

College of Business  
Undergraduate  
Student Guide 2010

This guide is current as at December 22, 2009 and will change over time as the University continues to develop regulations, rules and procedures.

A hard copy of this guide will be distributed to all new BBC students at academic advising sessions. An electronic copy can be downloaded from the e-learning (vUWS) site "Bachelor of Business and Commerce" and at [http://www.uws.edu.au/currentstudents/current\\_students/enrolling\\_for\\_the\\_first\\_time](http://www.uws.edu.au/currentstudents/current_students/enrolling_for_the_first_time) .

This student guide was prepared by Michelle Cull for the College of Business, University of Western Sydney. The valued contributions of academic and administrative staff are acknowledged with many thanks.

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## Welcome

Welcome to the **College of Business** at the University of Western Sydney.

The College provides innovative and comprehensive business and legal education to the Greater Western Sydney region and beyond, offering a distinctive range of professionally accredited and industry-recognised courses designed to lead to successful and fulfilling careers in the fields of business and law both in Australia and in the global market place.

The College consists of five schools - Accounting, Economics and Finance, Law, Management and Marketing, which provide programs at undergraduate level. The Sydney Graduate School of Management is also part of the College of Business at UWS and offers coursework and research programs at postgraduate level in various legal and business fields.

Teaching and research activities in these schools are formed by close links with industry, giving our courses a high degree of relevance with employers, and ensuring innovative and progressive course content. Our courses are well recognised by business and the professions for their relevance and applied nature.

The College has active links with universities throughout Asia, the Pacific, Europe and the USA. These provide a range of opportunities for in-country study, study abroad, and staff and student exchange, as well as academic collaboration and research.

The College of Business prides itself on maintaining a high level of community engagement and industry involvement in the Greater Western Sydney region. Close links with industry and community groups enable us to offer a variety of donor funded and University scholarships for talented students. Some of these scholarships are specific for certain courses or areas of study, while others use more general criteria.

College of Business students may also consider applying for a scholarship for six months study abroad. The university provides scholarships which would normally cover the cost of airfares. You pay your normal tuition fees and experience the culture of another country whilst continuing to progress your studies. In an international business environment this would contribute to your enhanced employability.

For more information about scholarships, please see [Scholarships at UWS](#).

Congratulations on your enrolment in the College of Business at UWS. We look forward to working closely with you throughout your degree and hope you take every opportunity to enjoy the unique and enriching experience UWS has to offer.

***Associate Professor Robyn McGuiggan***  
***Executive Dean***  
***College of Business***

## Introduction

Congratulations on being offered a place to study the Bachelor of Business and Commerce at UWS!

You no doubt have been experiencing a variety of feelings on and after accepting your offer. Some of you may have felt excited at first, knowing you have been accepted into university. However, many of you are probably also concerned about how you will adjust to university life and wondering how well you will perform in your studies.

This guide has been put together to help you navigate your way around UWS, its policies and procedures and to introduce you to some of the new responsibilities you have as a university student. An effort has been made to keep the information in this booklet brief and web addresses are provided for accessing further details.

This booklet begins with a section on managing student expectations and is followed by a section on policies and procedures. Section 3 includes contact details for Heads of Programs, administrative staff as well as other important UWS contacts. Section 4 includes information about the Schools located in the College of Business. Details on the structure of the various Bachelor degrees, key programs and possible career paths are covered in the following sections. We have also included a section with information for high achievers.

A checklist is included in the appendix to ensure you are ready for the commencement of classes.

We hope you find this booklet helpful.

***Academic and Administrative Staff  
College of Business***

# 1. Managing expectations

## ***Expectations of students***

- Motivated to succeed
- Take responsibility for their learning. Although help is available, the ultimate responsibility lies with the student.
- Attend lectures and tutorials. Students who regularly attend classes have a higher success rate.
- Actively participate in class discussions and activities.
- Submit items of assessment in full by the due date.
- Locate and read intellectually demanding books and articles.
- Write academic essays and business reports.
- Be open to new ideas, challenge own (and others') assumptions.
- Work together with staff and fellow students to develop knowledge and to develop skills in critical thinking, logical thought and communications.
- Endeavour to develop personal attributes such as curiosity, imagination, initiative, intellectual rigor and self discipline.
- Understand and value ethical conduct.

## ***New Responsibilities***

Learning and teaching at university is similar in some ways to high school or TAFE and in other ways is quite different. Past students have reported the most noticeable difference is the increased responsibility that comes with university life. Some 'new' responsibilities may include:

- Purchasing textbooks and other learning materials.
- Selecting and registering for classes.
- Managing new routines and large amounts of unstructured time.
- Balancing work, social and study commitments.
- Increased demands on personal study time.
- Discipline in time management: class attendance, assignment preparation, exam preparation.
- Locating and reading academic books and articles.
- Regularly checking the student email account and e-learning (vUWS) sites.
- Finding your own information and coming up with your own answers (these may not necessarily be found in a textbook or given to you in class).
- Managing finances/HECS debt.

## ***Lectures***

Generally lectures convey an overview of an area so that you can be introduced to the fundamental ideas and the relevance of the areas so you can appreciate its significance.

The lecturer provides the essential building blocks for each topic area. It is essential that you do the reading for the week **before** the lecture and check your understanding of the readings against what is presented in the lecture. This will impact on your ability to actively engage with the readings or other materials and ask questions to the lecturer.

If lecture notes are provided on the UWS e-learning site (vUWS) beforehand, bring copies of those notes to the lecture and add your own notes from insights you have gained from readings and attending class.

Often lecturers present additional **material in the lecture** that is not available on vUWS, in textbooks or anywhere else although it **is examinable**. Thus, it is in your interest to attend all classes. Research has shown that those students who attend all lectures and tutorials are more likely to pass and there is a high proportion of failures amongst those who miss classes.

## ***Tutorials***

The tutorial is normally intended to look at material that you have **already studied or prepared**. The tutor will be interested in what the group found difficult and will normally focus on that; they should not have to go over all the material that you have studied. Some tutors may give you new activities similar to the homework material to see if you can apply the knowledge without the aid of the textbook.

There are usually mandatory attendance requirements for tutorials. If you do not attend you may be at risk of automatically failing the unit.

## ***Time Management***

Learning Guides for each unit will provide you with learning timetables which can keep you on track. If you prepare conscientiously for tutorials you will do much better in assessments.

University provides you with much freedom to manage your own learning but the tutorials and the assessment tasks are designed to help you in the process.

It is easy to think that because you have less contact hours at university compared to school that 'life is a breeze'. The reality is that you should do **ten hours work a week in each unit**. If you are a full-time student doing four units a session you have a fulltime study job of **forty hours a week**. So if your class contact is three hours, say a two hour lecture and a one hour tutorial, then you have seven hours for preparation. Most of that should be for readings and tutorial preparation. That gives you an indication of how much work you should be doing from the first week.

The UWS Counselling Service provides ten strategies for Better Time Management\*:

- Write down goals for the day/week/month/year and set time limits for them.
- Set at least one major objective each day and achieve it.
- Keep a study time log and occasionally analyse how you use your time.
- Keep a track of what you do and eliminate the unnecessary.
- Write out a plan each week.
- Schedule your day, but leave time for the unexpected.
- Make sure that the first hour of your day is productive.
- Do it right the first time so you don't have to repeat it.
- Set aside a quiet hour in your day.
- Develop the habit of finishing tasks before starting new ones.

\*Source: [http://www.uws.edu.au/currentstudents/current\\_students/getting\\_help/life\\_skills\\_workshops#3](http://www.uws.edu.au/currentstudents/current_students/getting_help/life_skills_workshops#3)

## ***Skills***

Please make the most of each learning activity. What you get out of your degree will very much depend on how much effort you put in.

When you seek employment, potential employers will be trying to ascertain the depth of both your academic and generic skills (reasoning skills, ability to present to groups, interpersonal skills). They will not be looking for someone who has done the bare minimum but will be looking for someone who will put in the full effort. Your achievements at university provide clues as to your attitude. As the UWS Graduate Attributes (listed below) indicate, you need to develop a team player approach, be a solid contributor, and be an intellectually rigorous problem-solver. The ability to manage your time well, communicate clearly and get along with others are also essential to business success.

## UWS Graduate Attributes

A UWS graduate is expected to be able to fulfil the following skills, literacies and knowledge.

A UWS graduate:		
Graduate Attribute: Knowledge	Domain Generic Skills Descriptor:	A UWS Graduate:
<b>Commands multiple skills and literacies to enable adaptable lifelong learning</b>	<ul style="list-style-type: none"> <li>communication skills</li> </ul>	Communicates effectively through reading, listening, speaking and writing in diverse context
	<ul style="list-style-type: none"> <li>numeracy</li> </ul>	applies appropriate numerical skills to understand, interpret and solve problems
	<ul style="list-style-type: none"> <li>social interaction skills</li> </ul>	is a self-reliant learner who works effectively in groups and teams
	<ul style="list-style-type: none"> <li>information literacy</li> </ul>	accesses, evaluates and uses relevant information to solve problems and to continue learning
	<ul style="list-style-type: none"> <li>technology literacy</li> </ul>	applies communication and other technologies effectively in personal and professional learning
<b>“Indigenous Australian Knowledge” – demonstrate knowledge of Indigenous Australia through cultural competency and professional capacity</b>	<ul style="list-style-type: none"> <li>knowledge base</li> </ul>	appreciates the culture, experiences and achievements of Indigenous Australians, thereby encouraging an Australian identity inclusive of Indigenous Australians.
	<ul style="list-style-type: none"> <li>communication</li> </ul>	communicates ethically and effectively within Indigenous Australian contexts.
	<ul style="list-style-type: none"> <li>social and cultural</li> </ul>	understands and engages effectively with the culturally and socially diverse world in which they live and will work.
	<ul style="list-style-type: none"> <li>leadership and partnership</li> </ul>	understands the circumstances and needs of Indigenous Australians, thereby encouraging responsibility in raising the standard of professional service delivery to Indigenous Australians; possess a capacity to engage and partner with Indigenous Australians.
<b>Demonstrates comprehensive, coherent and connected knowledge</b>	<ul style="list-style-type: none"> <li>has in-depth knowledge in one or more chosen fields of study</li> <li>understands how this knowledge is connected with other fields and disciplines</li> <li>understands the local and international relevance of their chosen field(s) of study</li> <li>understands the values and principles of scholarly inquiry</li> </ul>	



<b>Applies knowledge through intellectual inquiry in professional or applied contexts</b>	<ul style="list-style-type: none"> <li>• integrates theoretical and practical knowledge to analyse and solve complex and novel problems</li> <li>• applies critical, reflective, and creative skills to make informed decisions in professional or applied contexts</li> <li>• engages effectively in advancing knowledge both independently and collaboratively</li> </ul>
<b>Brings knowledge to life through responsible engagement and appreciation of diversity in an evolving world</b>	<ul style="list-style-type: none"> <li>• understands and values ethical conduct, intellectual integrity, and professionalism in work and civic life</li> <li>• engages responsibly in work and civic life with respect for diversity and social justice principles</li> <li>• can initiate and contribute positively to sustainable change in a diverse and evolving world</li> </ul>

Source: <http://policies.uws.edu.au/download.php?id=189>

## 2. Policies and Procedures

Information on student rules, policies and procedures can be found online in the UWS website ([www.uws.edu.au](http://www.uws.edu.au)) under the 'Current Students' tab. Students should regularly check the uws website for updated information on dates, enrolment, timetabling and other related information. Some of the most commonly accessed rules, policies and procedures are discussed below.

### Academic Misconduct

Academic misconduct may include cheating, plagiarism and/or collusion. The University takes any form of academic misconduct seriously. Academic misconduct can result in students receiving zero for an assessment item, receiving a fail grade in a unit and in extreme cases can result in exclusion from the university.

**Plagiarism** involves submitting or presenting work in a unit as if it were the student's own work done expressly for that particular unit when, in fact, it was not. Most commonly, plagiarism exists when:

- a. the work submitted or presented was done, in whole or in part, by an individual other than the one submitting or presenting the work;
- b. parts of the work are taken from another source without reference to the original author; or
- c. the whole work, such as an essay, is copied from another source such as a website or another student's essay.

**Collusion** includes inciting, assisting, facilitating, concealing or being involved in plagiarism, cheating or other academic misconduct with others.

**Cheating** includes but is not limited to:

- a) dishonest or attempted dishonest conduct during an examination;
- b) bringing into the examination room any textbook, notebook, memorandum, other written material or mechanical or electronic device (including mobile phones), or any other item, not authorised by the examiner;
- c) writing an examination or part of it, or consulting any person or materials outside the confines of the examination room, without permission to do so;
- d) leaving answer papers exposed to view, or attempts to read other students' examination papers; or
- e) cheating in take-home examinations, which includes, but is not limited to:

- (i) making available notes, papers or answers in connection with the examination (in whatever form) to others without the permission of the relevant lecturer;
- (ii) receiving answers, notes or papers in connection with the examination (in whatever form) from another student, or another source, without the permission of the relevant lecturer; and
- (iii) unauthorised collaboration with another person or student in the formulation of an assessable component of work.

For the full definition of academic misconduct and the consequences of such behaviour, students are advised to read the Academic Misconduct policy in its entirety, refer to:

<http://policies.uws.edu.au/masterlist.php>.

### **Advanced Standing (Academic Credit)**

If you have completed studies at another university, private college or TAFE, you may be eligible for credit for that study.

If you intend applying for Advanced Standing, please go to

[http://www.uws.edu.au/currentstudents/current\\_students/applying\\_to\\_study/advanced\\_standing](http://www.uws.edu.au/currentstudents/current_students/applying_to_study/advanced_standing).

If you have a completed qualification from TAFE or a private college provider, you can view the units you will receive credit for and finalise your Advanced Standing electronically at:

[http://www.uws.edu.au/currentstudents/current\\_students/applying\\_to\\_study/vetuws\\_pathways](http://www.uws.edu.au/currentstudents/current_students/applying_to_study/vetuws_pathways)

The Head of Program for your key program can also advise you on your entitlement to Advanced Standing and students will have an opportunity to submit advanced standing applications at their academic advising sessions.

### **Referencing**

The College of Business uses the Harvard style of referencing or bibliographic citation. It uses an author-date system rather than a footnoted numbered system e.g. (Smith, 2009). The UWS library includes information about this referencing system at <http://library.uws.edu.au/citing.php?arg=1&p=ast> as does the [Australian Government Style Manual](#) Website.

It is important to first consult your unit outline, learning guide, lecturer or tutor for the preferred citation style for each unit and assessment you undertake.

Note that law units in the College of Business use the Australian Guide to Legal Citation which can be found at: <http://mulr.law.unimelb.edu.au/aglc.asp>.

### **Special Consideration**

Students should notify the University when they have suffered serious misadventure, or have extenuating circumstances (see definitions below) and as a result, have:

1. been prevented from meeting an assessment deadline;
2. performed below their usual standard during an assessment, including formal examinations;
3. been unable to attend a compulsory component of their course.

The University has specific criteria, requirements (eg supporting documentation) and set deadlines for applying for special consideration and students are strongly encouraged to read the relevant sections of the Special Consideration Policy in addition to the Assessment Policy and Examinations Policy. Please refer to <http://policies.uws.edu.au/masterlist.php>

## Student Administration Forms

Throughout your years of study at UWS you will find there are many forms you will need to complete at one time or another. Each of these forms can be found at <http://pubsites.uws.edu.au/student/forms/>.

## Students with a Disability

The Disability Service deals exclusively with issues relating to students with a disability or chronic health conditions. The Disability Service has the responsibility of ensuring students with a disability or a chronic health condition are provided with appropriate advice, support and services that enable the student to access and participate in all aspects of University life. The university will identify barriers and implement appropriate strategies to facilitate participation. More detailed information can be found at <http://www.uws.edu.au/students/ods/disabilityservice>

## 3. Contact Us

When contacting staff, please ensure you state your name clearly and if leaving a message on the telephone, please repeat your name and phone number slowly and audibly so that your call can be returned. In many cases, the staff member will also need your Student ID number.

When sending **emails**, please **use your university student email account** as using other email accounts may result in your email being filtered to the 'junk mail' folder and may not be read. Important information will be sent to students via email, and it is the responsibility of students to ensure that they check their e-mail at least twice weekly.

### A note on contacting Academic (Teaching) Staff

An academic has four major tasks: teaching, research, community engagement, and administrative tasks. So if you do not find an academic in their office, it may be that they are heavily involved in one of those roles. Contact them in their consultation hours or use their preferred contact mode to get a quicker response. This may be via email or the discussion board on the vUWS site for the unit.

For academic advice you should contact the Head of Program for your key program area. The contact details for Heads of Programs and main school offices are listed below. You may also consider utilising the UWS staff directory found on the UWS homepage.

### Heads of Program (HOP) Contacts

#### Bachelor of Business and Commerce (BBC)

Key Program	Head of Program
BBC (Accounting)	Ms Sharne Simmons Ph: 46203403 Email: <a href="mailto:sharne.simmons@uws.edu.au">sharne.simmons@uws.edu.au</a>  Ms Juny Lucin Ph: 9685 9263 Email: <a href="mailto:j.lucin@uws.edu.au">j.lucin@uws.edu.au</a>
BBC (Applied Economics) BBC (Applied Finance) BBC (Economics and Finance) BBC (International Trade and Finance)	Dr John Ablett Campbelltown Campus: Bldg 11.G.22 Ph: 46203252 Email: <a href="mailto:j.ablett@uws.edu.au">j.ablett@uws.edu.au</a>
BBC/ Bachelor of Laws	Dr Stephen Janes

	Campbelltown Campus: Bldg 22.2.78 Ph: 4620 3649 Email: <a href="mailto:s.janes@uws.edu.au">s.janes@uws.edu.au</a>
BBC (Financial Mathematics)	Dr Rehez Ahlip Parramatta Campus Bldg ECG.50 Ph: 9685 9178 - email: <a href="mailto:r.ahlip@uws.edu.au">r.ahlip@uws.edu.au</a>
BBC (Global Operations and Supply Chain Management) BBC (Hospitality Management) BBC (Sport Management)	Mr Tim Hall Parramatta Campus Bldg EQ.G.15 Ph: 9685 9858 Email: <a href="mailto:management@uws.edu.au">management@uws.edu.au</a>
BBC (Human Resource Development and Organisation Development) BBC (Human Resource Management and Industrial Relations) BBC ( Management)	Ms Louise Ingersoll Parramatta Campus Bldg EQ.G.13 Ph: 96859085 Email: <a href="mailto:management@uws.edu.au">management@uws.edu.au</a>
BBC (International Business) BBC (International Business and Global Management)	Dr Daniela Spanjaard Parramatta Campus Bldg EDG.58 Ph: 9685 9638 Email: <a href="mailto:d.spanjaard@uws.edu.au">d.spanjaard@uws.edu.au</a>
BBC (Marketing)	Mr Ned Doyle Parramatta Campus Bldg EDG.57 Ph: 9685 9690 Email: <a href="mailto:n.doyle@uws.edu.au">n.doyle@uws.edu.au</a>
BBC (Property)	Mr Norman Harker Parramatta Campus Bldg EDG.95 Ph: 9685 9268 Email: <a href="mailto:n.harker@uws.edu.au">n.harker@uws.edu.au</a>
BBC (No key program)	TBA Email: <a href="mailto:bbc_core@uws.edu.au">bbc_core@uws.edu.au</a>

#### **Bachelor of Business and Commerce (Advanced Business Leadership)**

Head of Program BBC (Advanced Business Leadership) Course 2741	Dr Syed Rahman Parramatta Campus: Bldg EDG.52 Ph: 9685 9162 Email: <a href="mailto:s.rahman@uws.edu.au">s.rahman@uws.edu.au</a>
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#### **Bachelor of Economics**

Head of Program Bachelor of Economics	Dr John Ablett Campbelltown Campus: Bldg 11.G.22 Ph: 46203252 Email: <a href="mailto:j.ablett@uws.edu.au">j.ablett@uws.edu.au</a>
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#### **Bachelor of Financial Advising**

Head of Program Bachelor of Financial Advising	Ms Kim Ferlauto Parramatta Campus: Bldg EDG.09 Ph: 9685 9867 Email: <a href="mailto:k.ferlauto@uws.edu.au">k.ferlauto@uws.edu.au</a>
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#### **School Offices**

<i>Accounting</i>	<i>Economics and Finance</i>
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<p>Mrs Rhonda Batten          Building EDG. 35, Parramatta          Telephone: 9685 9210          School Fax No : 9685 9339          Email: <a href="mailto:accounting@uws.edu.au">accounting@uws.edu.au</a></p>	<p>General Enquiries          Building EDG.142, Parramatta          Telephone: 9685 9665          School Fax No: 9685 9105          Email: <a href="mailto:sef@uws.edu.au">sef@uws.edu.au</a></p>
<p><i>School of Law</i>          Ms Karen Fairey          Building EKG. 41, Parramatta          Telephone: 9685 9529 (9LAW)          School Fax No : 9685 9630          Email: <a href="mailto:lawenquiry@uws.edu.au">lawenquiry@uws.edu.au</a></p>	<p><i>School of Management</i>          Mrs Debbie McFarlane          Building EQ.G.40, Parramatta          Telephone: 9685 9696          School Fax No : 9685 9593          Email: <a href="mailto:management@uws.edu.au">management@uws.edu.au</a></p> <p>Ms Alyssa Ablitt          Building 11.52, Campbelltown          Telephone: 4620 3699          School Fax No: 4620 3494          Email: <a href="mailto:management@uws.edu.au">management@uws.edu.au</a></p>
<p><i>School of Marketing</i>          Mrs Beryl Kabral          Building EDG.62, Parramatta          Telephone: 9685 9138          School Fax No: 9685 9612          Email: <a href="mailto:admin-mktg@uws.edu.au">admin-mktg@uws.edu.au</a></p>	<p><i>Dean's Unit</i>          Mrs Stefanie Guilmartin          Building EB.2          Telephone: 9685 9362          Fax No: 9685 9400          Email: <a href="mailto:s.guilmartin@uws.edu.au">s.guilmartin@uws.edu.au</a></p>

### Security

Parramatta Security Officers are in Building EA; Campbelltown Security Officers are in Building 21. Phone numbers for security assistance (you may want to put these in your mobile phone) are:

	Security Office	If Unanswered (mobile)
Campbelltown	4620 3444	4620 3444
Parramatta	9685 9169	9685 9058

### Student Administration Centres

The Student Administration Centres are located at Campbelltown Building 5, and Parramatta campus in Building EJ.

### International Offices

International applicants may want to contact UWS International Offices. They are located at Campbelltown Building 5, and Parramatta campus in Building ES. If the office on your campus is closed, contact the International Office on 9685-9157. Also see <http://www.uws.edu.au/international>.

### Support Services for Students

UWS provides a range of support services to help students reach their academic and personal goals. Staff members are experts on students and the university environment, and are committed to helping and encouraging students to explore, learn, grow, take risks, and

succeed. Support services for students operate across the six UWS campuses. The range of free professional services, programs and special activities for students include:

[Counselling](#), [Chaplaincy](#), [Disability Support](#), [Student Welfare Services](#), [Careers & Cooperative Education](#) and [Student Learning Unit](#). Also see [http://www.uws.edu.au/currentstudents/current\\_students/getting\\_help/support\\_services\\_for\\_students](http://www.uws.edu.au/currentstudents/current_students/getting_help/support_services_for_students)

### **Careers and Cooperative Education**

You will face a variety of career decisions during your time at University. Applying sound career decision skills will assist in making informed decisions. Staff within your course may assist you with placements and internships and in addition to this support **UWS Careers and Cooperative Education** can help you to manage your career and your move from study to graduate work.

Employers are looking for applicants with skills and experience and while your degree is important you should also be 'Career Ready'. Attributes such as team work, communication and problem solving and any work experience you have gained can help to differentiate you from other applicants. Your first step should be to Register on **CareerHub** at [www.uws.edu.au/careers](http://www.uws.edu.au/careers) which will give you access to a variety of career information including expos, workshops on resumes, interviews and job applications, information sheets and job opportunities.

You can also take advantage of the **UWS Careers and Cooperative Education** placement programs. Accounting graduate Golbahar Naderi completed an internship with R&G consulting and recently gained a permanent job with them. She found that there were many students who did not know about placement opportunities and the benefits of a placement while studying. It helped her to apply the skills she had learnt while studying in practice and gave her workplace skills and self confidence. Employers valued her experience and she recommends that all students gain work experience alongside their studies.

The following tips will assist you in becoming 'Career Ready' :

- Keep yourself informed - subscribe to journals, read literature and articles.
- Get experience in your field - volunteering, work experience, vacation work, placements through Careers and Cooperative Education.
- Extracurricular activities - golden key, sport, debating, student campus volunteer and join professional associations.
- Begin developing your networks and contacts
- Attend careers events and employer presentations such as UWS Expos and workshops run by UWS Careers and Cooperative Education covering topics such as resume writing, interview skills and job applications. Registration and details can be found on CareerHub.
- Create an ePortfolio - register on CareerHub and enter your education, skills, experiences, achievements and goals which you can send to potential employers.

### **IT Helpdesk**

The IT Helpdesk is available to assist you with IT related problems. They are open 9am to 5pm Monday to Friday (only until 4pm Thursdays). Make sure you have your Student ID number with you when you call the Helpdesk on 9852 5111.

### **Glossary of Common Terms**

You will find a Glossary of Common Terms as used within the university at <http://www.uws.edu.au/students/stuadmin/glossary>. Understanding these terms can be very helpful in avoiding problems in relation to the progression of your studies.

## 4. Schools within the College of Business (COB)

There are a large number of **programs** available within the College of Business. A complete listing can be found at <http://www.uws.edu.au/business> .

The Head of School for each school within the College of Business have the following to say about their respective disciplines:

### **School of Accounting**

The school is responsible for learning and teaching, research and community engagement in the disciplines of accounting, financial advising/planning and related areas.

Our mission is to provide education in these disciplines in a professional manner, to develop the total individual to facilitate lifelong learning and to contribute to the development of knowledge and knowledge dissemination.

Our programs are accredited by [CPA Australia](#), The [Institute of Chartered Accountants in Australia](#) (ICAA) and the [National Institute of Accountants](#) (NIA). Depending on electives chosen, our Bachelor of Business and Commerce (Accounting) degree satisfies the accreditation requirements for membership of CPA Australia and for entry into their CPA program, and for entry into the Chartered Accountants program of ICAA.

Research interests of staff in the school include corporate governance, teaching and learning and financial planning.

### ***Associate Professor Phil Ross***

### **School of Economics and Finance**

Economics is the study of the economic performance of nations and the effectiveness of policies that governments use to try to improve that overall performance and to ensure the efficient and equitable operation of markets. Among the issues that economists study are the sources of our increasing material standard of living and how to promote environmentally sustainable development, the causes of economic instability reflected in high unemployment, inflation and financial volatility, and the impact globalisation has on the management of our economy. The performance of our economy impacts on the availability of jobs, mortgage interest rates and property values, the value of the Australian dollar, the prices we pay in the supermarket and our overall standard of living. As such, economic performance affects everyone.

The School of Economics and Finance offers key programs in Economics, Finance and Property in the Bachelor of Business and Commerce. We also offer a specialist Bachelor of Economics degree.

### ***Professor John Lodewijks***

### **School of Law**

There has never been a more exciting time to be studying law in Australia and a real world university which is “bringing knowledge to life” is the place to be. The School of Law predominately operates on two of the six UWS campuses, being Campbelltown and Parramatta, as well as inter-disciplinary law teaching on other campuses. There is both a graduate and non-graduate entry into the LLB degree.

A variety of combined degree programs are available across both campuses. The whole five years of the combined law degree courses are currently available at both Campbelltown and Parramatta campuses. One of the many benefits of studying law at UWS is that the practical legal training (PLT) required for admission as a legal practitioner in NSW, can be completed at UWS after fulfilling the LLB degree. The staff in the UWS School of Law are highly qualified academics and practitioners, who combine research and community engagement to provide a valuable teaching experience for all law students.

***Professor Michael A Adams***

### **School of Management**

The School of Management is organised academically into three foundation discipline groups – Business Systems, Employment Relations and Organisation Studies. Through these groups, we teach undergraduate and postgraduate programs in:

- operations, logistics and supply chain management
- human resource management and industrial relations
- organisation management
- hospitality management
- sport management.

We also teach cross-discipline courses in business and commerce and business administration.

The school places a strong emphasis on teaching quality and innovation. Course management meetings of staff regularly revise subjects based on student feedback, and a number of our staff have won teaching excellence awards from the College of Business and from the Vice-Chancellor.

The school is actively engaged with and has strong partnerships in the Greater Western Sydney region and has research partnerships locally, nationally and internationally. This includes extensive research undertaken for local government bodies in Parramatta, Penrith and Fairfield and research in small to medium manufacturing businesses in the Macarthur region. Such engagement and partnering ensures both the relevance of our courses and the high regard industry has for our students as future employees.

We have strong links with international universities in Europe, Asia, the UK, US and Japan. Staff contribute to college, university and school research groupings, in areas such as innovation and industry studies, business process evolution, corporate and societal sustainability and health management.

Our courses prepare students for management careers in the public, private and community sectors. Students are introduced to the functional areas of management while developing decision making, analytical and strategic competencies in a wide range of management situations. In each program students undertake a sequence of units that individually and in combination enhance their capacity to manage organisational change, operations, innovation, entrepreneurship, environmental and social responsibility issues and cultural diversity in organisations.

***Dr Graydon Davison***



## School of Marketing

I am privileged to lead the largest school of marketing in Australia where we pride ourselves in offering the very best teaching, blending academic rigour with the reality of the marketplace. This means that our graduates have the opportunity to rise to become industry leaders.

The research culture in the school is rapidly expanding as is the research output, and we have two major areas of research focus:

- business and relationship marketing
- international and cross-cultural marketing.

We also have an active program of research degrees which include Honours, Masters and PhDs.

The Marketing key program prepares students for a career in any of the diverse fields of marketing in industry, commerce and in not-for-profit and government organisations. The key program focuses on the increasingly important role of marketing as the major source of organisational revenues and as a key contributor to organisational performance. Participants are exposed to the broad and dynamic field of marketing, providing knowledge which is critical to graduate capability in marketing roles in contemporary and emergent organisations. Electives provide wide scope for further studies in areas of individual interest and allow for both specialisation and eclecticism.

The International Business/International Business and Global Management key programs provide a detailed knowledge of the international dimension of business and management built on a solid foundation of domestic business education. Participants are exposed to the workings of global markets and organisational systems, obtaining the skills and expertise necessary for an international career.

On behalf of the school, I commend you to see for yourself the diverse range of courses we offer at both undergraduate and postgraduate levels and the quality of our research programs.

*Dr David Low*

## 5. Key Programs. Majors and Sub-majors

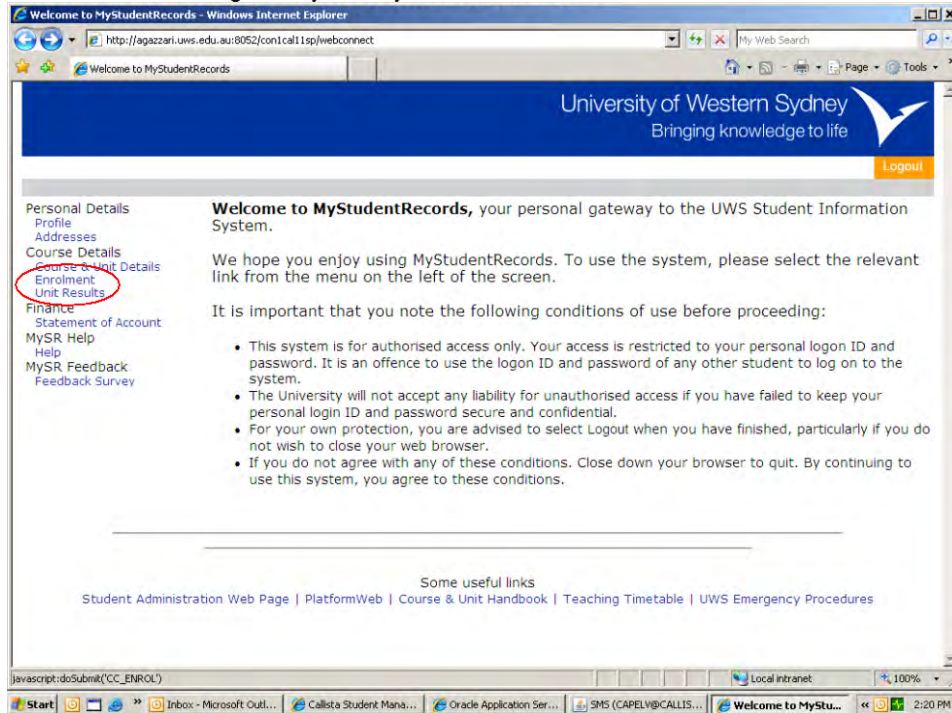
Students in the Bachelor of Business and Commerce and Bachelor of Economics will need to make choices about their **key program, majors and sub-majors**. Students can only select a key program that is offered on their home campus.

A **major** is not the same as a **key program**. A key program is the student's main study area and reflects the type of degree the student is graduating with. The key program will show on a student's testamur/degree. A major or sub-major is not shown on the testamur/degree but listed on the student's transcript.

Majors and sub-majors can be completed using the elective structure within the degree. Unless there is a requirement in the key program, students do not have to undertake a major or sub-major unless they wish to do so. A major is usually composed of 8 specific units and a sub-major is usually composed of 4 specific units. Students are encouraged to complete a major or sub-major to open up a greater choice of career options. Students can also choose to complete a major or sub-major offered by another school/College within UWS if they meet required criteria.

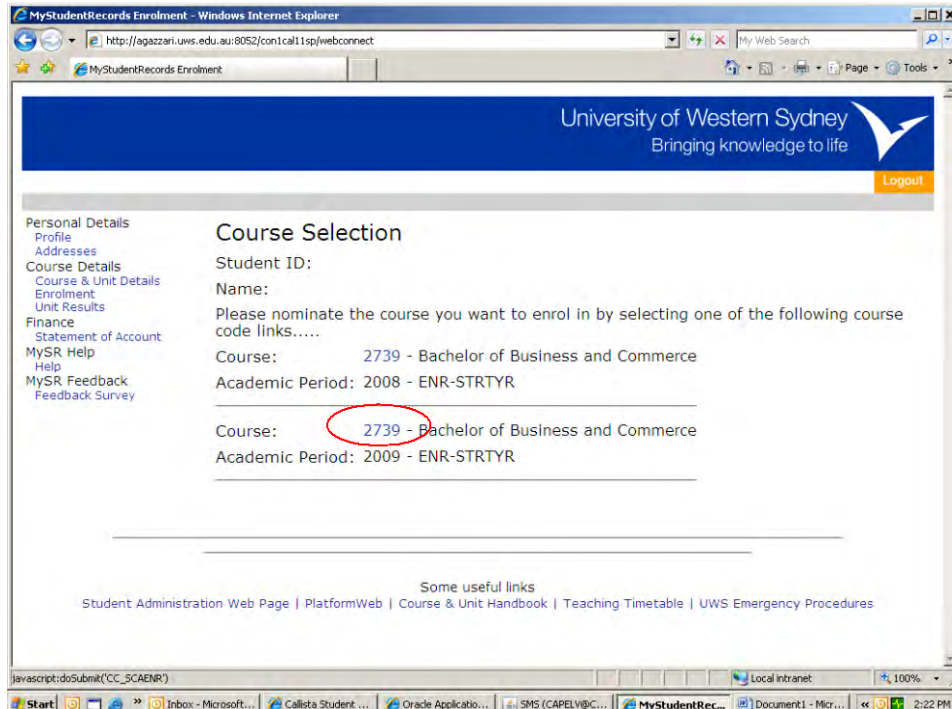
Step by step instructions on how to **choose your key program** on MySR are included on the next few pages.

When students first log into MySR they will see this screen



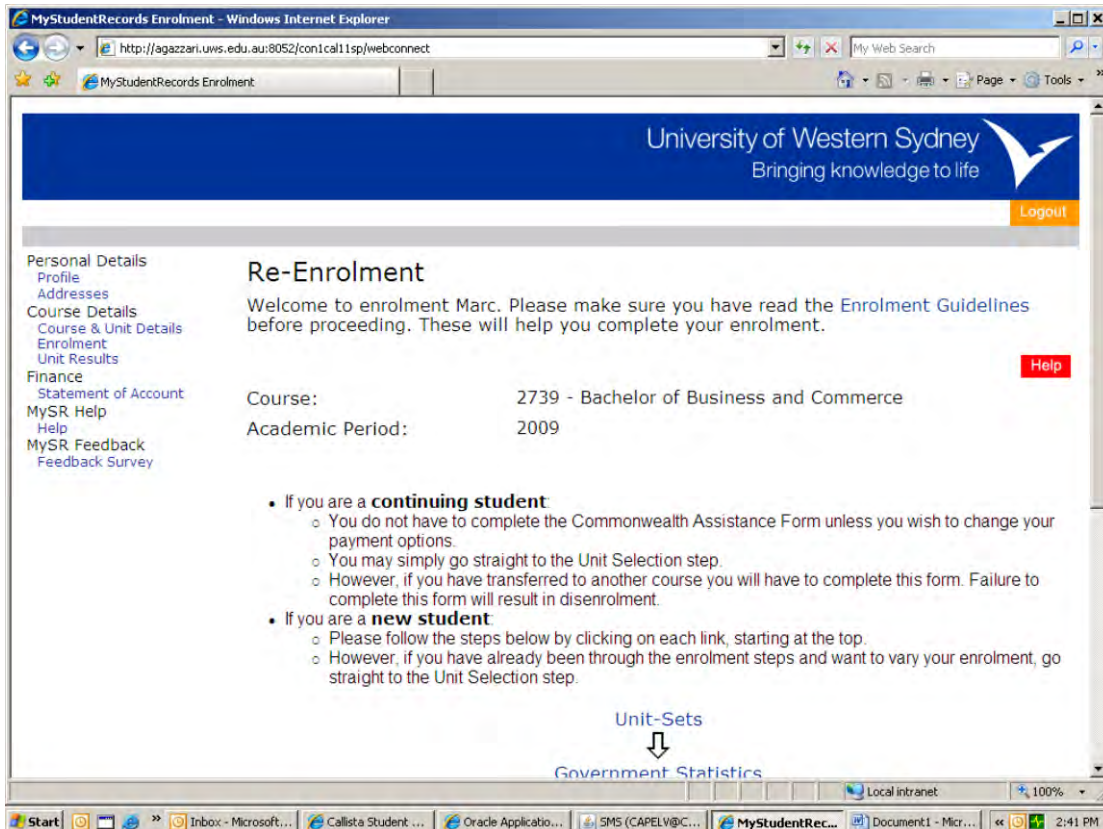
Step 1.

Click on the word 'Enrolment' on the left side of the page.

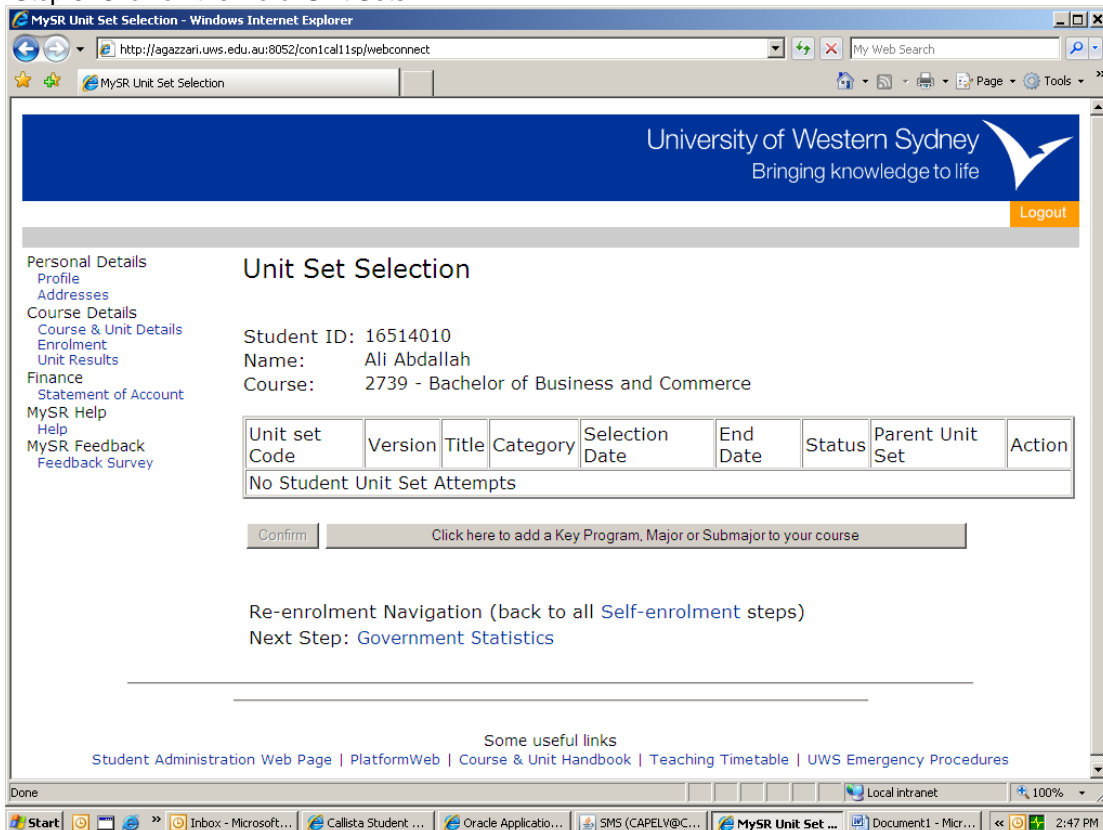


Step 2.

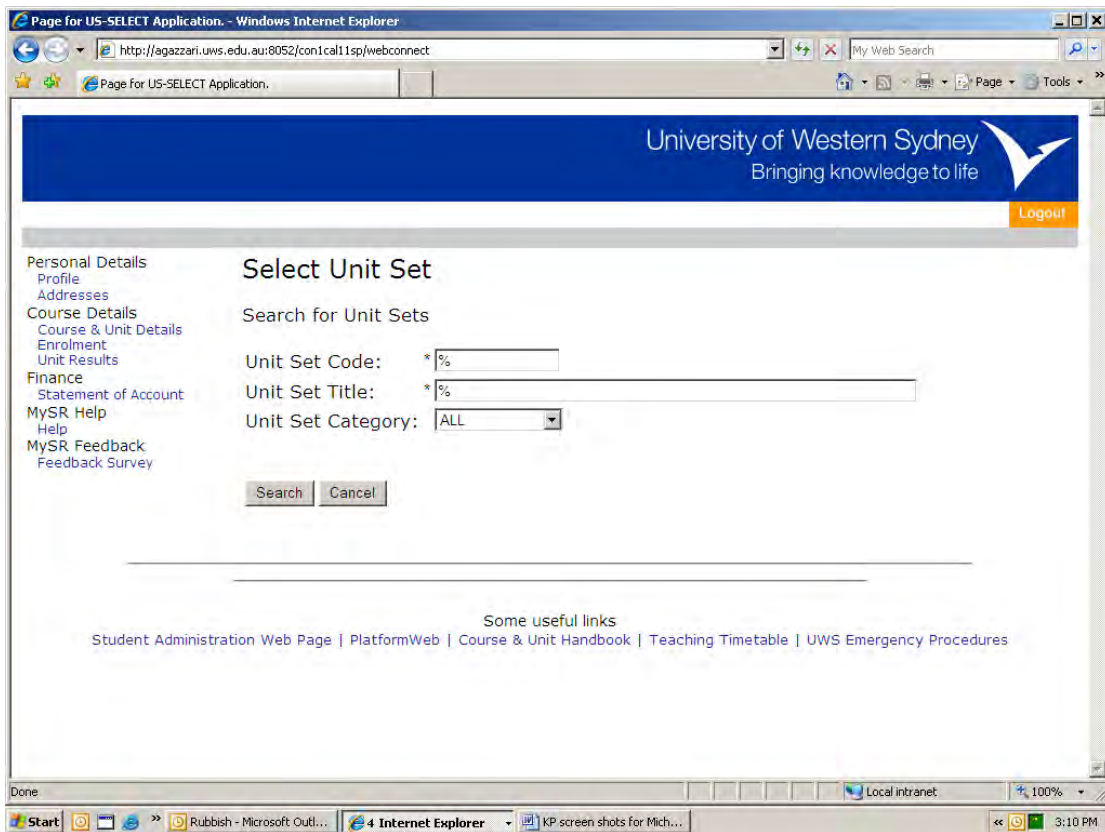
Click on the course code for 2009



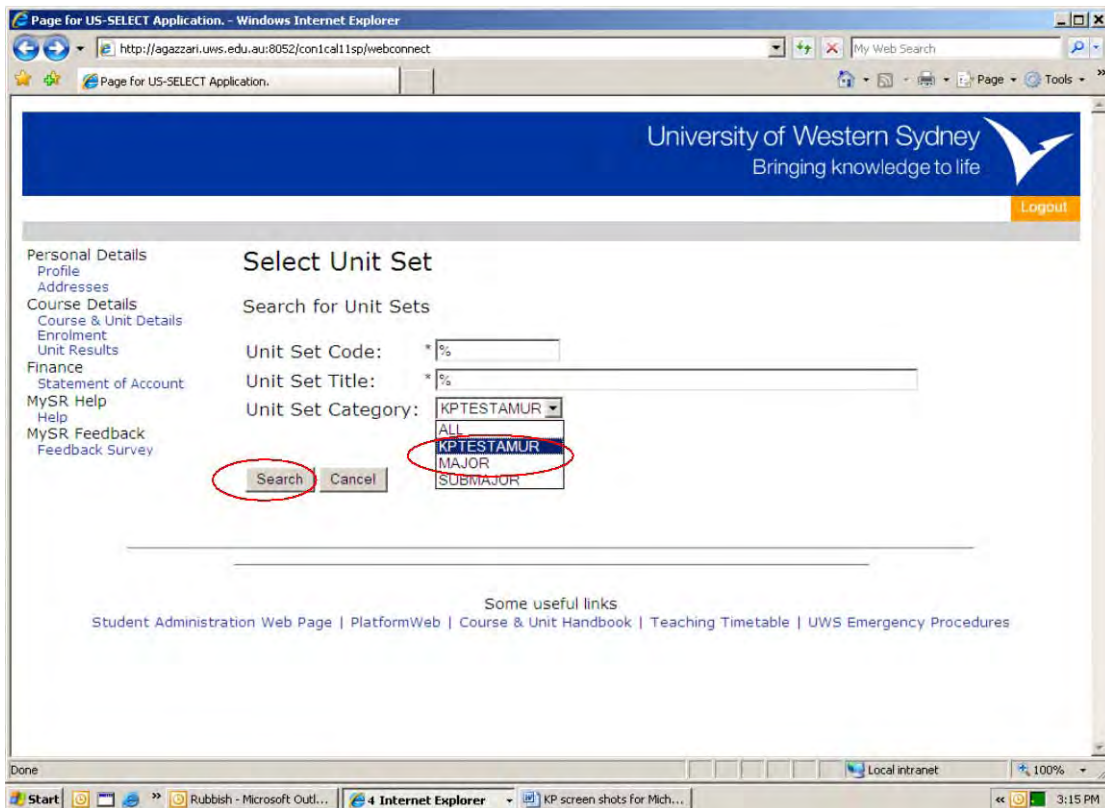
Step 3. Click on the word 'Unit Sets'.



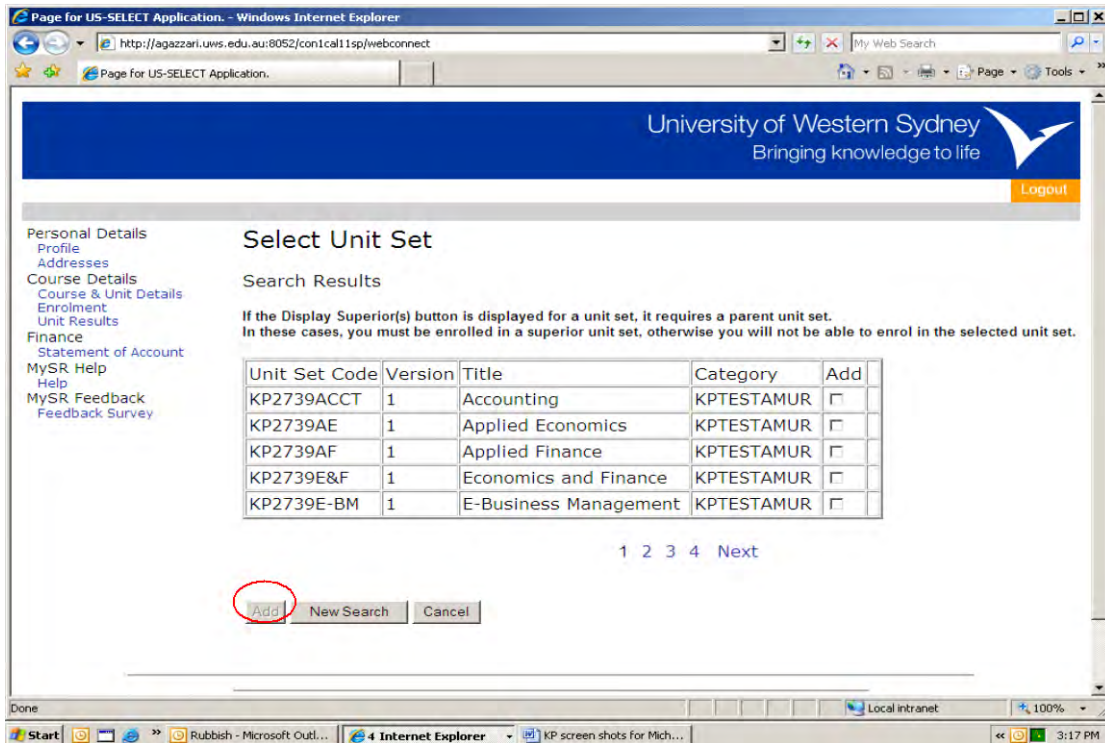
Step 4. Click on the long grey button 'click here to add a Key Program, Major or Submajor to your course'



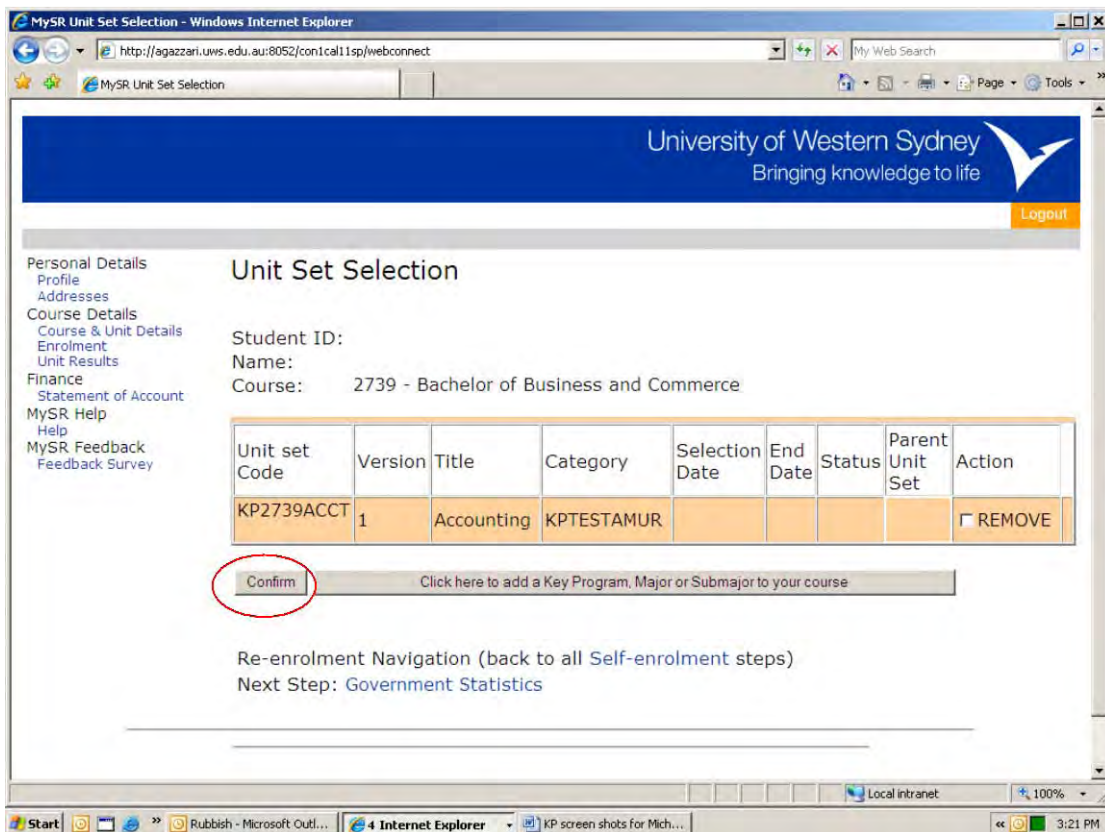
Step 5.  
Click on the drop down arrow next to the Unit Set Category



Step 6.  
 Select KPTESTAMUR, click the search button



Step 7  
 Students will then see a list of Key Programs, select one Key Program by clicking in the box in the 'Add' column. Then click the grey 'Add' button.



Step 8  
Click the confirm button

University of Western Sydney  
Bringing knowledge to life

Logout

Personal Details  
Profile  
Addresses  
Course Details  
Course & Unit Details  
Enrolment  
Unit Results  
Finance  
Statement of Account  
MySR Help  
Help  
MySR Feedback  
Feedback Survey

### Unit Set Selection

Student ID:  
Name:  
Course: 2739 - Bachelor of Business and Commerce

Unit set Code	Version	Title	Category	Selection Date	End Date	Status	Parent Unit Set	Action
KP2739ACCT	1	Accounting	KPTESTAMUR	27/11/2008		ENROLLED		<input type="checkbox"/> END

Confirm

Re-enrolment Navigation (back to all [Self-enrolment steps](#))  
Next Step: [Government Statistics](#)

Once the table is highlighted in yellow it means you have been successful in selecting your Key Program

Students can email [mysrhelp@uws.edu.au](mailto:mysrhelp@uws.edu.au) or call the MySR Helpline on 1300 668 370 if they need additional help in using MySR to update or change unit sets.

## 6. Electives

Most key programs provide for up to eight (8) elective units, however some (such as combined degrees) may have none. Elective units can be any unit taken from any school of the University (that is not limited to the College of Business but excluding the School of Medicine) for which the student meets pre-requisites. Sequences can be taken that satisfy the requirements for majors and sub-majors.

Some key programs that **have professional and/or statutory accreditation** (such as **Accounting** and **Property**) may require students to take specific **professional electives**. The Head of Program for the respective key program can provide specific advice about these elective requirements.

Students with Advanced Standing may have a lower number of electives available and must make sure they do not undertake more electives than required.

If a student chooses to undertake an elective unit that is not offered on their home campus, they will need to seek permission from both the Unit Coordinator (first) and the Head of Program. In this case, a student will need to lodge a rule waiver e-form for cross campus study.

## 7. Unit Enrolment

The key program study sequence documents (listed under the relevant degree) outline the unit enrolments for each study session. These units will vary depending on the key program chosen.

**Part-time students** should select only two of the units provided each study session and will complete the remaining two units the following year.

**Students seeking academic credit/advanced standing** should not enrol in units that they intend on receiving credit for. Thus, it is important that advanced standing applications are submitted as soon as possible. These students should choose any remaining first year units before attempting to enrol in second year units.

### **Units 200032/ 200052 and the Basic Mathematics Skills Test**

Units **200032 Statistics for Business and 200052 Introduction to Economic Methods** assume a basic level of numeracy. For students to have their enrolment in these units validated, they must first sit and pass the on-line Basic Mathematics Skills Test. Students who do not successfully pass this test are required to enrol in (and successfully complete) the elective unit **300691 Mathematical Reasoning** before attempting 200052 *Introduction to Economic Methods* or 200032 *Statistics for Business*.

**To access the Basic Mathematics Skills Test** you will need your UWS student ID number, high speed broadband (the university computers located in computer labs are suitable) and have access to the Basic Maths Skills Test vUWS (e-learning) site. If you do not have access, you may self-register at:

[http://ceam.uws.edu.au/cgi-bin/auth/auto-register.pl?st2\\_db\\_basicmathsskillstest](http://ceam.uws.edu.au/cgi-bin/auth/auto-register.pl?st2_db_basicmathsskillstest)

### **Pre-requisites and Co-requisites**

Students are advised that they are responsible for ensuring they have met all relevant pre-requisites (units which must be successfully completed before studying another unit) and/or co-requisites (units which must be taken at the same time as, or before another unit) for any unit/s in which they are currently enrolled.

If you withdraw from a co-requisite for a unit which you are taking, you also have to withdraw from that unit. For example, Business Academic Skills must be taken with or before Management Dynamics. If you withdraw from Business Academic Skills you will also need to withdraw from Management Dynamics.

### **Tutorial Registration**

After you have enrolled in your units for Autumn and Spring semesters, you will need to register for your classes (tutorials/workshops). First year units generally have a lecture/tutorial format, in that there will be one or more lectures scheduled per week for all students to attend, followed by a series of tutorial classes to be held at different times for approximately 25-30 students. Students must register for one of these tutorial classes. In order to provide equal access to the scheduled classes, students register for their classes on line via the in-house application known as PlatformWeb, and you will be assigned to your classes on a 'first come, first served' basis.

Tutorial registration opens mid February for Autumn session and mid July for Spring session. Each school has different registration opening times for tutorial registration. These can be found at <http://www.uws.edu.au/tutorialregistration> .

Although all units have lectures in the first week of semester, some units may not have tutorials in the first week of semester. You can check the timetable for details at [http://platformweb.uws.edu.au/pweb\\_tt/start.asp](http://platformweb.uws.edu.au/pweb_tt/start.asp).

### **Withdrawing from a course or unit**

If you withdraw from your course or unit after the **census date** (normally March 31 for Autumn session and August 31 for Spring session) you are still liable for any tuition or student contribution fees. Under normal circumstances you will not be entitled to a refund, unless you can prove that there are extenuating circumstances. Further information can be found at <http://www.uws.edu.au/students/stuadmin/fees/rcrd/dsaft>

## **8. Bachelor of Business and Commerce (BBC)**

The Bachelor of Business and Commerce is a broadly based, multi-discipline undergraduate course offering flexibility and choice through a range of sixteen (16) different key programs, each which reflects a particular business discipline. The degree seeks to equip all students with a good understanding of basic business issues complemented by a high level of knowledge relevant to a specific business discipline. Each specific business discipline has a capstone unit in engaged learning; this means that graduates from the course will be considered 'business ready' in terms of dealing with real world business issues and problems and generating real world business solutions.

In addition to the key programs, students may be able to complete either a major or a sub-major related to another key program, often in another business relevant discipline. Alternatively, students may be able to select elective units from across UWS subject to availability and UWS rules. Finally, there is the option of completing a separate business honours course for high achieving students who meet entry requirements.

### *Study Mode*

Three years full-time or six years part-time.

### *Course Structure*

Qualification for this award requires the successful completion of 240 credit points (24 units) which typically include:

- seven compulsory core units;
- nine specific key program units; and
- eight elective units (these can be used to study a major or sub-major in an area other than the key program). Some key programs (e.g. accounting) have required 'professional electives' that you must complete for accreditation purposes.

### **More information can be found in the handbook at**

<http://handbook.uws.edu.au/hbook/course.asp?course=2739.4>

Key programs offered in the BBC and related professional career opportunities can be found in the following table.



Key Program	Professional Career Opportunities
Accounting	<p>Accounting provides a wide career choice in Industry, Commerce, Professional Practice and the Public Sector. Some possible roles are:</p> <ul style="list-style-type: none"> <li>▪ Accountant</li> <li>▪ Auditor/Internal auditor</li> <li>▪ Credit analyst</li> <li>▪ Management accountant</li> <li>▪ Business analyst</li> <li>▪ Finance manager</li> <li>▪ Financial systems specialist</li> <li>▪ Group accountant</li> <li>▪ Tax accountant / professional</li> <li>▪ Financial accountant</li> <li>▪ Treasury accountant</li> <li>▪ Finance officer</li> <li>▪ Investment accountant</li> <li>▪ Business services accountant</li> <li>▪ Company accountant</li> <li>▪ Financial adviser</li> <li>▪ Financial analyst</li> <li>▪ Financial controller</li> <li>▪ Forensic accountant</li> <li>▪ Technical accounting manager</li> <li>▪ Project accountant</li> <li>▪ Commercial manager</li> <li>▪ Consultant</li> </ul>
Applied Economics	<ul style="list-style-type: none"> <li>▪ Professional economist</li> <li>▪ Policy analyst</li> <li>▪ Market analyst</li> <li>▪ Journalist with an emphasis upon economic issues</li> <li>▪ Social and economic policy adviser</li> </ul>
Applied Finance	<ul style="list-style-type: none"> <li>▪ Corporate finance (financial controllers or officers)</li> <li>▪ Strategic planning and project evaluation (takeovers, mergers, acquisitions and divestitures)</li> <li>▪ Money and capital markets (bonds, options, futures and swaps)</li> <li>▪ Financial services management (financial planners, personal financial consultants, finance officers, super fund managers and trustees)</li> <li>▪ Treasury hedging</li> <li>▪ Equity analysis and trading</li> <li>▪ Credit analysis</li> <li>▪ Business brokerage</li> <li>▪ Investment advising</li> <li>▪ Retirement planning</li> <li>▪ Portfolio management</li> <li>▪ Public finance manager in government departments</li> </ul>
Economics and Finance	<ul style="list-style-type: none"> <li>▪ Economists (with major firms, banks and financial institutions)</li> <li>▪ Financial controllers</li> <li>▪ Economic forecasters</li> <li>▪ Stock, bond and commodity traders and analysts</li> <li>▪ Policy advisers to government and industry groups</li> <li>▪ Financial journalists</li> <li>▪ Financial analysts and planners</li> </ul>

Financial Mathematics	<p>You may work in commercial or investment banks in the following roles:</p> <ul style="list-style-type: none"> <li>▪ Quantitative analyst</li> <li>▪ Financial risk analyst</li> <li>▪ Derivative trading</li> <li>▪ Financial advisor</li> <li>▪ Financial mathematician</li> <li>▪ Stock broker</li> </ul>
Global Operations and Supply Chain Management	<p>You may work in service industries, project management, quality systems, importing, manufacturing, distribution and transportation in the following roles:</p> <ul style="list-style-type: none"> <li>▪ Product Development</li> <li>▪ Service delivery</li> <li>▪ Logistics manager</li> <li>▪ Quality manager</li> <li>▪ Production management</li> <li>▪ Purchasing</li> <li>▪ Supply chain management</li> <li>▪ Distribution</li> <li>▪ Business analysis</li> <li>▪ Process manager</li> </ul>
Hospitality Management	<p>You may work across a number of hospitality industries including hotels, resorts, events, clubs and government. Roles in these sectors may include:</p> <ul style="list-style-type: none"> <li>▪ Convention and event management</li> <li>▪ Restaurant management</li> <li>▪ Hotel management</li> <li>▪ Service operations managers</li> </ul>
Human Resource Development and Organisational Development	<p>You may work in human resource development, change management, organisational behaviour and learning or employment relations in roles such as:</p> <ul style="list-style-type: none"> <li>▪ Human resource development officer or consultants</li> <li>▪ Development consultants</li> <li>▪ Training and development manager</li> <li>▪ Line managers and supervisors</li> </ul>
Human Resource Management and Industrial Relations	<p>Possible roles include:</p> <ul style="list-style-type: none"> <li>▪ Training and development manager</li> <li>▪ Recruitment and selection manager</li> <li>▪ Enterprise industrial relations</li> <li>▪ OH &amp;S manager</li> <li>▪ Employee relations manager</li> <li>▪ Human resources manager</li> <li>▪ Industrial officer in public/ private organisations and trade unions</li> <li>▪ Industrial advocate</li> <li>▪ Director of employment services</li> </ul>
International Business and Global Management	<p>You may work in business, public service, trade organisations, multi-national companies and their subsidiaries, or education and research organisations in roles in the following areas:</p> <ul style="list-style-type: none"> <li>▪ International marketing</li> </ul>

	<ul style="list-style-type: none"> <li>▪ International business</li> <li>▪ Business management</li> <li>▪ Export and import</li> <li>▪ Business research</li> <li>▪ Strategy and development</li> </ul>
International Trade and Finance	Graduates gain employment across the business and government sectors, especially in firms with substantial export and import activities and in government departments with responsibilities in international trade and finance.
Management	<p>You may work in public, private and not-for-profit organisations in the following roles:</p> <ul style="list-style-type: none"> <li>▪ Global management</li> <li>▪ Operations and logistics management</li> <li>▪ Human resources management</li> <li>▪ Hospitality management</li> <li>▪ Project manager</li> </ul>
Marketing	<ul style="list-style-type: none"> <li>▪ Product and brand management</li> <li>▪ Services marketing</li> <li>▪ Business to business marketing</li> <li>▪ Consulting</li> <li>▪ Selling – merchandising</li> <li>▪ Direct marketing – telemarketing</li> <li>▪ International marketing</li> <li>▪ Sales management</li> <li>▪ Customer services management</li> <li>▪ Advertising/Advertising management</li> <li>▪ Distribution management</li> <li>▪ Market analysis, Market research</li> <li>▪ Marketing management</li> <li>▪ E-marketing and e-business</li> </ul>
Property	<ul style="list-style-type: none"> <li>▪ Valuation</li> <li>▪ Property development</li> <li>▪ Funds management</li> <li>▪ Corporate real estate</li> <li>▪ Property investment analysis</li> <li>▪ Commercial property sales and leasing</li> <li>▪ Property research</li> <li>▪ Commercial and retail property management</li> </ul>
Sport Management	<p>You may work in government, community sectors, commercial private sector and non-commercial private sector in the following roles:</p> <ul style="list-style-type: none"> <li>▪ Sport event and facility manager</li> <li>▪ Venue manager</li> <li>▪ Team manager</li> <li>▪ Individual manager</li> </ul>

### Key Program Study Sequences (in alphabetical order)

Students who do NOT make a choice about their key program are able to follow the study sequence for first year units according to the 'No key program selected' study sequence (see next page). These students will need to make a choice about their key program on MySR before enrolling in second year units.

**BBC - No key program selected**

Campus: All

Head of Program: TBA

Year 1:			
<b>First session of study</b>		<b>Second session of study</b>	
200336	Business Academic Skills		Common Core Unit (see list below)
	Common Core Unit (see list below)		Common Core Unit (see list below)
	Common Core Unit (see list below)		Common Core Unit (see list below)
	Common Core Unit (see list below)	One of: 200111 200549 300672 200585 200677 200273 200300 200591 200084 200705 200183	Choose one of these units providing pre-requisite requirements are met.

*Note: Once Year 1 units are completed, students must transfer to a key program. This must be done on MySR (Unit Set = KPTESTAMUR) before enrolling in Year 2 units.*

**List of Common Core Units (first year units common to all BBC key programs)**

- 200336 Business Academic Skills (compulsory in first session of study)
- 200052 Introduction to Economics Methods OR 200032 Statistics for Business
- 200184 Introduction to Business Law
- 200571 Management Dynamics
- 200083 Marketing Principles
- 200101 Accounting Information for Managers
- 200525 Principles of Economics

**BBC Key Program: Accounting**

Campus: Campbelltown/ Parramatta

Head of Program: Shame Simmons

Year 1:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200083	Marketing Principles	200184	Introduction to Business Law
200101	Accounting Information for Managers	200111	Financial Accounting Applications
200336	Business Academic Skills	200571	Management Dynamics
200525	Principles of Economics	200032 OR 200052	Statistics for Business OR Intro to Economic Methods
Year 2:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200116	Management Accounting Fundamentals	200108	Contemporary Management Accounting
200536	Intermediate Financial Accounting	200534	Accounting Info Systems
200488	Corporate Financial Management (Professional Elective)	200109	Corporate Accounting Systems
200183	Law of Business Organisations (Professional Elective)		Elective
Year 3:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200535	Auditing and Assurance Services	200267	Advanced Accounting
200187	Taxation Law (Professional Elective)	200118	The Accountant as a Consultant (Engaged Learning Unit)
	Elective		Elective
	Elective		Elective

**BBC Key Program: Applied Economics**

Campus: Campbelltown/Parramatta

Head of Program: John Ablett

Year 1:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200336	Business Academic Skills	200083	Marketing Principles
200052 <b>OR</b> 200032	Intro to Economic Methods <b>OR</b> Statistics for Business	200101	Accounting Information for Managers
200184	Introduction to Business Law	200571	Management Dynamics
200525	Principles of Economics	200549	The Australian Macro-economy
Year 2:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200547	Macroeconomic Theory	200053	Economic Modelling
200048	Financial Institutions and Markets	200531	Industry Economics and Markets
	Elective		Elective
	Elective		Elective
Year 3:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200530 <b>OR</b> 200054 <b>OR</b> 200546	Microeconomic Theory and Applications <b>OR</b> Applied Econometrics <b>OR</b> Macroeconomic Issues		Alternate unit
	Alternate unit		Elective
200537	Economics and Finance (Engagement Unit)		Elective
	Elective		Elective

**Alternate Units:**

200075 Urban and Regional Economics  
200065 Political Economy  
200081 Managerial Economics

**BBC Key Program: Applied Finance**

Campus: Campbelltown/Parramatta

Head of Program: John Ablett

Year 1:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200336	Business Academic Skills	200083	Marketing Principles
200052 OR 200032	Intro to Economic Methods <b>OR</b> Statistics for Business	200101	Accounting Information for Managers
200184	Introduction to Business Law	200571	Management Dynamics
200525	Principles of Economics	200549	The Australian Macro-economy
Year 2:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200048	Financial Institutions and Markets	200057	Investment Management
200488	Corporate Financial Management	200053	Economic Modelling
	Elective		Elective
	Elective		Elective
Year 3:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200078	Portfolio Management		Alternate unit
	Alternate unit		Elective
200537	Economics and Finance (Engagement Unit)		Elective
	Elective		Elective

**Alternate units:**

200077 The Superannuation Industry  
 200079 Derivatives  
 200055 International Finance  
 200518 Behavioural Finance  
 200059 Financial Economics

**BBC Key Program: Economics and Finance**

Campus: Campbelltown/Parramatta

Head of Program: John Ablett

Year 1:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200336	Business Academic Skills	200101	Accounting Information for Managers
200052 OR 200032	Intro to Economic Methods OR Statistics for Business	200083	Marketing Principles
200525	Principles of Economics	200571	Management Dynamics
200184	Introduction to Business Law	200549	The Australian Macroeconomy
Year 2:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200547	Macroeconomic Theory	200053	Economic Modelling
200048	Financial Institutions and Markets	200531	Industry Economics and Markets
200488	Corporate Financial Management	200057	Investment Management
	Elective		Elective
Year 3:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200078 OR 200054 OR 200055	Portfolio Management OR Applied Econometrics OR International Finance	200546 OR 200530	Macroeconomic Issues OR Microeconomic Theory and Applications
	Elective	200059 OR 200518	Financial Economics OR Behavioural Finance
200537	Economics and Finance (Engagement Unit)		Elective
	Elective		Elective



**BBC Key Program: Financial Mathematics**

Campus: Parramatta

Head of Program: Rehez Ahlip

Year 1:			
Semester One (Autumn)		Semester Two (Spring)	
200336	Business Academic Skills	200184	Introduction to Business Law
200032	Statistics for Business	200101	Accounting Information for Managers
200083	Marketing Principles	200571	Management Dynamics
200525	Principles of Economics	300672	Mathematics 1A
Year 2:			
Semester One (Autumn)		Semester Two (Spring)	
200048	Financial Institutions and Markets	200057	Investment Management
200488	Corporate Financial Management	200026	Advanced Mathematics for Business
300673	Mathematics 1B		Elective
200033	Applied Statistics		Elective
Year 3:			
Semester One (Autumn)		Semester Two (Spring)	
	Alternate unit	200024	Mathematical Finance
	Alternate unit	200045	Quantitative Project (Engagement Unit)
	Elective		Alternate unit
	Elective		Alternate unit

**Alternate units:**

200022 Mathematical Modelling (Level 3)  
 200023 Analysis  
 200037 Regression Analysis and Experimental Design  
 200038 Time Series and Forecasting  
 200039 Surveys and Multivariate Analysis  
 200040 Probability and Stochastic Processes  
 200055 International Finance

200059 Financial Economics  
 200061 Financial Institutions Management  
 200078 Portfolio Management  
 200079 Derivatives  
 200193 Abstract Algebra  
 200749 Property Investment  
 200750 Property Portfolio Analysis

**BBC Key Program: Global Operations and Supply Chain Management**

Campus: Parramatta

Head of Program: Tim Hall

Year 1:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200336	Business Academic Skills	200184	Introduction to Business Law
200525	Principles of Economics	200571	Management Dynamics
200677	Global Supply Chain Management	200032 <b>OR</b> 200052	Statistics for Business <b>OR</b> Intro to Economic Methods
200101	Accounting Information for Managers	200083	Marketing Principles
Year 2:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200528	Management of Projects	200167	Quality Management
200588	Global Operations and Logistics Management	200585	Organisational Behaviour
	Elective		Elective
	Elective		Elective
Year 3:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200667	Global Enterprise Resource Planning	200565	Operations and Logistics in Practice
200668	Technology Management for Competitiveness	200162	Business Report (Engagement Unit)
	Elective		Elective
	Elective		Elective

**BBC Key Program: Hospitality Management**

Campus: Parramatta

Head of Program: Tim Hall

Year 1:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200336	Business Academic Skills	200184	Introduction to Business Law
200101	Accounting Information for Managers	200525	Principles of Economics
200083	Marketing Principles	200032 OR 200052	Statistics for Business <b>OR</b> Intro to Economic Methods
200273	Managing Service and Experience	200571	Management Dynamics
Year 2:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200710	Managing the Food and Beverage Experience	200584	Hospitality Management Operations
200709	Managing the Accommodation Experience	200742	Sport and Hospitality Event Management
	Elective		Elective
	Elective		Elective
Year 3:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200708	Hospitality Industry	200148	Planning and Design of Hospitality Facilities
200707	Service Industry Studies	200561	Hospitality Management Applied Project (Engagement Unit)
	Elective		Elective
	Elective		Elective

**BBC Key Program: Human Resource Development and Organisation Development**

Campus: Parramatta

Head of Program: Louise Ingersoll

Year 1:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200336	Business Academic Skills	200300	Managing People at Work
200571	Management Dynamics	200525	Principles of Economics
200184	Introduction to Business Law	200032 OR 200052	Statistics for Business <b>OR</b> Intro to Economic Methods
200101	Accounting Information for Managers		Elective
Year 2:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200610	Employee Training and Development	200376	Managing and Developing Careers
200083	Marketing Principles	200157	Organisational Learning and Development
200243	Work, Employment and the Labour Market		Elective
	Elective		Elective
Year 3:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200615	Management of Change	200159	Organisation Analysis and Design
200175	Managing Human Resource and Industrial Relations	200381	Human Resource Development Seminar (Engagement Unit)
	Elective		Elective
	Elective		Elective

**BBC Key Program: Human Resource Management and Industrial Relations**

Campus: Campbelltown/Parramatta

Head of Program: Louise Ingersoll

Year 1:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200336	Business Academic Skills	200300	Managing People at Work
200571	Management Dynamics	200525	Principles of Economics
200184	Introduction to Business Law	200032 OR 200052	Statistics for Business <b>OR</b> Intro to Economic Methods
200101	Accounting Information for Managers	200083	Marketing Principles
Year 2:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200614	Enterprise Industrial Relations	200739	Reward and Performance Management
200621	International Human Resource Management	200610 OR 200150 OR 200753	Employee Training & Devt OR Managing Diversity OR Occupational Health & Safety
	Elective		Elective
	Elective		Elective
Year 3:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200616	Workplace Behaviour	200575	Processes and Evaluation in Employment Relations (Engagement Unit)
200613	Negotiation, Bargaining & Advocacy	200740	Human Resources and Industrial Relations Strategy
	Elective		Elective
	Elective		Elective

**BBC Key Program: International Business**

Campus: Parramatta

Head of Program: Daniela Spanjaard

Year 1:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200336	Business Academic Skills	200184	Introduction to Business Law
200571	Management Dynamics	200101	Accounting Information for Managers
200083	Marketing Principles	200525	Principles of Economics
200591	Introduction to International Business	200032 OR 200052	Statistics for Business <b>OR</b> Intro to Economic Methods
Year 2:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200094	International Marketing	200589	Export Strategy and Applications
200541	Globalisation and Trade	200374	International Marketing Research
	Elective		Elective
	Elective		Elective
Year 3:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200626	International Business Strategy	200098 OR 200099	The Markets of Asia <b>OR</b> The Markets of Europe
200595	International Business Finance	200590	International Business Project (Engagement Unit)
	Elective		Elective
	Elective		Elective

**BBC Key Program: International Business and Global Management**

Campus: Parramatta

Head of Program: Daniela Spanjaard

Year 1:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200336	Business Academic Skills	200101	Accounting Information for Managers
200571	Management Dynamics	200525	Principles of Economics
200083	Marketing Principles	200032 <b>OR</b> 200052	Statistics for Business <b>OR</b> Intro to Economic Methods
200591	Introduction to International Business	200300	Managing People at Work
Year 2:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200184	Introduction to Business Law	200158	Business Society & Policy
200255	Management of E-Business Processes	200586	Cross Cultural Management
200621	International Human Resource Management	200374	International Marketing Research
200626	International Business Strategy	200595	International Business Finance
Year 3:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200094	International Marketing	200623	International Management
200678	Strategic Intelligence and Decision Making	200589	Export Strategy and Applications
200150	Managing Diversity	200590	International Business Project (Engagement Unit)
	Elective		Elective

**BBC Key Program: International Trade and Finance**

Campus: Parramatta

Head of Program: John Ablett

Year 1:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200336	Business Academic Skills	200101	Accounting Information for Managers
200525	Principles of Economics	200083	Marketing Principles
200052 OR 200032	Intro to Economic Methods OR Statistics for Business	200571	Management Dynamics
200184	Introduction to Business Law	200549	The Australian Macroeconomy
Year 2:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200488	Corporate Financial Management	200533	Globalisation and Asia
200547	Macroeconomic Theory	200053	Economic Modelling
	Elective		Elective
	Elective		Elective
Year 3:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200055	International Finance	200541	Globalisation and Trade
200054 OR 200546 OR 200538	Applied Econometrics OR Macroeconomic Issues OR Global Labour Markets		Elective
200537	Economics and Finance Engagement Project		Elective
	Elective		Elective



**BBC Key Program: Management**

Campus: Campbelltown/ Parramatta

Head of Program: Louise Ingersoll

Year 1:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200336	Business Academic Skills	200184	Introduction to Business Law
200571	Management Dynamics	200525	Principles of Economics
200083	Marketing Principles	200032 <b>OR</b> 200052	Statistics for Business <b>OR</b> Intro to Economic Methods
200101	Accounting Information for Managers	200585	Organisational Behaviour
Year 2:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200158	Business Society and Policy	200588	Global Operations and Logistics Management
200586	Cross Cultural Management	200159 <b>OR</b> 200157	Organisational Analysis and Design <b>OR</b> Organisational Learning
	Elective		Elective
	Elective		Elective
Year 3:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200570	Management of Change	200587	Strategic Management
200752	Power Politics and Knowledge	200568	Contemporary Management Issues (Engagement Unit)
	Elective		Elective
	Elective		Elective

**BBC Key Program: Marketing**

Campus: Campbelltown/ Parramatta

Head of Program: Ned Doyle

Year 1:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200336	Business Academic Skills	200184	Introduction to Business Law
200032 <b>OR</b> 200052	Statistics for Business <b>OR</b> Intro to Economic Methods	200101	Accounting Information for Managers
200083	Marketing Principles	200571	Management Dynamics
200525	Principles of Economics	200084	Consumer Behaviour
Year 2:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200592	Marketing Research	200090	Marketing of Services
200086	Marketing Communication	200088	Brand and Product Management
	Elective		Elective
	Elective		Elective
Year 3:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200087	Strategic Marketing Management	200091	Business to Business Marketing
200094	International Marketing	200096	Marketing Planning Project (Engagement Unit)
	Elective		Elective
	Elective		Elective

**BBC Key Program: Property**

Campus: Parramatta

Head of Program: Norman Harker

Year 1:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200336	Business Academic Skills	200602	Principles of Valuation
200601	Introduction to Property	200184	Introduction to Business Law
200525	Principles of Economics	200101	Accounting Information for Managers
	Elective <b>OR</b> BG101A Building 1	200083	Marketing Principles
Year 2:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200603	Commercial Valuation	200749	Property Investment
200032	Statistics for Business	200750	Property Portfolio Analysis
200571	Management Dynamics		Elective <b>OR</b> 200605 Rural Valuation
	Elective <b>OR</b> 200435 Property Development Controls		Elective <b>OR</b> 200599 Land Law
Year 3:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200598	Property Development	200597	Property Finance and Tax
200600	Commercial Property Management	200360	Property Project (Engagement Unit)
	Elective <b>OR</b> 200711 Statutory Valuation		Elective <b>OR</b> 200604 Valuation of Special Premises
	Elective		Elective

**BBC Key Program: Sport Management**

Campus: Campbelltown

Head of Program: Tim Hall

Year 1:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200336	Business Academic Skills	200184	Introduction to Business Law
200101	Accounting Information for Managers	200525	Principles of Economics
200083	Marketing Principles	200032 <b>OR</b> 200052	Statistics for Business <b>OR</b> Intro to Economic Methods
200705	The World of Sport Management	200571	Management Dynamics
Year 2:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200665	Strategic Communication in Sport	200664	Sport Management Internship
200273	Managing Service and Experience	200742	Sport and Hospitality Event Management
	Elective		Elective
	Elective		Elective
Year 3:			
<b>Semester One (Autumn)</b>		<b>Semester Two (Spring)</b>	
200707	Service Industry Studies	400335	Contemporary Issues in Sport Management
200754	Sport Management – Planning and Development	200751	Sport Management – Applied Project (Engagement Unit)
	Elective		Elective
	Elective		Elective

## 9. Bachelor of Business and Commerce (Advanced Business Leadership)

**Head of Program: Dr Syed Rahman**

The Bachelor of Business and Commerce (Advanced Business Leadership) is a course designed for high achieving students aimed at transforming today's brightest business minds into tomorrow's business leaders. Throughout the degree students are mentored and guided by leading business academics, develop superior knowledge and confidence and graduate a 'step ahead in their career'.

This course is a broadly based, multidiscipline course offering flexibility and choice through a range of key programs, each of which reflects a particular business discipline. The degree seeks to equip its students with a high level of knowledge relevant to business issues in general as well as knowledge relevant to a specific business discipline. The intention of the course is to provide a foundation for the development of Australia's future business leaders.

This course is available to high-achieving students only. To be eligible for admission to the Bachelor Business and Commerce (Advanced Business Leadership), a student must attain a minimum UAI of 90 (or equivalent). Currently enrolled undergraduate students must achieve a GPA of at least 5.0 across two consecutive semesters to be eligible for entry.

Students must maintain a grade point average of 5 or above to remain in the course. Those who do not maintain this average over three consecutive semesters are transferred to the Bachelor of Business Commerce.

The course is offered over three years full-time on the Parramatta campus as follows:

### **Autumn session Yr 1**

200336 Business Academic Skills  
200525 Principles of Economics  
200101 Accounting Information for Managers  
200083 Marketing Principles

### **Spring session Yr 1**

200571 Management Dynamics  
200184 Introduction to Business Law  
200032 Statistics for Business OR 200052 Introduction to Economic Methods  
And one Key Program specialist unit

### **Autumn session Yr 2**

Four Key Program specialist units

### **Spring session Yr 2**

Three Key Program specialist units  
And one elective

### **Autumn session Yr 3**

200572 Advanced Business Seminars

200573 Business Leadership

And two electives

### **Spring session Yr 3**

200574 Frontiers of Business Theory and Analysis

200609 Entrepreneurial Team

Key Program specialist business Engaged Unit

And one elective

## **10. Bachelor of Economics**

### **Head of Program: Dr John Ablett**

This course is internationally recognised as a prestigious and high quality degree. It is designed to provide a broad based and highly flexible education in understanding how the economy functions. The topics covered span political and social sciences, financial and business disciplines. As a result, students will be prepared for employment in a large range of occupations in business, government and the social services sector.

There are four key programs of study available in the course:

- Banking and Finance
- Economic Analysis and Policy
- International Trade and Finance
- Property and Urban and Regional Development

The course is structured so that you receive an overview of economics and business in first year and the key program of study does not need to be decided until the beginning of second year of study.

In addition, the course offers eight completely open elective units, which may be used to complete any eight unit major or four/six unit sub-major offered by any school at UWS.

### **Study Mode**

Three years full-time or six years part-time.

### **Accreditation**

Banking and Finance accreditation with FINSIA has been obtained provided the student completes specific units

### **Course Structure**

Qualification for this award requires the successful completion of 240 credit points including the units listed in one of the key program sequences below. Students should have no more than 100 credit points of Level 1 units and no fewer than 60 credit points of Level 3 units.

Electives within the sequence may be used towards obtaining an approved major or sub-major for this award.

**Bachelor of Economics (Banking and Finance)**

Campus: Parramatta

Head of Program: John Ablett

Year 1:			
200101	Accounting Information for Managers	200540	Globalisation and Australia
200525	Principles of Economics	200488	Corporate Financial Management
200052	Intro to Economic Methods	200549	The Australian Macroeconomy
200048	Financial Institutions and Markets		Elective
Year 2:			
200061	Financial Institutions Management	200531	Industry Economics and Markets
200547	Macroeconomic Theory	200053	Economic Modelling
	Elective	200062	Financial Institutions Lending
	Elective		Elective
Year 3:			
200059 OR 200518 OR 200079 OR 200054 OR 200077	Financial Economics OR Behavioural Finance OR Derivatives OR Applied Econometrics OR The Superannuation Industry	200059 OR 200518 OR 200079 OR 200054 OR 200077	Financial Economics OR Behavioural Finance OR Derivatives OR Applied Econometrics OR The Superannuation Industry
200532 OR	Government and the Economy OR	200532 OR	Government and the Economy OR
200546 OR 200065	Macroeconomic Issues OR Political Economy	200546 OR 200065	Macroeconomic Issues OR Political Economy
	Elective		Elective
	Elective		Elective

**Bachelor of Economics (Economic Analysis and Policy)**

Campus: Parramatta

Head of Program: John Ablett

Year 1:			
200101	Accounting Information for Managers	200540	Globalisation and Australia
200525	Principles of Economics	200488	Corporate Financial Management
200052	Intro to Economic Methods	200549	The Australian Macroeconomy
200048	Financial Institutions and Markets		Elective
Year 2:			
200532	Government and the Economy	200531	Industry Economics and Markets
200547	Macroeconomic Theory	200053	Economic Modelling
	Elective		Elective
	Elective		Elective
Year 3:			
200530	Macroeconomic Theory and Applications	200546	Macroeconomic Issues
200064 <b>OR</b> 200054 <b>OR</b> 200065	History of Economic Thought <b>OR</b> Applied Econometrics <b>OR</b> Political Economy	200064 <b>OR</b> 200054 <b>OR</b> 200065	History of Economic Thought <b>OR</b> Applied Econometrics <b>OR</b> Political Economy
	Elective		Elective
	Elective		Elective



**Bachelor of Economics (International Trade and Finance)**

Campus: Parramatta

Head of Program: John Ablett

Year 1:			
200101	Accounting Information for Managers	200540	Globalisation and Australia
200525	Principles of Economics	200488	Corporate Financial Management
200052	Intro to Economic Methods	200549	The Australian Macroeconomy
200048	Financial Institutions and Markets		Elective
Year 2:			
200533	Globalisation and Asia	200531	Industry Economics and Markets
200547	Macroeconomic Theory	200053	Economic Modelling
200541	Globalisation and Trade		Elective
	Elective		Elective
Year 3:			
200055	International Finance	200538	Global labour markets
200064 <b>OR</b> 200054 <b>OR</b> 200065 200546	History of Economic Thought <b>OR</b> Applied Econometrics <b>OR</b> Political Economy <b>OR</b> Macroeconomic Issues	200064 <b>OR</b> 200054 <b>OR</b> 200065 200546	History of Economic Thought <b>OR</b> Applied Econometrics <b>OR</b> Political Economy <b>OR</b> Macroeconomic Issues
	Elective		Elective
	Elective		Elective

**Bachelor of Economics (Property and Urban and Regional Development)**

Campus: Parramatta

Head of Program: John Ablett

Year 1:			
200101	Accounting Information for Managers	200540	Globalisation and Australia
200525	Principles of Economics	200488	Corporate Financial Management
200052	Intro to Economic Methods	200549	The Australian Macroeconomy
200048	Financial Institutions and Markets		Elective
Year 2:			
200547	Macroeconomic Theory	200073	Economics of Planning and the Environment
200601	Introduction to Property	200053	Economic Modelling
	Elective	200531	Industry Economics and Markets
	Elective		Elective
Year 3:			
200750	Property Portfolio Analysis	200749	Property Investment
200598	Property Development	200075	Urban and Regional Economics
	Elective		Elective
	Elective		Elective

## 11. Bachelor of Financial Advising (BFA)

**Head of Program: Ms Kim Ferlauto**

The Bachelor of Financial Advising is a professional degree course which is unique in its scope and coverage. The course is designed for individuals who seek specialist financial advising careers. It equips graduates with the necessary knowledge and skills and prepares them to face the challenges of working in the financial advising industry. The financial advising industry is an emerging area and this course will supply graduates who have undertaken a comprehensive program in one or more of the three complementary fields of accounting, taxation and financial planning. This course offers graduates the potential for diverse career paths and provides marketability in multiple areas of expertise.

Career opportunities include public practice, roles with big 4 firms or within corporate industry. Graduates may also pursue careers in financial planning firms, providing insurance advice, retirement planning, funds management or financial advising within a banking environment.

This course requires completion of 240 credit points or 24 units and may be completed on either a part time or full time basis. The full time course structure is as follows.

### **Year 1**

Autumn session

- 200101 Accounting Information for Managers
- 200184 Introduction to Business Law
- 200525 Principles of Economics
- 200182 Quantitative Techniques

Spring session

- 200111 Financial Accounting Applications
- 200116 Management Accounting Fundamentals
- 200183 Law of Business Organisations
- 200264 Managing Professionals
- 

### **Year 2**

Autumn session

- 200554 Law of Commercial Obligations
- 200187 Taxation Law
- 200488 Corporate Financial Management
- And one elective

Spring session

- 200747 Professional Relationships and Communication in Business
- And three electives

### **Year 3**

Autumn session

- 200266 State Taxes and GST
  - 200267 Advanced Accounting OR 200271 Financial Services Law
- Students following the Financial Planning Stream must choose 200271 Financial Services Law
- And two electives

Spring session

- 200627 Financial Planning
- 200186 Advanced Taxation Law
- And two electives

In addition to the core units, students choosing to complete the Accounting Stream or Financial Planning Stream, or streams, must include the specific units listed here under for each stream. (It should be noted the tax units required for recognition as a Tax Agent are included in the core units).

### **Accounting Stream**

- 200109.3 Corporate Accounting Systems
- 200188.1 Systems Design and Audit
- 200267.1 Advanced Accounting
- And five electives

200536 Intermediate Financial Accounting is a pre-requisite to study 200109 Corporate Accounting Systems. Therefore this unit is compulsory for students seeking Accounting qualification and accreditation

### **Financial Planning Stream**

- 200265.1 Personal Asset Management
- 200272.1 Insurance Advising - Theory and Practice
- 200569.1 Retirement Planning
- 200624.1 Estate and Succession Planning
- And four electives

Students having completed the core units and the accounting stream units will have met the educational requirements for registration with the Taxation Agents' Board. Depending upon the electives and alternates chosen, this degree satisfies the accreditation requirements of Financial Planning Association and ASIC, CPA Australia, The Institute of Chartered Accountants in Australia (ICAA), for entry into their CPA and CA programs respectively. In order to meet entry requirements to the CFP professional educational programs offered by the Financial Planning Association students will need to complete units in the financial planning stream. This course is accredited with ASIC as being RG 146 compliant.

## **12. Law degrees**

Students considering entry to a law degree should contact Dr Stephen Janes (Campbelltown) or John Juriansz (Parramatta). Law students should ensure they have a copy of the law handbook available to all law students in their first year of study.

## **13. High Achievers**

Every year the outstanding academic achievement of our students is recognised through the [Dean's Merit List](#) (PDF). This list includes the names of those students who, in the previous academic year, completed at least 40 credit points and had a grade point average (GPA) of 6.0 or greater, and were in the top 10 per cent of the college cohort.

Business students who achieve a GPA of 5.0 or above may be considered to undertake an Honours degree which entails research training, advanced coursework units, and a major research thesis under supervision. For law students the attainment of a GPA of 5.5, generally without any failures, may enable a law student to obtain an honours degree in law.

## **Conclusion**

We trust that this guide has been useful. A number of web addresses have been provided because these will give you the most up-to-date information. Please use the web links provided.

If you need any information that cannot be found in this booklet or on the web, the administrative staff in the school offices will be happy to help you directly or to make contact with the appropriate academic staff.

May you have a successful and rewarding year.

***Academic and Administrative Staff - College of Business***

## Appendix 1: 'Are you ready?' Checklist\*

- |   | Tick                     |
|---|--------------------------|
| 1. <b>Enrol</b> online using <u>MySR</u> .  | <input type="checkbox"/> |
| 2. Complete Commonwealth support documents or pay <u>tuition fees</u> .   | <input type="checkbox"/> |
| 3. Apply for <u>Advanced Standing</u> for prior tertiary studies  | <input type="checkbox"/> |
| 4. Check schedule and attend an <u>Academic Advising Session</u> .  | <input type="checkbox"/> |
| 5. Choose your <b>Key Program</b> on MySR (for BBC students).   | <input type="checkbox"/> |
| 6. Confirm your <b>unit enrolment</b> for 2010.   | <input type="checkbox"/> |
| 7. Obtain <b>student ID card</b> from the student centre on your campus.  | <input type="checkbox"/> |
| 8. Obtain a <b>Parking Permit</b> if you plan to park your car at University. See: <a href="http://parking.uws.edu.au/student.asp">http://parking.uws.edu.au/student.asp</a>  | <input type="checkbox"/> |
| 9. <b>Register for tutorials</b> when registration opens at <u>Tutorial Registration page</u> .   | <input type="checkbox"/> |
| 10. Know how to use the <b>Library</b> to research your first assignments, see <a href="http://library.uws.edu.au/">http://library.uws.edu.au/</a> .  | <input type="checkbox"/> |
| 11. Know how to access the university computers, printers, e-learning (vUWS) and <u>student email</u> . (Feel free to visit the <u>Library</u> or <u>Computer Labs</u> for help).   | <input type="checkbox"/> |
| 12. Book for a <b>Student Learning Workshop</b> if you need to improve your academic learning skills you will need for University at: <a href="http://www.uws.edu.au/students/ods/lisu/workshops">http://www.uws.edu.au/students/ods/lisu/workshops</a> | <input type="checkbox"/> |
| 13. Attend <b>Orientation</b> on your home campus.  | <input type="checkbox"/> |

\* Adapted from:

[http://www.uws.edu.au/currentstudents/current\\_students/your\\_first\\_year/first\\_year\\_central/starting\\_out\\_checklist](http://www.uws.edu.au/currentstudents/current_students/your_first_year/first_year_central/starting_out_checklist)