

# **Faculty of Business, Design and Arts**

**Diploma of Business Management  
Orientation Semester 1, 2020**



## FACULTY OF BUSINESS, DESIGN AND ARTS



- **Diploma of Business Management**
- **The program is parked in the School of Business**



**Dean, Faculty of Business, Design and Art  
Professor Dr. Lee Miin Huui**



**Head of School  
Professor Dr. Marc Lim**



**Deputy Head of school  
Mr. Markson Chin**

# DIPLOMA (BUSINESS, DESIGN & ARTS)



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## SWINBURNE'S SCHOOL OF BUSINESS AMONG WORLD'S BEST (AACSB)



Swinburne Business School now joins the ranks of the elite after it was recently awarded AACSB International accreditation, a prestigious recognition by the world's longest-serving accrediting body for business schools.



# DIPLOMA OF BUSINESS MANAGEMENT

Semester 1, 2020	Semester 2, 2020
English Proficiency	Academic & Communication Skills A (Pre-requisite: English Proficiency)
Acquiring Business Awareness	Information Technology
Recording Financial Transactions	Marketing
Introductory Mathematics	Accounting

Students must complete all **18 compulsory units** and **1 Zero Credit Point MPU unit**.

\*MPU 2133 Malay Language Communication 1 (International students)

\*MPU 2163 Malaysian Studies 2 (Malaysian students)

# **DIPLOMA OF BUSINESS MANAGEMENT: PATHWAYS**

**After completing the Diploma of Business Management program, you may enroll into the following Degree programs:**

- **Bachelor of Business (Accounting)**
- **Bachelor of Business (Finance)**
- **Bachelor of Business (International Business)**
- **Bachelor of Business (Human Resource Management)**
- **Bachelor of Business (Management)**
- **Bachelor of Business (Marketing)**
- **Bachelor of Business (Accounting & Finance)**
- **Bachelor of Business (Management & Digital Media)**
- **Bachelor of Information and Communication Technology**



# KEY TERMS YOU NEED TO KNOW STUDYING IN SWINBURNE

The screenshot displays the Canvas LMS interface for the course 201904-FSE10022 ENGINEERING MATHEMATICS A. The page includes a sidebar with navigation options such as Home, Assessments, Submits, Modules, Discussions, Grades, Collaborations, Successful Students, and Library. The main content area features the course title, a logo for FSE10022 ENGINEERING MATHEMATICS A, and a section titled 'About This Unit'. This section contains a list of learning outcomes and a 'Unit Structure' table. The 'To Do' list on the right side of the page includes items like 'Unit 1', 'Unit 2', 'PH Quiz Friday', 'Unit 3', 'PH Quiz Day', 'Unit 4', and 'Quiz 1'.

Activity	Total Hours	Hours per Week	Teaching Period Weeks

## 1. CANVAS

-Canvas is a learning management system that you can access online from any PC/ desktop, tablet or mobile device

-You get your lecture notes, tutorial materials, important announcement etc. from Canvas

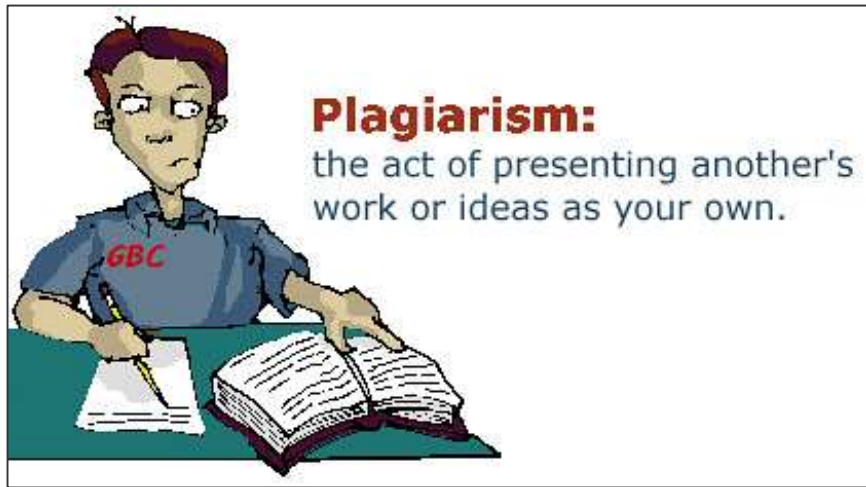
# KEY TERMS YOU NEED TO KNOW STUDYING IN SWINBURNE



## 2. Student webmail

- Your student email account
- For all university communication purpose
- Check regularly for important announcement
- Use it to email your lecturers and for other official communication in the university

# KEY TERMS YOU NEED TO KNOW STUDYING IN SWINBURNE



## 3. Plagiarism

- In Swinburne, we are using [Swinburne Harvard referencing style](#)
- To create awareness of the importance of academic integrity, all new students are required to complete the [Academic Integrity module](#) on Canvas.
- You may refer to the Swinburne Library site for information on referencing and citation.  
<https://www.swinburne.edu.my/library/referencing/harvard-style-guide.php>



# YOUR ROLE AS A STUDENT

- You are required to think critically, generate new ideas and learn independently.
- You are required to find a large amount of materials on your own for assessments.
- A significant amount of study takes place outside your classes.
- You are assigned substantial amounts of reading and writing which may not be directly addressed in classes.
- Lecturers and tutors will not continuously remind students of submission deadlines and assessment dates.
- **It is your responsibility** to manage and prioritise work and get things done on time.

# YOUR ROLE AS A STUDENT

- **Student Feedback – We want to hear from you so that we can do better! For updates and improvement purposes.**
- **For new student, you will be asked to fill in [Student Check-in Survey](#)**  
**Purpose: To know whether you are coping well with your studies as a new university student**
- **At the end of the semester, you will be asked to fill in [Student Feedback Survey](#)**  
**Purpose: To find out whether you are satisfied with the unit/ lecturer, and to provide the university constructive feedback based on your experience as a student here.**

# STUDENT SUPPORT

- Consultation with lecturer/ tutor face-to-face
- [Email](#) your lecturer/ tutor
- Peer support group
- Academic mentoring
- Counselling



# CONSULTATION

- Most lecturers or tutors have consultation hours during which they are available to students.
- Make an [appointment](#) by emailing them.
- If you turn up outside consultation hours, your lecturer or tutor may not be there, or be available.
- If you contact your lecturer or tutor by email, be aware that they may not respond outside working hours or on weekends.

# WHAT TO EXPECT FOR CONSULTATION HOUR

- **Do some preparation beforehand.**
- **Make a short list of things to discuss or question to ask.**
- **Take notes so that you'll have some concrete advice to take away with you after your meeting.**
- **Do not just ask for 'the answer', or expect your lecturer to do your thinking for you.**
- **Do not turn up the day before an assignment is due**



# ACADEMIC CALENDAR

- Assessment week is NOT mid-semester holiday week
- There is **no mid-semester break or mid-semester holiday week.**
- No classes in the Mid-Semester Assessment Week but assessments are scheduled.
- Please check your unit's assessment schedule with your Unit Convenor or Lecturer.

# UNSATISFACTORY ACADEMIC PROGRESS

## **“At Risk” Status**

Students who fail **50%** or more of their enrolled units for the first time will come under Student Progress Review.

Your academic status becomes **“At Risk”**.

The units in which you can enrol for the subsequent semester will be determined by the Faculty.

## 1. Dean's List Award:

- ✓ Semester GPA of 3.5 and above

## 2. Letter of Commendation:

- ✓ Top scorer(s) of the unit
- ✓ High Distinction (HD) grade

