Resolving the Paradox, Routledge, Australia.

Assessment:Test, Weekly online tests, 20%. Portfolio, Reflective ePortfolio, 20%. Project, Industry project, 50%. Presentation, Industry project, 10%.

VHH2004 Hospitality and Hotel Management Innovation Challenge

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description: In this unit students will work in collaborative groups on problem-based learning tasks related to innovation and growth within the hotel and hospitality sectors. Students will be expected to draw on all of the theoretical and technical skills they have gained throughout their Associate Degree studies. Students will undertake career planning activities which will allow them to identify and define their own values, interests and skills against gathered information in order to make knowledgeable career decisions within their industry.

Credit Points: 12

Learning Outcomes:On successful completion of this unit, students will be able to:

1. Apply a range of business research skills, including data collection, analysis and evaluation of information;
2. Analyse and interpret organisational information to identify opportunities for innovation and growth;
3. Creatively scope, design and implement business-related action plans, strategies and projects that would promote innovation and growth within a hotel or hospitality business;
4. Demonstrate effective interpersonal and professional collaborative skills to deliver intended business outcomes; and
5. Develop an effective, coherent career plan, demonstrating the ability to identify and interpret evidence to substantiate this plan.

Class Contact:Tutorial2.0 hrsWorkshop3.0 hrs

Required Reading:Fogler, HS, LeBlanc, SE, Rizzo, B. 2014 3rd edition, Strategies for Creative Problem Solving, Prentice-Hall Ed., New Jersey.

Assessment:Presentation, Innovation challenge pitch, 10%. Project, Innovation challenge project, 40%. Presentation, Innovation challenge presentation, 10%. Portfolio, Career ePortfolio & career plan, 40%.

VHH2005 Contracts, Risk and Business Law

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit will provide students with an understanding of business law concepts and principles, and how these apply to operations and risk management within a hotel and hospitality context. Students will learn the basic principles of contract law, and gain a familiarity with case law, compliance and regulatory requirements as they relate to the hotel and hospitality sector.

Credit Points: 12

Learning Outcomes:On successful completion of this unit, students will be able to:

1. Question and discuss business law scenarios, particularly as they relate to hotel and hospitality sector stakeholders' legal rights and responsibilities;
2. Analyse and interpret contract law as it relates to the hotel and hospitality sectors;
3. Analyse and interpret relevant statutes, case law, regulations and compliance issues to support decision making;
4. Identify and interpret legal risks for hotel and hospitality businesses and apply a basic risk management approach to these; and
5. Articulate basic legal and contract information to others.

Class Contact:Tutorial2.0 hrsWorkshop3.0 hrs

Required Reading:Hanna, J., Kairouz, L., 2018, Tourism and Hospitality Law in Australia, Lawbook Co, Australia.

Assessment:Test, Weekly online tests, 20%. Assignment, Legal writing task, 20%. Project, Industry project, 30%. Examination, Final examination, 30%.

VHH2006 Information Systems for Management

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit will provide students with a broad theoretical and technical understanding of information systems that relate to the operations and management of a hotel or hospitality business. Over the course of the unit, students will learn about the creation and storage of sound information and how to use data and information to support decision making. Students will make use of a range of cloud-based personal and team productivity tools, and learn about key hospitality and hotel management software systems.

Credit Points: 12

Learning Outcomes:On successful completion of this unit, students will be able to:

1. Analyse and evaluate issues and benefits relating to information systems;
2. Employ and apply key hospitality and hotel management software systems, demonstrating the ability to apply these in a range of settings;
3. Interpret and analyse data sets that relate to the effective operations and management of a hotel or hospitality business, making use of a range of industry-focused and productivity-focused software solutions;
4. Apply standard business tools such as spreadsheets and databases to hotel and hospitality management settings; and
5. Compare and assess a range of software solutions and determine their appropriateness for a small business within the hotel or hospitality sector.

Class Contact:Tutorial2.0 hrsWorkshop3.0 hrs

Required Reading:Rainer, R. & Prince, B, 2017, 6th Edition, Introduction to Information Systems Wiley Direct Australia Ltd.

Assessment:Test, Weekly online tests, 20%. Assignment, Spreadsheets & databases practical assessment task, 20%. Assignment, Industry project, 30%. Examination, Final examination, 30%.

VHH2007 Economic Principles for Management

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit will provide students with a broad theoretical and technical understanding of economic principles and how they apply to business operations within a hotel and hospitality context. Students will learn how to apply key economic concepts and theories to support them in effective decision making. Key areas such as supply and demand, the competitive nature of markets, business cycles and the broader macroeconomic environment will be analysed in the context of common hotel and hospitality business operational decision making.

Credit Points: 12

Learning Outcomes:On successful completion of this unit, students will be able to:

1. Interpret and apply basic microeconomic principles in a hotel or hospitality context;
2. Interpret and apply basic macroeconomic principles in a hotel or hospitality context;
3. Analyse economic data sets to support decision making in common hotel and hospitality operations;
4. Apply supply and demand principles to hotel and hospitality booking and pricing scenarios; and
5. Demonstrate the use of market dynamics models and identify the market dynamic factors that affect hotel and hospitality businesses.

Class Contact:Tutorial2.0 hrsWorkshop3.0 hrs

Required Reading:Sloman, J., Norris, K., Garret, D., 2013, Principles of Economics MyLab Economics with eText, Pearson, Australia

Assessment:Test, Weekly online tests, 20%. Assignment, Industry project, 40%. Examination, Final examination, 40%.

VHH2008 Statistical Analysis for Management

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit will provide students with an understanding of business statistics and basic statistical techniques. As the hotel and hospitality sector continues its digital transformation, it is critical for managers to have the technical skills required to understand and interpret the large amounts of data available to them, and apply basic techniques to synthesise this data into useful information that supports decision making. In this unit, students will analyse real-world data sets and apply these to a range of practical case studies.

Credit Points: 12

Learning Outcomes:On successful completion of this unit, students will be able to:

1. Interpret and apply basic statistical techniques, graphs and numerical data sets;
2. Locate, analyse and interpret appropriate secondary data sets, and to apply these to solve hospitality and hotel management problems;
3. Analyse and interpret primary data sets, demonstrating the ability to select appropriate software and tools (such as Spreadsheets) to carry out basic modelling and problem solving;
4. Formulate statistical forecasts in business, hotel and hospitality contexts; and
5. Present basic statistical information to others.

Class Contact:Tutorial2.0 hrsWorkshop3.0 hrs

Required Reading:Berenson, M., Levine, D., Szabat, K., O'Brien, M, Watson, J., Jayne, N., 2015, 4th edition, Basic Business Statistics eBook, Pearson, Australia.

Assessment:Test, Weekly online tests, 20%. Case Study, Industry case study, 20%. Project, Industry project, 30%. Examination, Final examination, 30%.

VIT1101 Web Development and CMS

Locations:Footscray Nicholson, VU Sydney.

Prerequisites:Nil.

Description:This unit provides an introduction to coding web sites and the use of Content Management Systems (CMS) in the provision of web sites. Coding of sites involves Hyper Text Markup Language (HTML5) and Cascading Style Sheets (CSS3). CMS involves design, creation and management of web sites using specialist CMS tools. Students will be introduced to Bootstrap CSS framework and build websites using WordPress. Contents include: HTML5 and CSS3 for coding web sites; use of a CMS to design, set up, deploy and maintain web sites.

Credit Points: 12

Learning Outcomes:On successful completion of this unit, students will be able to:

1. Develop Web sites using HTML5 and CSS3;
2. Apply a CMS in the design, development and deployment of a web site; and
3. Apply Web design principles in the effective design of Web sites.

Class Contact:This unit will have ninety (90) contact hours per semester including face-to-face facilitated sessions and online activities over a 15-week semester.

Required Reading:A comprehensive set of Unit Notes in electronic format will be available through the VU Collaborate.

Assessment:Test, Two Online Quizzes (1hr each), 30%. Portfolio, Portfolio of HTML5/CSS/Bootstrap projects., 35%. Assignment, Develop a Wordpress website., 35%.

VIT1102 Introduction to Programming

Locations:Footscray Nicholson, VU Sydney.

Prerequisites:Nil.

Description:This unit introduces students to modern computer programming language, problem solving and algorithm development. Students will be exposed to multiple design strategies, including top-down design and recursive design with functions, object-based programming, and object-oriented design. Content includes: Data Types and Expressions, Control Statements, Strings and Text Files, Design with Functions, Design with Classes, Graphical User Interfaces, Simple Graphics and Image Processing.

Credit Points: 12

Learning Outcomes:On successful completion of this unit, students will be able to:

1. Demonstrate skills in using a programming language;
2. Apply suitable design strategies to develop a solution;
3. Develop algorithms using basic programming language; and
4. Apply basic object-oriented software principles in problem solving.

Class Contact:This unit will have ninety (90) contact hours per semester including face-to-face facilitated sessions and online activities over a 15-week semester.

Required Reading:There are no required textbooks for this unit. A comprehensive set of Unit Notes in electronic format will be available via the Learning Management System (VU Collaborate). The following texts are recommended only: Kenneth A. Lambert. (2012) Fundamentals of Python: First Programs. 1st Edition. Cengage Learning. Sweigart A. (2016) Invent Your Own Computer Games with Python. 4th Edition, CreateSpace Independent Publishing

Assessment:Laboratory Work, Weekly Practical tasks, 30%. Test, Two (2) Practical Tests (20% each), 40%. Test, Final Written Test, 30%.

VIT1103 Communication and Information Management

Locations:Footscray Nicholson, Footscray Park, VU Sydney.

Prerequisites:Nil.

Description:This unit aims to develop a set of skills associated with oral, written, technical and online communication. Students locate and assembling reliable sources of information for collation and presentation. Information is stored and managed electronically for effective storage and communication. Content includes an overview of the Internet, characteristics and functions of browsers, resources on the Internet, using search engines effectively, and application of IT technology to information gathering, storage and reporting. The unit also addresses formal and academic written communication.

Credit Points: 12

Learning Outcomes:On successful completion of this unit, students will be able to:

1. Conduct basic research and locate relevant Web-based and other resources;
2. Assess and evaluate resources and make judgements and decisions on their reliability and validity;
3. Access, collate and synthesise information from a variety of sources;
4. Plan and apply a variety of approaches to design and present researched information to given problem; and
5. Collaborate with others using effective interpersonal skills to design and develop online material, with responsibility for own output.

Class Contact:This unit will have ninety (90) contact hours per semester including face-to-face facilitated sessions and online activities over a 15-week semester.

Required Reading:The Teacher will provide learning materials as required.

Assessment:Assignment, In Term Assignment: Apply information or communication concepts, 20%. Test, Test, 30%. Assignment, Final: Apply information or communication concepts, 50%.

VIT1104 Computer Networks

Locations:Footscray Nicholson, Footscray Park, VU Sydney.

Prerequisites:Nil.

Description:This unit provides an introduction to data communication fundamentals, network transmission technologies and network protocols. It introduces students to basic design and communication issues related to local area networks, wide area networks and the Internet. Content includes: History and fundamentals of data communications and networks; standards; communication media types; data communications principles and protocols; network architectures and protocols, standard interfaces and transmission techniques; data integrity and security; Local Area Networks (LAN); data link control; IP Addressing and Subnetworking; Routing protocols like RIP; Switching technologies and Virtual LANs; Design and implementation of enterprise networks using industry standard equipment like CISCO routers and switches.

Credit Points: 12

Learning Outcomes:On successful completion of this unit, students will be able to:

1. Demonstrate an understanding of modern business and personal applications of data communication systems;
2. Apply various technologies to solving data communication and networking problems;
3. Design IP networks with proper subnetworks;
4. Design switching networks; and
5. Implement moderately complex networks with industry standard technologies like CISCO routers and switches. (LiWC).

Class Contact:This unit will have ninety (90) contact hours per semester including face-to-face facilitated sessions and online activities over a 15-week semester.

Required Reading:Cisco Networking Academy (2013) 1st ed. Introduction to Networks Companion Guide Cisco Press

Assessment:Test, Test 1, 30%. Test, Test 2, 30%. Assignment, Final Assignment, 40%.

VIT1201 Introduction to Database Systems

Locations:Footscray Nicholson, Footscray Park, VU Sydney.

Prerequisites:Nil.

Description:This unit introduces fundamental concepts underpinning the analysis and design of information systems and explains the role and purpose of systems analysis. Students gain mastery of standard techniques to identify system requirements and design a simple database system. Content includes: systems concepts; role of the analyst; Systems Development Life Cycle (SDLC), process modelling, Entity-Relationship (ER) modelling; relational database design using ER and Extended ER modelling, relational algebra, SQL (Structured Query Language), normalisation; and database management systems (DBMS).

Credit Points: 12

Learning Outcomes:On successful completion of this unit, students will be able to:

1. Describe the benefits and functions of databases and their applications;
2. Design a database using key relational database model concepts;
3. Develop and apply ER and EER diagrams;
4. Implement a relational database with multiple tables using a relational DBMS;
5. Apply query languages and manage a database using SQL; and
6. Normalise relations in a relational database system.

Class Contact:This unit will have ninety (90) contact hours per semester including face-to-face facilitated sessions and online activities over a 15-week semester.

Required Reading:There are no required textbooks for this unit. A comprehensive set of Unit Notes in electronic format will be available via the Learning Management System (VU Collaborate).

Assessment:Test, SQL Test, 25%. Case Study, Assignment (1200 words), 35%. Test, Two quizzes (1 hour each), 40%.

VIT1202 Operating Systems

Locations:Footscray Nicholson, Footscray Park, VU Sydney.

Prerequisites: Nil.

Description: This unit introduces students to modern computer operating systems, their major components and roles. Students will be exposed to at least two popular operating systems including a mobile OS. Content includes: Operating System (OS) concepts, OS architectures; threads and processes; concurrency, daemons and services; memory management, devices and device drivers; file systems, security; basic scripting.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students will be able to:

1. Demonstrate an understanding of the basic OS architectures, functions and roles;
2. Cite the history and identify social impacts of different operating systems, including mobile OS;
3. Describe OS components for processes, devices, files and memory management; and
4. Research and report information on operating system types.

Class Contact: This unit will have ninety (90) contact hours per semester including face-to-face facilitated sessions and online activities over a 15-week semester.

Required Reading: A comprehensive set of Unit Notes in electronic format will be available through VU Collaborate.

Assessment: Test, Test 1, 20%. Assignment, Assignment including practical demonstrations, 40%. Test, Final Test aligned to Industry Certification (90 min), 40%.

VIT1203 Introduction to Project Management

Locations: Footscray Nicholson, Footscray Park, VU Sydney.

Prerequisites: Nil.

Description: This unit investigates aspects of professional practice and specific tasks that need to be undertaken in order to initiate and implement an IT project. Content includes many aspects of project management, definition of a project; characteristics of IT projects; project life cycle; project team; project management aspects; scope, time, cost, quality, human resource; communications, risk, procurement, and integration management; project planning and scheduling; Critical Path Method (CPM); project execution and monitoring; project closure; project management software.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students will be able to:

1. Define a project, and identify the special characteristics of IT projects;
2. Describe the key elements of a project plan, including cost and time schedules;
3. Undertake project planning and documentation, considering all project requirements, constraints and risks;
4. Manage project execution activities, monitor and control project scope changes, risks, issues and the delivery of project team work activities; and
5. Coordinate project closure, consider IT support plans and obtain final project sign-off.

Class Contact: This unit will have ninety (90) contact hours per semester including face-to-face facilitated sessions and online activities over a 15-week semester.

Required Reading: Schwalbe, K. (2019) 9th ed. Information Technology Project Management Cengage Learning

Assessment: Test, Test - Multiple choice/Short answer (1 hr), 20%. Case Study, Assignment (approx.2000) words in total - Project proposal, 40%. Test, Two (2) Tests - Multiple choice/Short answer (1hr, 20% each), 40%.

VIT1204 Web Application and Server Management

Locations: Footscray Nicholson, Footscray Park, VU Sydney.

Prerequisites: Nil.

Description: This unit instructs students in rapid development of web-based,

interactive applications using an Integrated Development Environment (IDE). It then continues with addressing the set up and management of production environment web servers that host such applications. Content includes: application of an IDE in web application design and development; use of controls in web page development; server-side scripting using object-oriented programming; live production web server set up, deployment and management using relevant technologies/tools.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students will be able to:

1. Apply an IDE to design and develop web applications for real-world clients;
2. Use relevant markup/controls in developing web pages;
3. Apply object-oriented programming in the design and development of web applications; and
4. Apply concepts related to server management in managing a server in a real-world situation.

Class Contact: This unit will have ninety (90) contact hours per semester including face-to-face facilitated sessions and online activities over a 15-week semester.

Required Reading: All required reading content is available on VU Collaborate for this unit. The following texts are recommended only: Joel Murach, Ray Harris (2017). 3rd. Murach's PHP and MySQL Murach Books Mikael Obsson (2016). 2nd. PHP 7 Quick Scripting Reference Apress

Assessment: Laboratory Work, Ongoing tutorial tasks, 30%. Assignment, Case Study - Database-driven web application, 30%. Test, Two (2) tests, 40%.

WDB1001 Accounting

Locations: City Flinders.

Prerequisites: Nil.

Description: This unit provides a basis for further accounting studies, while meeting the needs of students from other areas of business studies. Students will critically assess the processes involved in planning and decision making within the modern business environment. Students will examine the roles of accounting and management planning for substantiating organisational decision making. To undertake this examination, students will synthesise principals of basic accounting concepts and key professional practices of: cash and accrual accounting; preparation of financial statements; forms of business ownership, and effect on financial statements. Following an introduction to budgeting, students will critically assess: the use of budgets for control and performance reports; analysis and interpretation; evaluation of performance; the operating cycle; and short term decision making and cost behaviour.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students will be able to:

1. Critically assess different types of decisions relevant to maximising business performance;
2. Devise the use of accounting information in the planning and control of business operations;
3. Construct General Purpose Financial Reports to inform users of business performance and position;
4. Verify and synthesise information required for short and long term decision making relevant to management accounting;
5. Articulate and devise problem-solving techniques in making informed management decisions; and
6. Work collaboratively in teams to analyse, evaluate and propose strategies in response to dynamic financial environments as they affect accounting decision-making for managers of contemporary businesses.

Class Contact: Onshore Delivery: This unit will have seventy-five (75) contact hours per semester, consisting of fifteen (15), five (5) hours of face-to-face facilitated weekly sessions. Offshore Delivery: The VU course coordinator and the Partner Institute Course Coordinator will determine the most appropriate method of

delivery at each offshore site in accordance with the relevant quality assurance agreements.

Required Reading: A mixture of online texts, articles, videos and resources will be available for the unit. These resources are housed on the University's Learning Management System.

Assessment: Test, At Risk Online Multiple Choice Test (0.5 hours, 150 words equivalent), 5%. Test, Four (4) Short Multiple Choice revision questions (approx. 0.5 hours, 500 words equivalent), 10%. Test, Transaction Analysis and Recording Test (400 words equivalent), 15%. Project, Sharemarket Group Based Project (450 words equivalent), 20%. Examination, Final Exam (1 hour and 45 minutes, 1500 words equivalent), 50%. NESB students will have an additional 15 minutes allocated for reading time-restricted assessment items.

WDB1002 Business Law Principles

Locations: City Flinders.

Prerequisites: Nil.

Description: This is a preparatory unit designed to build academic language, literacy and numeracy skills in students using vocational delivery and assessment methods related to business law. Students will identify and comply with business legal and administrative requirements suitable for a range of contemporary business environments. They will develop a capable and systematic understanding of how to apply common law and statute law relating to businesses by analysing problem scenarios, and demonstrate appropriate research and legal writing skills in English.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students will be able to:

1. Identify legal issues in common business law scenarios, analyse and discuss the stakeholder's legal rights and responsibilities;
2. Accurately articulate and explain the legal rights, duties and responsibilities of parties in a business context;
3. Research, apply and accurately reference the appropriate law from particular statutes and case law relevant to specified contexts;
4. Demonstrate a working knowledge of the law relating to contract issues by analysing problem scenarios and applying relevant legal principles to advise on likely possible legal outcomes; and
5. Clearly articulate individual interpretation of business law issues and application of relevant knowledge to others.

Class Contact: Onshore Delivery: This unit will have five (5) hours of face-to-face facilitated sessions with two (2) hours of activities including online activities per week. Offshore Delivery: The VU course coordinator and the partner institute course coordinator will determine the most appropriate method of delivery at each offshore site in accord with the relevant quality assurance agreements.

Required Reading: A mixture of online texts, articles, video's and resources will be available for the unit. These resources are housed on the University's Learning Management System.

Assessment: Test, Mid-semester 0.5 hr (500 words), 30%. Project, Case Analysis Group Learning in the Workplace Project 500 words, 20%. Examination, Final Examination 2 hours (2000 words), 50%. NESB students will have an additional 15 minutes reading time in the Tests and Examination. .

WDB1003 Business Mathematics and Statistics

Locations: City Flinders.

Prerequisites: Nil.

Description: This unit is a preparatory unit designed to build academic language, literacy and numeracy skills in students using vocational delivery and assessment methods. This unit covers the mathematical and statistical techniques necessary to describe and analyse data for the purpose of forecasting and managerial decision

making in English. The unit will cover applications of mathematics and statistics. The mathematics component consists of business applications of percentages, depreciation methods and calculations and break-even analysis with business related problems. The statistics component consists of both descriptive and inferential statistics. It includes the collection, presentation and analysis of data, probability, forecasting, indices and hypothesis testing.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students will be able to:

1. Apply basic mathematical computation techniques to formulate solutions to business related mathematical problems including application of percentages and depreciation;
2. Conduct break even analysis using both graphical and algebraic approaches;
3. Work independently and collaboratively in teams to collect relevant data, analyse and evaluate data using descriptive and inferential statistical methods and solve probability problems;
4. Advise the appropriate statistical analysis technique to solve a given business problem, and justify selection of that technique; and
5. Conduct and analyse business forecasting using regression model and time-series analysis.

Class Contact: Onshore Delivery: This unit will have five (5) hours of face-to-face facilitated sessions with a minimum of two (2) hours of online activities per week. Students are required to spend at least ten (10) hours per week (5 hours of Lecture/Tutorials plus 5 hours of self-motivated study) reading, problem solving, completing the weekly set tasks, working in groups, conducting research and analysis, preparing report and presentation in order to successfully complete this unit. Offshore Delivery: The VU course coordinator and the partner institute course coordinator will determine the most appropriate method of delivery at each offshore site in accord with the relevant quality assurance agreements.

Required Reading: A mixture of online texts, articles, video's and resources will be available for the unit. These resources are housed on the University's Learning Management System. A manual and workbook is also available for purchase which caters to the students with alternate learning styles.

Assessment: Test, Mathematics Online Quiz (150 words), 10%. Test, Weekly Statistics Quizzes (500 words), 15%. Case Study, Learning in the Work Place Simulated Group Assignment (850 words), 25%. Examination, Final Examination (1500 words), 50%. NESB students will have an additional 15 minutes reading time in the Examination.

WDB1004 Economics

Locations: City Flinders.

Prerequisites: Nil.

Description: This unit introduces students to the fundamental principles of economics in terms of the micro and macro environments within which businesses operate and the challenge of scarcity facing modern societies. Students will also gain an understanding of domestic and international factors that affect business decision making in a globalised world. Work-integrated learning is central to the unit. Students will undertake a Learning in the Workplace and Community (LiWC) project focusing on economic indicators and making comparisons between two countries. As such, they will develop critical thinking and problem solving skills as well as communication and team work skills. Vocational delivery and assessment methods inform the teaching and learning approaches in this unit. Students will build academic language, literacy and numeracy skills relevant as they engage in teaching and learning activities and assessments for the unit.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students will be able to:

1. Identify through analysis, the basic problem of scarcity facing modern societies;

2. Demonstrate the use of market dynamics models in economic reasoning to solve simple but important economic problems facing contemporary businesses; 3. Evaluate the forces that influence economic decision making for sustainable use of resources; 4. Evaluate key economic indicators relevant to business, household and government for sustainable development; 5. Apply elementary economic theories and techniques in real world business decision making and investigate the impact of government policy on proposing these decisions in a globalised world; 6. Effectively communicate the economic decision making process incorporating social, cultural and environmental objectives; and 7. Clarify key economic concepts and principles by employing appropriate academic language and numeracy skills to demonstrate economic literacy relevant for paraprofessional work in the field.

Class Contact:Onshore Delivery: This unit will have five (5) hours of face-to-face facilitated sessions per week for each semester with a minimum of two (2) hours of online activities per week. Students are required to spend at least (ten) 10 hours per week (5 hours of Lecture/Tutorials plus 5 hours of self-motivated study) reading, problem solving, completing the weekly set tasks, working in groups, conducting research and analysis, preparing report and presentation in order to successfully complete this unit. Additional time may be required for completion of assignment and assessments. Offshore Delivery: The VU course coordinator and the partner institute course coordinator will determine the most appropriate method of delivery at each offshore site in accord with the relevant quality assurance agreements.

Required Reading:A mixture of online texts, articles, videos, PowerPoints and resources will be available for the unit. There is also a Student Manual and Workbook to provide the basis for written literature. These resources are housed on the University's VU Collaborate system.

Assessment:Test, Test (0.5 hours), 20%. Assignment, Learning in the Work Place or Community (600 words), 30%. Examination, Final Examination (2 hours), 50%. NESB students will have an additional 15 minutes reading time in the Examination.

WDB1005 Information Systems

Locations:City Flinders.

Prerequisites:Nil.

Description:This unit focuses on the role and application of information systems operating in a range of contemporary business settings, and reviews a variety of organisational information systems developed to provide them with a competitive advantage. Within a simulated business environment, students will solve a range of problems, making and justifying strategic decisions by applying and interpreting complex and diverse information systems methods and procedures where considerable discretion and discipline-specific judgements are required. Decision-making will be based on a technical and theoretical knowledge of information systems concepts designed to manage the identification, acquisition, development, analysis and use of appropriate information systems, and the hardware and software technology integral to effective business information systems. Through a focus on business information systems and using vocational delivery and assessment methods, students will build and refine relevant academic language and discipline-specific literacy skills.

Credit Points: 12

Learning Outcomes:On successful completion of this unit, students will be able to: 1. Analyse fundamental concepts to extrapolate the issues and benefits of information systems; 2. Explain the nature of data, the characteristics of good quality information and the importance of knowledge in identifying, anticipating and solving problems and substantiating professional decision making; 3. Compare the potential contribution of information systems to the competitive advantage of

different organisations; 4. Apply structured problem-solving skills to determine the role, purpose and contributions of an effective information system development life cycle as it supports core dynamic business processes. Apply skills to manage data and information using personal productivity applications; and 5. Employ effective interpersonal skills to work collaboratively to research and effectively communicate an evaluative review of information systems through written and oral business presentations.

Class Contact:Onshore Delivery: This unit will have five (5) hours of face-to-face facilitated sessions per week each semester. Offshore Delivery: The VU course coordinator and the partner institute course coordinator will determine the most appropriate method of delivery at each offshore site in accord with the relevant quality assurance agreements.

Required Reading:A mixture of online texts, articles, video's and resources will be available for the unit. These resources are housed on the University's Learning Management System.

Assessment:Assignment, Group Resource Proposal (Learning in the Work Place/Community) - 1000 words, 40%. Other, Online Portfolio Review Questions – 500 words, 10%. Examination, Final Examination – 1.5 hours or 1500 words, 50%. NESB students will have an additional 15 minutes reading time in the Final Examination.

WDB1006 Marketing

Locations:City Flinders.

Prerequisites:Nil.

Description:Marketing has a dynamic focus in all business enterprises where its role is to ultimately satisfy the needs and values of a customer. Considered application of marketing principles underpin the development of successful marketing strategies; strategies that inform product, pricing, promotion and placement of goods and services into a market. The Marketing module will provide practical opportunities for students to understand key business principles and strategies that all organizations use to satisfy their customer needs and to deliver value. Students will apply consumer behaviour theories and marketing research and metrics to analyze businesses, and to identify consumer and business markets in order to develop appropriate marketing solutions. In times of constant change and globalization the importance of marketing in a social and sustainable manner will be reinforced so that marketing students can meet the challenges confronting them in their future career and employment outcomes.

Credit Points: 12

Learning Outcomes:On successful completion of this unit, students will be able to:

1. Analyse fundamental concepts, issues and benefits of marketing-related information systems; 2. Analyse how the key elements of the marketing mix contribute to an organisation's marketing strategy; 3. Compare alternative theories of consumer behaviour and contrast how they influence marketing activities; 4. Determine the practical implications of core marketing theory including marketing empirical generalisations, the Double Jeopardy and Duplication of Purchase laws; 5. Investigate marketing problems in business situations using marketing research and metrics, and effectively report, using appropriate verbal, written and visual modes of delivery; 6. Formulate basic marketing strategies that can be implemented to address marketing problems, and 7. Work collaboratively in teams to analyse, plan, design and evaluate approaches to unpredictable problems.

Class Contact:Onshore Delivery: This unit will have five (5) hours of face-to-face facilitated sessions per week each semester. Offshore Delivery: The VU course coordinator and the partner institute course coordinator will determine the most

appropriate method of delivery at each offshore site in accord with the relevant quality assurance agreements.

Required Reading: A mixture of a manual, online texts, articles, video's, PowerPoints and resources will be available for the unit. These resources are housed on the University's VU- Collaborate System.

Assessment: Assignment, SWOT Analysis (500-600 word equivalent), 20%. Project, Group Project (500-700 word equivalent), 20%. Assignment, Promotional Plan (500-700 word equivalent), 20%. Examination, Final Examination (2 hours), 40%. NESB students will have an additional 15 minutes reading time in the Examination.

WDB1007 Management

Locations: City Flinders.

Prerequisites: Nil.

Description: This unit provides students with an understanding of organisational behaviour and management theory and its application in Australia and other countries and consider communication processes, and quality of working life. Students critically assess the underlying values of these theories to determine the utility and application of management practices informed by these theories in the Australian and international context. Students will also analyse critically the values of Australian managers and managers in other cultural contexts concerning behaviour in organisations, and evaluate the impact of these on management practise. - This unit of study includes the following topics: overview of the development of organisation/management theory; analysis of scientific management, human relations theory; individual behaviour/perception, personality, learning, motivation; group behaviour: group dynamics, conflict resolution and leadership. Students will extrapolate the application of these theories, concepts and principles through structured case studies. Students will also investigate issues of gender, ethnicity and age.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students will be able to:

1. Critically analyse management practices in the Australasian and international contexts;
2. Evaluate organisation behaviour and management theory and critically analyse the underlying values of these theories;
3. Investigate the impact of management theories on practical management decision making in the Australasian and international contexts;
4. Develop skills and knowledge with regard to individual and group behaviour in the context of organisations and their environment and applying these to achieve organisational goals;
5. Apply ethical concepts in contemporary business settings and critique how they relate to the individual in a work and societal context, and
6. Communicate a contextualised knowledge and understanding of management and organisation behaviour theory and practice in written and oral form.

Class Contact: Onshore Delivery: This unit will have five (5) hours of face-to-face facilitated sessions with a minimum of two (2) hours of online activities per week. Students are required to spend at least ten (10) hours per week (5 hours of Lecture/Tutorials plus 5 hours of self-motivated study) reading, problem solving, completing the weekly set tasks, working in groups, conducting research and analysis, preparing report and presentation in order to successfully complete this unit. Offshore Delivery: The VU course coordinator and the partner institute course coordinator will determine the most appropriate method of delivery at each offshore site in accord with the relevant quality assurance agreements.

Required Reading: A mixture of online texts, articles, video's and resources will be available for the unit. These resources are housed on the University's Learning Management System.

Assessment: Other, Workbook (500 words), 10%. Assignment, Group Activity

(Learning in the Workplace) (500 words), 20%. Assignment, Research Essay (500 words), 20%. Examination, Final Examination (1.5 hours), 50%. NESB students will have an additional 15 minutes reading time in the Examination.

WDB1009 Professional Communications

Locations: City Flinders.

Prerequisites: Nil.

Description: Students will participate in both individual and team activities within a professional business framework developing strategies to solve business problems. This unit makes explicit links with other Diploma units within a problem-solving framework. It supports students in their transition to University, engaging them in student centred learning within group experiential activities and providing a challenge through an integrated, open-ended activity. Students will experience the challenges and professional flexibility required to operate in a real world business context. Through scaffolded engagement using vocational delivery and assessment methods, students will build confidence and competence in developing appropriate academic language, and relevant literacy and numeracy skills. Students will develop the critical thinking, problem solving and collaborative working skills necessary for professional and academic learning. They will experience group and teamwork, interactive class-based activities, team-based projects and a case study approach to business issues. Learning activities will be scaffolded to include team dynamics and conflict management, critical thinking, information analysis and academic skills formation applying written and presentation business communications. Learning activities will develop reflective writing on team formation and management of team conflict, peer review of teams, team based reporting, various presentation styles and formats, online group collaboration review and academic writing and referencing.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students will be able to:

1. Identify and appreciate the social, cultural, political, economic and legal dimensions on effective business practice;
2. Integrate knowledge, skills and understanding of fundamental aspects of the Diploma specialisation units within a professional business framework;
3. Define, contextualise and apply information and problem definition with a problem solving framework to develop strategies to solve business problems through an open-ended experiential learning task;
4. Communicate effectively using appropriate verbal, written and visual modes of delivery;
5. Demonstrate the cognitive and dispositional dimensions of critical thinking;
6. Reflect insightfully on learning to demonstrate personal awareness, self motivation and change readiness;
7. Identify, appreciate and develop skills, interests and motivations in individual and multidisciplinary team settings; and
8. Apply team-work skills to work collaboratively on open-ended tasks and produce timely outcomes.

Class Contact: Onshore Delivery: This unit will have seventy-five (75) contact hours per semester that is broken down into one three (3) hour and one two (2) hour class of face-to-face facilitated sessions including online activities each week over a fifteen (15) week semester. Offshore Delivery: The VU course coordinator and the partner institute course coordinator will determine the most appropriate method of delivery at each offshore site in accord with the relevant quality assurance agreements.

Required Reading: A mixture of online texts, articles, video's and resources will be available for the unit. These resources are housed on the University's Learning Management System.

Assessment: Other, Online Portfolio Review Questions (450 words), 15%. Journal, Task Reflective Journal Portfolio (600 words), 20%. Report, Report / Business Plan (Learning in the Workplace/Community)-Group (750 words per team), 25%.

Assignment, Business Plan Presentation (Learning in the Workplace/Community)-
Group (300 words equivalent per team member), 10%. Examination, Individual
Examination (1 hour), 30%. NESB students will have an additional 15 minutes
reading time in the Examination.

