

Accounting, International Business & International Business Management

NMIT

NMIT is one of the largest and most successful government funded providers of tertiary education located in Melbourne. It provides a comprehensive range of accredited courses from certificate to bachelor degree in both Australia and overseas. NMIT is primarily a teaching institution with an applied research culture that supports teaching, learning and assists industry and economic development. NMIT offers a wide range of specialist business programs at certificate, diploma, advanced diploma and associate degree levels.

ASSOCIATE DEGREES

These courses are for people who wish to gain industry relevant skills by combining practical training with theory in a supportive learning environment. Graduates of the associate degrees have the opportunity to further their studies at a bachelor degree or post-graduate level with one of many NMIT partner universities or other institutes.

TEACHING STAFF

The associate degrees are taught by qualified academic staff supported by highly experienced industry practitioners.

THE LEARNING ENVIRONMENT

- A supportive learning environment with small classes and supervised hands-on experience.
- Practical involvement with industry through NMIT's industry partners.
- A combination of theory and its application in industry, supported by academic staff and industry practitioners.

FEE-HELP

FEE-HELP is a loan given to eligible fee-paying students to help pay part or all of their tuition fees.

Eligibility requirements

To be eligible for a FEE-HELP loan for a unit of study you must be:

- an Australian Citizen, or
- the holder of a permanent humanitarian visa who will be a resident in Australia for the duration of the unit, or
- the holder of a permanent visa who is undertaking bridging study for overseas-trained professionals and will be a resident in Australia for the duration of the unit.

Full details on FEE-HELP are available from the website:

www.goingtouni.gov.au

or contact NMIT on **(03) 9269 1494**.



ASSOCIATE DEGREE IN ACCOUNTING

Course Code: HEBSACC

CRICOS Code: 055804J

COURSE LOCATION AND CONTACT INFORMATION

Faculty of Business - Higher Education

Preston campus

Phone: +61 3 9269 1494

e-mail: commerce@nmit.vic.edu.au

COURSE DESCRIPTION

The NMIT Associate Degree in Accounting is designed to provide both academic knowledge and high-level vocational skills to meet the needs of the accounting and finance industries, organisations and the broader business community. The Associate Degree in Accounting was developed in conjunction with industry, professional accounting bodies and universities. This qualification can also be used as a pathway for further education and training at undergraduate or postgraduate levels.

The Associate Degree in Accounting will provide participants with knowledge and skills in a number of areas relevant to all businesses. The course includes the study of general business topics such as law, information management, economics, statistics and management, as well as specialist topics in the areas of accounting information systems, risk management and corporate governance, management accounting, company law, corporate accounting, financial management and taxation law and compliance. Professional practice is included in the course to meet the demands of employers for graduates who have relevant work experience and who are therefore 'work ready'.

CAREER OPPORTUNITIES

Vocational outcomes for graduates include general accounting, payroll, accounts receivable and payable, finance, management accounting and general management.

The course will enable graduates to work within a number of industry sectors such as, manufacturing, retail, hospitality and tourism, arts and entertainment, information technology, health, agriculture, mining, finance, insurance, communications, government, not for profit organisations, community and education.

COURSE DURATION

Full-time: 2 years or part-time equivalent.

COURSE COMMENCEMENT DATES

Please refer to the NMIT Higher Education Academic Calendar available at www.nmit.vic.edu.au/highered/calendar





Accounting

ENTRANCE REQUIREMENTS

- Year 12 VCE or equivalent with English, or
- TAFE Diploma course in financial services, accounting or equivalent, or
- Relevant industry experience
- An additional requirement for international students is International English Language Testing System (IELTS) Level 6.

APPLICATION PROCEDURES

Domestic Students

Apply through VTAC

Contact the Commerce Department for further information

e-mail: commerce@nmit.vic.edu.au

International Students

Apply through NMIT's International Office

e-mail: international@nmit.vic.edu.au

SKILLS RECOGNITION - EXEMPTIONS/TRANSFERS

Recognition of Current Competencies (RCC) may be available based on skills and knowledge already acquired by the applicant through previous study or equivalent studies of a similar standard at another institution or from various work and life skills.

PATHWAYS TO FURTHER STUDY

Students who successfully complete the Associate Degree in Accounting may be granted up to 16 subjects credit in a number of business bachelor degrees, e.g. Bachelor of Commerce (majoring in Accounting or Financial Management), with NMIT's partner universities or other institutes.

The course enables students to maximise their learning and career opportunities by initially gaining a two year higher education qualification and then articulating to a bachelor or higher degree at a later stage.

Contact NMIT for further information regarding articulation pathways with our partner universities.

PROFESSIONAL MEMBERSHIP

Opportunities exist for graduates to apply for membership with CPA Australia and the National Institute of Accountants. Please refer to the relevant professional bodies for specific membership requirements.

TUITION FEES

Year 1 - AUD\$12,000

Year 2 - AUD\$12,000

Above tuition fees are for full-time study. Part-time fees per year depend on subjects chosen.

Part-time study is available for domestic students only.

FEE-HELP is available for eligible students enrolled in this course.



COURSE OUTLINE

YEAR 1 SEMESTER 1

ADA101 Introduction to Business Law (Core)

55 Total contact hours

The purpose of this subject is to provide an overview of the Australian legal and judicial system in Australia. This subject includes an analysis of the Australian Constitution and legal system, and the laws applying to contracts, torts and the information economy.

The student will demonstrate knowledge of law developed in this subject by identifying, analysing and discussing the statutory obligations of different types of business structures such as a sole traders, partnerships or companies. The use of case law, relevant legislation and statutes will allow students to develop knowledge and skills in evaluating and identifying core issues in a range of business contexts especially from an accounting perspective. The student will also demonstrate knowledge through the appropriate use of the language and processes of law.

ADA102 Accounting 1 (Core)

55 Total contact hours

The purpose of this subject is to introduce the student to the concepts of accounting and management decision making. The subject will develop knowledge of the accounting profession, career options, regulatory bodies, accounting standards, regulations and legislative framework that operates in the accounting industry in Australia. This subject provides the student with knowledge and skills to apply basic accounting theory and decision-making in a business context.

The subject provides the student with knowledge and skills to prepare and present financial statements including income statements, balance sheets, cash flow statements and statements of changes in equity. The student will gain knowledge of the framework for the preparation and presentation of financial statements as well as the relevant Accounting Standards, the underlying assumptions of accounting reports and the reporting requirements needed to make effective management decisions.

The student will develop knowledge of the accounting systems and processes, especially accrual accounting, required to produce financial reports. The student is required to demonstrate an ability to record transactions, adjust accounts and prepare financial statements. The student will also gain knowledge in taxation and other legislative requirements relevant to this level of study.

Both manual and computerised accounting systems will be used to provide the student with knowledge of the different types of accounting processes used in business.

ADA103 Information Management (Core)

55 Total contact hours

The purpose of this subject is to provide an overview of information and knowledge management systems appropriate for a small to medium sized enterprise. The student will develop knowledge and skills to identify, recommend and apply appropriate strategies to access, evaluate, manage, store and disseminate data, information and knowledge.

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This subject will also provide the student with knowledge and skills to efficiently undertake secondary research. These skills are used throughout the course and as such are an important aspect of the student's learning in this subject.

The use of the internet and technology such as office software, web browsers and email applications are an integral part of this subject. This subject will provide the student with the knowledge and skills to efficiently use information and communication technology and to produce complex business documents and develop and present electronic presentations.

ADA104 Quantitative Methods for Business (Core)

57 Total contact hours

The purpose of this subject is to provide the student with the fundamental knowledge of business mathematics and statistics required in business, economics, accounting, finance, international trade, marketing and management. The subject will provide the student with the knowledge and skills to use statistics, ratio analysis, finance and other mathematical tools to analyse and solve a variety of business and economic problems.

The student will also acquire knowledge and skills in the use of computer software applications such as spreadsheets and statistical packages.

An emphasis will be placed on decision making and problem solving using relevant business examples. The use of empirical data will provide the student with the opportunity to understand contemporary analytical methodologies in areas such as market research, company performance and stock market analysis.

YEAR 1 SEMESTER 2

ADA105 Accounting 2 (Core)

55 Total contact hours

The purpose of this subject is to extend the student's knowledge in the theory and application of accounting developed in Accounting 1.

This subject focuses on specific areas of accounting such as cost and management accounting for both manufacturing and nonmanufacturing entities, financial planning and control, external reporting requirements, performance evaluation, and assets and liabilities. The student also develops knowledge of accounting specific to the retailing and services sector.

Relevant taxation and other legislative requirements are also examined along with the ethical issues related to the practise of accounting in today's business environment.

ADA106 Accounting Information Systems (Core)

55 Total contact hours

The purpose of this subject is to examine accounting information systems used by businesses. The student will develop knowledge to critically analyse the evaluation, selection and implementation of both manual and computerised accounting information systems.

The subject provides the student with the skills to competently use computerised and manual accounting systems using a variety of software applications and manual record keeping systems.

The student will analyse transaction cycles, taxation and GST, preparation and presenting of reports, internal control, security

and assurance, web-based systems and e-commerce as they apply to accounting information systems. The student will also gain skills in the use of online tax lodgement systems and processes.

ADA107 Microeconomics (Core)

57 Total contact hours

The purpose of this subject is to develop knowledge of microeconomic theories, models and policies. The subject will include an examination of microeconomic theories such as supply and demand, elasticity, production and consumer choice and microeconomic models such as perfect competition, monopolies, monopolistic competition and oligopolies. Economic policies such as market regulation and economic reform are comprehensively discussed. The student will acquire knowledge and skills to measure and analyse microeconomic factors and analyse their impact on the Australian economy.

ADA108 Management Principles (Core)

55 Total contact hours

The purpose of this subject is to provide an introduction to the concepts, principles and theories of contemporary management practice. The subject examines management theories applicable to a variety of organisational structures. These organisations may include commercial enterprises, government departments, political parties, educational institutions and so on. The role of the manager in areas such as leadership, motivation, networking, entrepreneurship and managing in a diverse environment is also examined.

Managers work in a changing corporate environment and topics such as risk management, change management and managing in a knowledge economy are analysed and discussed. The manager's role in creating and adding value in the corporate environment is emphasised throughout the subject.

YEAR 2 SEMESTER 1

ADA200 Professional Practice (Core)

85 Total contact hours (including a minimum of 80 hours work placement)

The purpose of the Professional Practice is to apply knowledge and skills acquired in lectures, tutorials and research in practical placement.

Professional Practice is designed to achieve three objectives. The first is to provide a practical context to apply the theory gained during the lectures, tutorials and research. The second objective is to provide the student with an opportunity to compare and evaluate the knowledge gained in their first year of studies with what is actually taking place in practice. The third objective is to provide the student with the opportunity to develop workplace skills and experience that are important when seeking employment.

Professional Practice is structured to provide the student with experience in a variety of accounting specialisations such as tax, bookkeeping, payroll, accounts receivable and payable and management accounting.

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ADA201 Macroeconomics (Core)

55 Total contact hours

The purpose of this subject is to examine macroeconomic theories, models and policies. Macroeconomics builds on the knowledge and skills developed in Microeconomics. Economic factors such as aggregate income, unemployment, inflation, the balance of payments, exchange rates, money, and macroeconomic policy are comprehensively analysed. The student will develop knowledge and skills to critically analyse Australian economic policies and their affect on the private and public sectors. The subject will also examine a range of global economic factors that have an impact on the Australian economy.

ADA202 Risk Management and Corporate Governance (Core)

55 Total contact hours

The purpose of this subject is to provide the student with knowledge and philosophy of risk management and corporate governance. The knowledge and skills gained can be applied to all levels of management and types of businesses. The study of risk management is initially undertaken from a generalist perspective, where the theory and underpinning knowledge and principles are discussed. A specific focus will then be applied to the financial services sector especially in reference to ASX Corporate Governance Council Principle 7 "Recognise and manage risk".

Risk analysis and evaluation using quantitative and qualitative methodologies are thoroughly discussed to ensure that students are able to look at risk assessment from a technical perspective.

Corporate governance and internal control provides the student with an understanding of the role and responsibility of organisations, from SME's to listed companies, to adopt and implement accepted corporate governance principles (i.e. discipline, transparency, independence etc). The student will gain knowledge in the processes and management of corporate governance and internal control, fraud prevention and detection and the audit processes to meet compliance with applicable legislation, regulations and internal policies.

ADA203 Management Accounting (Core)

55 Total contact hours

The purpose of this subject is to examine management and cost accounting principles and their application for both manufacturing and non-manufacturing firms (including retailers and service providers). This subject will extend the student's knowledge and skills gained in Accounting 2 specifically in the areas of cost and management accounting.

Analysis, planning, control, management and decision-making form key aspects of this subject. The student will develop knowledge of and skills in designing, developing and implementing costing and management accounting models applicable to a variety of organisation types. The student will gain knowledge and understanding in the application of the relevant Accounting Standards that apply in this context.

The student will develop knowledge of advanced theoretical elements of management and cost accounting and analysis techniques. This will provide the student with a conceptual framework to critically analyse and evaluate the operation and

management of a firm. The student will develop the knowledge and skills to make well informed decisions that are strategic and provide competitive advantage to the firm in both the short and medium terms.

ADA204 Company Law (Core)

55 Total contact hours

The purpose of this subject is to examine the legislation and statutes applicable to companies and to a lesser extent, sole proprietors, partnerships and trusts. This subject builds on studies in Introduction to Business Law, placing greater emphasis on legislative requirements, relevant statutes, compliance, procedures, responsibilities and risk management within a corporate business environment. This subject will provide the student with the knowledge and skills to examine the key elements of company law from a historical, social and legislative perspective. The student will compare different aspects of company law as it relates to organisations in a variety of business contexts and propose and validate appropriate strategies subject to the requirements of the business and the relevant legislative, statutory and social frameworks.

YEAR 2 SEMESTER 2

ADA205 Corporate Accounting

55 Total contact hours

The purpose of this subject is to examine corporate accounting theory, principles and application. The student will develop knowledge of the legislative and compliance frameworks and the relevant Accounting Standards. The student will acquire skills to produce financial statements and reports that will meet the requirements of these frameworks and standards.

The student will extend their knowledge gained in previous accounting subjects specifically in the areas of developing accounting and financial statements and reports for corporations, associations and listed companies, consolidation accounting, the equity method of accounting and accounting for income tax.

The student will also develop knowledge of the impact on organisational change especially in the case of mergers, acquisitions and company dissolution both at a local and international level. This will include knowledge of foreign trading and overseas operations, which will provide the student with a comprehensive understanding of operating a business in a variety of trading contexts.

ADA206 Financial Management (Core)

55 Total contact hours

The purpose of this subject is to examine financial management theories, principles and their application in a business context. The student will develop the capacity to identify, evaluate and propose strategies that will allow organisations to comply with relevant legislative and accounting frameworks while also maximising returns on investment for the organisation's shareholders. Knowledge of internal control systems, risk management, funding models, investment options and performance analysis procedures and methodologies will provide the student with the theoretical

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knowledge that is necessary to exhibit due diligence and corporate accountability.

ADA207 Taxation Law and Compliance (Core)

55 Total contact hours

The purpose of this subject is to examine the legal framework and statutory provisions underpinning the Australian taxation system with a focus on the Income Tax Assessment Act and relevant case law. The student will develop knowledge of taxation concepts including PAYGE, company / corporate / partnership tax, superannuation, GST, fringe benefits, capital gains tax, tax planning and trusts. The subject examines the appeals process and relevant anti-avoidance provisions within the relevant Acts. The student will be required to interpret and apply relevant taxation legislation and determine the tax applicable in a variety of business situations.

The subject provides a legal framework and context for studies in accounting and provides the student with the knowledge to make informed decisions in areas of taxation law and the compliance issues impacting businesses and individuals.

ADA208 Contemporary Issues in Accounting (Core)

52 Total contact hours

The purpose of this subject is to examine contemporary and emerging issues in accounting both nationally and internationally.

This examination will include, but is not be limited to, the development of Accounting Standards and legislation, including the Income Tax Assessment Act, Corporations Act and Risk Management Standard. The subject will also examine the impact to businesses of these changes.

The subject will provide the student with the opportunity to critically analyse and discuss the role of the accountant in business and society.

ASSESSMENT METHODS

The method of assessment may include a combination of examinations, assignments, tests, group and individual reports and projects, essays, practical tasks, literature reviews, journals, presentations, interviews, case studies and class participation.

MATERIALS

Students will be required to purchase prescribed textbooks and other materials as detailed in the Associate Degree in Accounting booklist. The class teacher, as required, will provide additional resources once the course commences.

QUALIFICATION

As part of the Australian Qualifications Framework this course is nationally recognised. On successful completion students will be awarded the Associate Degree in Accounting.

ASSOCIATE DEGREE IN INTERNATIONAL BUSINESS

Course Code: HEBSINTB

CRICOS Code: 057567A

COURSE LOCATION AND CONTACT INFORMATION

Faculty of Business - Higher Education

Preston campus

Phone: +61 3 9269 1494

e-mail: commerce@nmit.vic.edu.au

COURSE DESCRIPTION

NMIT's Associate Degree in International Business is designed to provide both academic knowledge and high level vocational skills to meet the needs of both local and multinational organisations and the broader business community. The Associate Degree in International Business was developed in consultation with industry, government agencies, professional bodies and universities to meet the growing demand for graduates skilled in international business and trade. The qualification can also be used as a pathway for further education and training at undergraduate or postgraduate levels.

The Associate Degree in International Business will provide participants with knowledge and skills in a number of areas relevant to all businesses. The course includes the study of general business topics such as law, economics, accounting and finance, statistics, e-business, marketing and management, as well as specialist topics in the areas of international business and trade, cross cultural communication, international business law, supply chain management, and international trade conventions and agreements. Professional practice is included in the course to meet the demands of employers for graduates who have relevant work experience and who are therefore 'work ready'.

CAREER OPPORTUNITIES

Vocational outcomes for graduates include import and export facilitation and management, international trade development, transport and logistics management, trade brokerage, product management and international marketing management.

The broad nature of the course will enable graduates to work within a number of industry sectors such as, manufacturing, hospitality and tourism, arts and entertainment, information technology, health, agriculture, mining, finance, insurance, communications, government, not for profit organisations and education.

COURSE DURATION

Full-time: 2 years or part-time equivalent.

COURSE COMMENCEMENT DATES

Please refer to the NMIT Higher Education Academic Calendar available at www.nmit.vic.edu.au/highered/calendar



International Business

ENTRANCE REQUIREMENTS

- Year 12 VCE or equivalent with English, or
- TAFE Diploma course in marketing, international business, management, human resources management or equivalent, or
- Relevant industry experience
- An additional requirement for international students is International English Language Testing System (IELTS) Level 6.

APPLICATION PROCEDURES

Domestic Students

Apply through VTAC

Contact the Commerce Department for further information

e-mail: commerce@nmit.vic.edu.au

International Students

Apply through NMIT's International Office

e-mail: international@nmit.vic.edu.au

SKILLS RECOGNITION - EXEMPTIONS/TRANSFERS

Recognition of Current Competencies (RCC) may be available based on skills and knowledge already acquired by the applicant through previous study or equivalent studies of a similar standard at another institution or from various work and life skills.

PATHWAYS TO FURTHER STUDY

Students who successfully complete the Associate Degree in International Business may be granted up to 16 subjects credit in a number of business bachelor degrees, e.g. Bachelor of International Business or the Bachelor of Business (majoring in management, marketing or HRM), with NMIT's partner universities or other institutes.

The course enables students to maximise their learning and career opportunities by initially gaining a two year higher education qualification and then articulating to a bachelor or higher degree at a later stage.

Contact NMIT for further information regarding articulation pathways with our partner universities.

TUITION FEES

Year 1 - AUD\$12,000

Year 2 - AUD\$12,000

Above tuition fees are for full-time study. Part-time fees per year depend on subjects chosen.

Part-time study is available for domestic students only.

FEE-HELP is available for eligible students enrolled in this course.





COURSE OUTLINE

YEAR 1 SEMESTER 1

ADIB101 Introduction to Business Law (Core)

55 Total contact hours

The purpose of this subject is to provide an overview of the Australian legal and judicial system in Australia. This subject includes an analysis of the Australian Constitution and legal system and laws applying to contracts, torts and the information economy.

The student will demonstrate knowledge of law gained in this subject by identifying, analysing and discussing the statutory obligations of different types of business structures such as sole traders, partnerships or companies. The use of case law, relevant legislation and statutes will allow students to develop their knowledge and skills in evaluating and identifying core issues in a range of business contexts especially from a management perspective. The student will also demonstrate their knowledge through the appropriate use of the language and processes of law.

ADIB102 Management Principles (Core)

55 Total contact hours

The purpose of this subject is to provide an introduction to the concepts, principles and theories of contemporary management practice. The subject examines management theories applicable to a variety of organisational structures. These organisations may include commercial enterprises, government departments, political parties, educational institutions and so on. The role of the manager in areas such as leadership, motivation, networking, entrepreneurship and managing in a diverse environment is also examined.

Managers work in a changing corporate environment and topics such as risk management, change management and managing in a knowledge economy are analysed and discussed. The manager's role in creating and adding value in the corporate environment is emphasised throughout the subject.

ADIB103 Information Management (Core)

55 Total contact hours

The purpose of this subject is to provide an overview of information and knowledge management systems appropriate for a small to medium sized enterprise. The student will develop knowledge and skills to identify, recommend and apply appropriate strategies to access, evaluate, manage, store and disseminate data, information and knowledge.

This subject will also provide the student with knowledge and skills to efficiently undertake secondary research. These skills are used throughout the course and as such are an important aspect of the student's learning in this subject.

The use of the internet and technology such as office software, web browsers and email applications are an integral part of this subject. This subject will provide the student with the knowledge and skills to efficiently use information and communication technology and to produce complex business documents and develop and present electronic presentations.



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ADIB104 Statistics and Forecasting Methodologies (Core) **57 Total contact hours**

The purpose of this subject is to provide the student with the fundamental knowledge of business mathematics, forecasting methodologies and statistics required in business, economics, accounting, finance, international trade, marketing and management. The subject will provide the student with the knowledge and skills to use statistics, ratio analysis, finance and other mathematical tools to analyse and solve a variety of business and economic problems.

The student will also acquire knowledge and skills in the use of computer software applications such as spreadsheets and statistical packages.

An emphasis will be placed on decision making and problem solving using relevant business examples. The use of empirical data will provide the student with the opportunity to understand contemporary analytical methodologies in areas such as market research, company performance and stock market analysis.

YEAR 1 SEMESTER 2

ADIB105 Marketing Principles (Core) **57 Total contact hours**

The purpose of this subject is to provide an overview of the concepts, philosophy and practice of marketing.

The student will develop knowledge of marketing by identifying, analysing and discussing the application of marketing concepts and theory in a range of business contexts. The subject includes topics such as consumer behaviour, marketing research, product marketing, services marketing, marketing strategy, ethics, marketing law, direct marketing and e-Commerce. The use of both local and international marketing examples will provide the student with a broad perspective of contemporary marketing thought and practice currently being used by a range of organisations. The development of a marketing plan will demonstrate the application of knowledge and skills gained in this subject.

ADIB106 Business Environment - Asia (Core) **55 Total contact hours**

This subject will provide the student with knowledge of the business environment, management and marketing practices of countries within the Asian region.

Understanding the differences, similarities and specific characteristics that exist within and between countries is key to the effective development and implementation of international business strategies.

The subject will include an analysis of the cultural, political, legal and economic systems, business practices and international agreements and relationships of selected countries within the Asian region. The student will also develop knowledge and skills in international and cross-cultural business negotiations.

ADIB107 Microeconomics (Core) **57 Total contact hours**

The purpose of this subject is to develop knowledge of microeconomic theories, models and policies. The subject will



include an examination of microeconomic theories such as supply and demand, elasticity, production and consumer choice and microeconomic models such as perfect competition, monopolies, monopolistic competition and oligopolies. Economic policies such as market regulation and economic reform are comprehensively discussed. The student will acquire knowledge and skills to measure and analyse microeconomic factors and analyse their impact on the local economy.

ADIB108 Accounting for Managers (Core)

57 Total contact hours

The purpose of this subject is to introduce the student to the concepts of accounting and management decision making. The subject will develop knowledge of the accounting regulatory bodies, accounting standards, regulations and legislative framework that operates in the accounting industry in Australia. This subject provides the student with knowledge and skills to apply basic accounting theory and decision-making in a business context.

The subject provides the student with knowledge and skills to interpret income statements and balance sheets for a variety of business types. Other reports such as the statement of owner's equity, statement of changes to equity, statement of cash flows and the underlying assumptions of accounting reports will also be covered to provide the student with an understanding of the reporting requirements needed to make effective management decisions.

An introduction to finance, capital and investment theory will provide the student with a grounding for further studies in international investment strategy in the second year of the course.

The student will develop knowledge of business analysis, financial planning, business mathematics, performance management and costing principles so as to make effective short and long-term planning and management decisions.

The student will also gain knowledge in taxation and other legislative requirements relevant to this level of study.

YEAR 2 SEMESTER 1

ADIB200 Professional Practice (Core)

85 Total contact hours (including a minimum of 80 hours work placement)

The purpose of the Professional Practice is to apply knowledge and skills acquired in lectures, tutorials and research in practical placement.

Professional Practice is designed to achieve three objectives. The first is to provide a practical context to apply the theory gained during the lectures, tutorials and research. The second objective is to provide the student with an opportunity to compare and evaluate the knowledge gained in the first year of studies with what is actually taking place in practice. The third objective is to provide the student with the opportunity to develop workplace skills and experience that are important when seeking employment.



ADIB201 Macroeconomics (Core)

55 Total contact hours

The purpose of this subject is to examine macroeconomic theories, models and policies. Macroeconomics builds on the knowledge and skills developed in Microeconomics. Economic factors such as aggregate income, unemployment, inflation, the balance of payments, exchange rates, money, and macroeconomic policy are comprehensively analysed. The student will develop knowledge and skills to critically analyse economic policies and their affect on the private and public sectors. The subject will also examine a range of global economic factors that have an impact on the local national economy.

ADIB202 International Business (Core)

55 Total contact hours

The purpose of this subject is to provide an introduction to the concepts, theory, philosophy and practice of international business, trade and investment.

The student will gain knowledge of both early and contemporary trade patterns and agreements, international trade and investment theories and strategies and international trade institutions and conventions.

Application of this knowledge, in a variety of business contexts, will provide the student with a perspective of the issues, risks and benefits facing an organisation wishing to trade internationally.

ADIB203 International Marketing and Management (Core)

55 Total contact hours

The purpose of this subject is to provide the student with the knowledge and skills to identify, research, market and manage international trade and investment opportunities.

The subject will include the application of theoretical knowledge to provide the student with the ability to undertake the research to prepare a feasibility study for a new business opportunity. The feasibility study will take into consideration such factors as the social, legal, political, cultural, environmental and competitive factors that impact an organisation's ability to successfully trade and manage their operations internationally. Once the feasibility study has been completed, the student will then be required to identify the management, marketing and organisational issues required to implement their business opportunity from both a local and international perspective.

ADIB204 International Business Law (Core)

57 Total contact hours

The purpose of this subject is to provide the student with knowledge of the law that applies to international trade specifically international contracts, the international carriage of goods, financing and investment and conflict resolution of commercial contracts. The student will develop knowledge of international conventions and treaties, harmonization of law between jurisdictions, international and regional trade agreements, and the impact of organisations such as the World Trade Organisation. Contemporary issues such as e-commerce, technology, intellectual property and counter terrorism will also be discussed.



YEAR 2 SEMESTER 2

ADIB205 Business Environment - European Union (Elective)

55 Total contact hours

The purpose of this subject is to provide an overview of the European business environment with a specific focus on the European Union (EU) and selected member countries.

The subject will include an analysis of the cultural, political, legal and economic systems; management, marketing and business practices; environmental and social issues; international agreements and relationships of selected EU member countries.

The student will also develop knowledge and skills in international and cross-cultural business negotiations relevant to the region.

or

ADIB206 Financial Management (Elective)

55 Total contact hours

The purpose of this subject is to examine financial management theories, principles and their application in a business context. The student will develop the capacity to identify, evaluate and propose strategies that will allow organisations to comply with relevant legislative and accounting frameworks while also maximising returns on investment for the organisation's shareholders.

Knowledge of internal control systems, risk management, funding models, investment options and performance analysis procedures and methodologies will provide the student with the theoretical knowledge that is necessary to exhibit due diligence and corporate accountability.

ADIB207 Supply Chain Management and e-Business (Core)

55 Total contact hours

The purpose of this subject is to provide knowledge of the concepts, principles and theory of supply chain management and logistics. The student will also gain knowledge of relevant e-Business and other emerging technologies as they apply to supply chain management strategies and practice.

Supply chain management provides businesses with cost effective and profitable strategies to ensure accurate demand forecasting; coordination of materials procurement, transport, materials handling, logistics and warehousing; management of the distribution chain; value adding; performance measurement; and customer satisfaction.

The student will apply this knowledge to research and develop supply chain management and e-Business strategies that will meet the needs of SME's wishing to market their products to wholesalers, retailers and / or end users and develop efficient materials handling, transport, logistics and procurement processes.

ADIB208 International Trade Agreements, Legislation and Compliance (Core)

57 Total contact hours

The purpose of this subject is to provide the student with knowledge of international trade agreements, relevant international trade legislation and compliance requirements for the export and / or import of products and services. This subject will extend the student's knowledge of laws relating to international



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trade and will provide the student with the skills to apply and interpret the law in a range of business contexts.

This subject will include topics on specific legislation and statutory requirements for packaging, labelling, insurance, customs, documentation, quarantine, transport and finance, especially the relevant compliance requirements required for the export and import of goods and services.

This subject will also provide students with knowledge of international agreements and institutions such as the World Trade Organisation (including agreements such as the Doha round); regional trade agreements and free trade agreements; trading arrangements such as joint ventures, licensing agreements, foreign direct investment, intellectual property, international agents and brokers; and emerging issues such as international agreements on counter terrorism and e-commerce.

ADIB209 Contemporary Issues in International Business and Trade (Core)

52 Total contact hours

The purpose of this subject is to examine contemporary and emerging issues in international business and trade both nationally and internationally.

The subject will cover issues concerning free trade agreements and regional and global trade policies, changes to international trade agreements, and compliance, WTO, globalisation, industry restructure both locally and internationally, communications, harmonization of standards and legislation, emerging markets, liberalisation of trade policies, the impact on society and culture and so on.

The subject will provide the student with the opportunity to critically analyse and discuss the role of international trade, investment and business to business and society.

ASSESSMENT METHODS

The method of assessment may include a combination of examinations, assignments, tests, group and individual reports and projects, essays, practical tasks, literature reviews, journals, presentations, interviews, case studies and class participation.

MATERIALS

Students will be required to purchase prescribed textbooks and other materials as detailed in the Associate Degree in International Business booklist. The class teacher, as required, will provide additional resources once the course commences.

QUALIFICATION

As part of the Australian Qualifications Framework this course is nationally recognised. On successful completion students will be awarded the Associate Degree in International Business.

ASSOCIATE DEGREE IN INTERNATIONAL BUSINESS MANAGEMENT

Course Code: HEBSINTBM

CRICOS Code: 057568M

COURSE LOCATION AND CONTACT INFORMATION

Faculty of Business - Higher Education

Preston campus

Phone: +61 3 9269 1494

e-mail: commerce@nmit.vic.edu.au

COURSE DESCRIPTION

NMIT's Associate Degree in International Business Management is designed to provide both academic knowledge and high level vocational skills to meet the needs of both local and multinational organisations and the broader business community. The Associate Degree in International Business Management was developed in consultation with industry, government agencies, professional bodies and universities to meet the growing demand for graduates skilled in international business and management. This qualification can also be used as a pathway for further education and training at undergraduate or postgraduate levels.

The Associate Degree in International Business Management will provide participants with knowledge and skills in a number of areas relevant to all businesses. The course includes the study of general business topics such as law, economics, accounting and finance, statistics, marketing and management, as well as specialist topics in the areas of cross cultural communication, international marketing and management, organisational behaviour, risk management, corporate governance, change management and human resource management. Professional practice is included in the course to meet the demands of employers for graduates who have relevant work experience and who are therefore 'work ready'.

CAREER OPPORTUNITIES

Vocational outcomes for graduates include human resource and personnel management, supervision, operations management, general business and marketing management.

The broad nature of the course will enable graduates to work within a number of industry sectors such as, manufacturing, hospitality and tourism, arts and entertainment, information technology, health, agriculture, mining, finance, insurance, communications, government, not for profit organisations and education.

COURSE DURATION

Full-time: 2 years or part-time equivalent.

COURSE COMMENCEMENT DATES

Please refer to the NMIT Higher Education Academic Calendar available at www.nmit.vic.edu.au/highered/calendar



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ENTRANCE REQUIREMENTS

- Year 12 VCE or equivalent with English, or
- TAFE Diploma course in marketing, international business, management, human resources management or equivalent, or
- Relevant industry experience
- An additional requirement for international students is International English Language Testing System (IELTS) Level 6.

APPLICATION PROCEDURES

Domestic Students

Apply through VTAC

Contact the Commerce Department for further information

e-mail: commerce@nmit.vic.edu.au

International Students

Apply through NMIT's International Office

e-mail: international@nmit.vic.edu.au

SKILLS RECOGNITION - EXEMPTIONS/TRANSFERS

Recognition of Current Competencies (RCC) may be available based on skills and knowledge already acquired by the applicant through previous study or equivalent studies of a similar standard at another institution or from various work and life skills.

PATHWAYS TO FURTHER STUDY

Students who successfully complete the Associate Degree in International Business Management may be granted up to 16 subjects credit in a number of business bachelor degrees, e.g. Bachelor of International Business or the Bachelor of Business (majoring in management, marketing or HRM), with NMIT's partner universities or other institutes.

The course enables students to maximise their learning and career opportunities by initially gaining a two year higher education qualification and then articulating to a bachelor or higher degree at a later stage.

Contact NMIT for further information regarding articulation pathways with our partner universities.

TUITION FEES

Year 1 - AUD\$12,000

Year 2 - AUD\$12,000

Above tuition fees are for full-time study. Part-time fees per year depend on subjects chosen.

Part-time study is available for domestic students only.

FEE-HELP is available for eligible students enrolled in this course.





COURSE OUTLINE

YEAR 1 SEMESTER 1

ADIBM101 Introduction to Business Law (Core)

55 Total contact hours

The purpose of this subject is to provide an overview of the Australian legal and judicial system in Australia. This subject includes an analysis of the Australian Constitution and legal system and laws applying to contracts, torts and the information economy.

The student will demonstrate their knowledge of law gained in this subject by identifying, analysing and discussing the statutory obligations of different types of business structures such as a sole traders, partnerships or companies. The use of case law, relevant legislation and statutes will allow students to develop their knowledge and skills in evaluating and identifying core issues in a range of business contexts especially from a management perspective. The student will also demonstrate their knowledge through the appropriate use of the language and processes of law.

ADIBM102 Management Principles (Core)

55 Total contact hours

The purpose of this subject is to provide an introduction to the concepts, principles and theories of contemporary management practice. The subject examines management theories applicable to a variety of organisational structures. These organisations may include commercial enterprises, government departments, political parties, educational institutions and so on. The role of the manager in areas such as leadership, motivation, networking, entrepreneurship and managing in a diverse environment is also examined.

Managers work in a changing corporate environment and topics such as risk management, change management and managing in a knowledge economy are analysed and discussed. The manager's role in creating and adding value in the corporate environment is emphasised throughout the subject.

ADIBM103 Information Management (Core)

55 Total contact hours

The purpose of this subject is to provide an overview of information and knowledge management systems appropriate for a small to medium sized enterprise. The student will develop knowledge and skills to identify, recommend and apply appropriate strategies to access, evaluate, manage, store and disseminate data, information and knowledge.

This subject will also provide the student with knowledge and skills to efficiently undertake secondary research. These skills are used throughout the course and as such are an important aspect of the student's learning in this subject.

The use of the internet and technology such as office software, web browsers and email applications are an integral part of this subject. This subject will provide the student with the knowledge and skills to efficiently use information and communication technology and to produce complex business documents and develop and present electronic presentations.



ADIBM104 Statistics and Forecasting Methodologies (Core)

57 Total contact hours

The purpose of this subject is to provide the student with the fundamental knowledge of business mathematics, forecasting methodologies and statistics required in business, economics, accounting, finance, international trade, marketing and management. The subject will provide the student with the knowledge and skills to use statistics, ratio analysis, finance and other mathematical tools to analyse and solve a variety of business and economic problems.

The student will also acquire knowledge and skills in the use of computer software applications such as spreadsheets and statistical packages.

An emphasis will be placed on decision making and problem solving using relevant business examples. The use of empirical data will provide the student with the opportunity to understand contemporary analytical methodologies in areas such as market research, company performance and stock market analysis.

YEAR 1 SEMESTER 2

ADIBM105 Marketing Principles (Core)

57 Total contact hours

The purpose of this subject is to provide an overview of the concepts, philosophy and practice of marketing.

The student will develop knowledge of marketing by identifying, analysing and discussing the application of marketing concepts and theory in a range of business contexts. The subject includes topics such as consumer behaviour, marketing research, product marketing, services marketing, marketing strategy, ethics, marketing law, direct marketing and e-Commerce. The use of both local and international marketing examples will provide the student with a broad perspective of contemporary marketing thought and practice currently being used by a range of organisations. The development of a marketing plan will demonstrate the application of knowledge and skills gained in this subject.

ADIBM106 Business Environment - Asia (Core)

55 Total contact hours

This subject will provide the student with knowledge of the business environment, management and marketing practices of countries within the Asian region.

Understanding the differences, similarities and specific characteristics that exist within and between countries is key to the effective development and implementation of international business strategies.

The subject will include an analysis of the cultural, political, legal and economic systems, business practices and international agreements and relationships of selected countries within the Asian region. The student will also develop knowledge and skills in international and cross-cultural business negotiations.

ADIBM107 Microeconomics (Core)

57 Total contact hours

The purpose of this subject is to develop knowledge of

microeconomic theories, models and policies. The subject will include an examination of microeconomic theories such as supply and demand, elasticity, production and consumer choice and microeconomic models such as perfect competition, monopolies, monopolistic competition and oligopolies. Economic policies such as market regulation and economic reform are comprehensively discussed. The student will acquire knowledge and skills to measure and analyse microeconomic factors and analyse their impact on the local economy.

ADIBM108 Accounting for Managers (Core)

57 Total contact hours

The purpose of this subject is to introduce the student to the concepts of accounting and management decision making. The subject will develop knowledge of the accounting regulatory bodies, accounting standards, regulations and legislative framework that operates in the accounting industry in Australia. This subject provides the student with knowledge and skills to apply basic accounting theory and decision-making in a business context.

The subject provides the student with knowledge and skills to interpret income statements and balance sheets for a variety of business types. Other reports such as the statement of owner's equity, statement of changes to equity, statement of cash flows and the underlying assumptions of accounting reports will also be covered to provide the student with an understanding of the reporting requirements needed to make effective management decisions.

The student will develop knowledge of business analysis, financial planning, business mathematics, performance management and costing principles so as to make effective short and long-term planning and management decisions.

The student will also gain knowledge in taxation and other legislative requirements relevant to this level of study.

YEAR 2 SEMESTER 1

ADIBM200 Professional Practice (Core)

85 Total contact hours (including a minimum of 80 hours work placement)

The purpose of the Professional Practice is to apply knowledge and skills acquired in lectures, tutorials and research in practical placement.

Professional Practice is designed to achieve three objectives. The first is to provide a practical context to apply the theory gained during the lectures, tutorials and research. The second objective is to provide the student with an opportunity to compare and evaluate the knowledge gained in the first year of studies with what is actually taking place in practice. The third objective is to provide the student with the opportunity to develop workplace skills and experience that are important when seeking employment.

ADIBM201 Macroeconomics (Core)

55 Total contact hours

The purpose of this subject is to examine macroeconomic theories, models and policies. Macroeconomics builds on the knowledge

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and skills developed in Microeconomics. Economic factors such as aggregate income, unemployment, inflation, the balance of payments, exchange rates, money, and macroeconomic policy are comprehensively analysed. The student will develop knowledge and skills to critically analyse economic policies and their affect on the private and public sectors. The subject will also examine a range of global economic factors that have an impact on the local national economy.

ADIBM202 Risk Management and Corporate Governance (Core) **55 Total contact hours**

The purpose of this subject is to provide the student with knowledge and philosophy of risk management and corporate governance. The knowledge and skills gained can be applied to all levels of management and types of businesses.

The study of risk management is initially undertaken from a generalist perspective, where the theory and underpinning knowledge and principles are discussed. A specific focus will then be applied to the financial services sector especially in reference to ASX Corporate Governance Council Principle 7 "Recognise and manage risk".

Risk analysis and evaluation using quantitative and qualitative methodologies are thoroughly discussed to ensure that students are able to look at risk assessment from a technical perspective.

Corporate governance and internal control provides the student with an understanding of the role and responsibility of organisations, from SME's to listed companies, to adopt and implement accepted corporate governance principles (i.e. discipline, transparency, independence etc). The student will gain knowledge in the processes and management of corporate governance and internal control, fraud prevention and detection and the audit processes to meet compliance with applicable legislation, regulations and internal policies.

ADIBM203 International Marketing and Management (Core) **55 Total contact hours**

The purpose of this subject is to provide the student with the knowledge and skills to identify, research, market and manage international trade and investment opportunities.

The subject will include the application of theoretical knowledge to provide the student with the ability to undertake the research to prepare a feasibility study for a new business opportunity. The feasibility study will take into consideration such factors as the social, legal, political, cultural, environmental and competitive factors that impact an organisation's ability to successfully trade and manage their operations internationally. Once the feasibility study has been completed, the student will then be required to identify the management, marketing and organisational issues required to implement their business opportunity from both a local and international perspective.

ADIBM204 Organisational Behaviour (Core) **57 Total contact hours**

The purpose of this subject is to provide the student with knowledge of the theory, models, principles and applications of organisational behaviour. Topics such as understanding diversity,



leadership, motivation, change management, decision making, negotiation, communication, conflict resolution, power and politics will provide the student with knowledge and skills to understand and critically analyse the interactions between people in organisations.

The student will apply the knowledge and skills gained in this subject to develop management strategies appropriate to meet the needs of organisations and individuals in a variety of business contexts.

YEAR 2 SEMESTER 2

ADIBM205 Business Environment - European Union (Elective)

55 Total contact hours

The purpose of this subject is to provide an overview of the European business environment with a specific focus on the European Union (EU) and selected member countries.

The subject will include an analysis of the cultural, political, legal and economic systems; management, marketing and business practices; environmental and social issues; international agreements and relationships of selected EU member countries.

The student will also develop knowledge and skills in international and cross-cultural business negotiations relevant to the region.

or

ADIBM206 Financial Management (Elective)

55 Total contact hours

The purpose of this subject is to examine financial management theories, principles and their application in a business context. The student will develop the capacity to identify, evaluate and propose strategies that will allow organisations to comply with relevant legislative and accounting frameworks while also maximising returns on investment for the organisation's shareholders.

Knowledge of internal control systems, risk management, funding models, investment options and performance analysis procedures and methodologies will provide the student with the theoretical knowledge that is necessary to exhibit due diligence and corporate accountability.

ADIBM207 Change Management (Core)

55 Total contact hours

The purpose of this subject is to provide an overview of the theories, principles and applications of change management. Change is an inevitable and critical aspect of business and yet it is often unplanned and poorly managed. Change Management will provide the student with knowledge of the drivers of change and the knowledge and skills to plan, monitor and manage change in organisations. From anticipating change and identifying change triggers; communicating the reasons for change and change strategies to stakeholders; overcoming resistance to change; and enabling change agents, the student will develop skills to implement change management strategies in a variety of business and organisational contexts.

ADIBM208 International Human Resource Management (Core)

55 Total contact hours

The purpose of this subject is to provide the student with



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knowledge of the theory, application and practice of international human resource management. The student will build upon knowledge gained in previous management subjects such as Management Principles and Organisational Behaviour, with a focus on human resource management in an international arena.

An introduction to human resource management (HRM) from a domestic perspective will provide the student with an understanding of the theory and practice of HRM, especially the interactions between the external environment, organisations and the individual. The student will then examine the strategic issues and implications of human resource management from an international perspective; identifying and critically analysing key strategic and cross-cultural issues that impact organisations.

The student will apply the knowledge gained in this subject to develop a HRM strategy appropriate to the needs of an organisation wishing to develop their international operations.

ADIBM209 Contemporary Issues in International Business Management (Core)

52 Total contact hours

The purpose of this subject is to examine contemporary and emerging issues in management, business and international business and trade both nationally and internationally.

This examination will include, but is not limited to, issues concerning management, human resource management, change management, restructuring, risk and corporate governance, globalisation, free trade agreements and regional and global trade policies, economic policies, the impact on society and culture and so on.

The subject will provide the student with the opportunity to critically analyse and discuss the role of management policies and strategies on society.

ASSESSMENT METHODS

The method of assessment may include a combination of examinations, assignments, tests, group and individual reports and projects, essays, practical tasks, literature reviews, journals, presentations, interviews, case studies and class participation.

MATERIALS

Students will be required to purchase prescribed textbooks and other materials as detailed in the Associate Degree in International Business Management booklist. The class teacher, as required, will provide additional resources once the course commences.

QUALIFICATION

As part of the Australian Qualifications Framework this course is nationally recognised. On successful completion students will be awarded the Associate Degree in International Business Management.

STUDENT SERVICES

NMIT students have access to a range of campus facilities including libraries, canteens, computer laboratories and recreation facilities.

NMIT has a student counselling and advisory service that can assist students with personal problems, careers and employment advice, welfare information, financial assistance with fees, information about accommodation and first aid help. Support is available for students with disabilities. The NMIT Disability Liaison Officers can be contacted on **(03) 9269 1324** or **(03) 9269 1401**.

Recreation and sporting programs are conducted throughout the year at all campuses and at off campus locations. A well-equipped and professionally supervised gymnasium is available to all enrolled students at the Preston campus.

Contact the gym on **(03) 9269 1322**.

For general enquiries about services and facilities contact the Student Services Department at the Preston campus on **(03) 9269 1314**.

CAMPUS LIBRARIES

Libraries are located on each campus and offer the following services and facilities:

- Book covering, binding and laminating
- Books, periodicals and newspapers
- Bookshop - textbooks, stationery and special orders
- Cameras for hire - video and digital
- CAVAL - Reciprocal borrowing from other tertiary libraries
- Computers with access to Internet and electronic databases
- Counter reserve for high demand items
- Equipment including CD and cassette players and calculators
- Faxing
- Information literacy sessions
- Photocopiers and Printers (B&W and colour)
- Reference/enquiry service
- Scanners
- Study areas
- Video viewing facilities
- Videos, DVDs, CD-ROMs, e-books and CDs
- Research assistance

For more information and campus library opening hours contact the Preston campus library Ph: **(03) 9269 1363**.

CHILD CARE

Child care is available on campus at Preston, Epping and Greensborough.

For more information contact each centre directly:

Preston (Nara Child Care Centre) - **(03) 9471 9914**

Epping (Una's Child Care Centre) - **(03) 9401 1730**

Greensborough (Campus Child Care Centre) - **(03) 9432 4655**

SUPPORT FOR INTERNATIONAL STUDENTS

NMIT provides support for international students including airport pick up and accommodation advice.



**Accounting, International Business
& International Business Management**



