

Faculty of Business

2009 Undergraduate Information for continuing students

Welcome Back! ...

Mapping your study plan

Some recommended enrolment patterns are provided in the USQ Handbook <http://www.usq.edu.au/handbook/current/bus/bus.html> . These enrolment patterns may need to be adjusted for students who:

- have received exemptions
- are studying a double major
- are studying a double degree
- have failed a course/s and need to repeat it

Students in these situations can map their own study plan as follows:

1. Write down the courses you need to take for your degree (ie core, major, minor/s, electives [as per program structure in the Handbook]).
2. Tick off the courses that you have received an exemption for, or have already successfully completed.
3. Refer to the Course Specifications <http://www.usq.edu.au/course/specification/2009/> for individual course offerings for your remaining courses and note these beside your remaining courses.
4. Using the “Study Plan” at the end of this information, write down the courses you plan to take each semester (taking into account that you will have met any pre-requisites and/or co-requisites, and the mode and semesters of offering).

Remember to check your study plan against the Handbook at the beginning of each year. Minor changes may affect your original plan.

Experiencing Problems?

1. Visit USQAssist - <http://usqassist.usq.edu.au/>

2. Email us - Faculty of Business Administration Officers (Student Support) can be contacted via email for any program, enrolment, or progression enquiry:

business.undergrad@usq.edu.au

Direct your assessment questions, for example, assignments, exams, results etc to our Assessments Section:

bizness@usq.edu.au

Remember to:

- include your full name and Student ID
- outline problem/s you are experiencing
- make sure your email address is up to date on *USQAdmin*. Your response will be sent to the email address you have recorded on *USQAdmin*.

Turnaround Time:

We aim to provide an answer as quickly as possible, however during peak periods, it may take a little longer. We appreciate your patience during these times. Please do not resend a question as this creates extra work, and of course extra time taken to answer queries.

3. Pop in and see us – University staff are available to consult with students about the many aspects of their student lives. Senior Administration Officers (Student Support) are available to assist you in matters relating to your enrolment, progression through the program, and general program related enquiries. Academic staff, including your lecturer and tutor, is available to assist you with any academic enquiries.

To meet with a Senior Administration Officer (Student Support):

Appointments can be made through:

- Angela Chester or Nicole Zimmerle:
 - Level 4, L Block – Room L437
 - Ph: +61 7 4631 2861

OR

- Email:
 - business.undergrad@usq.edu.au

You will be asked to provide your full name, student number and a brief outline of your query.

If you arrive early for your appointment, please wait in the Student Waiting Room in Room T409, and a staff member will call you at your appointment time.

If you are late or will not be able to attend, please call us to let us know. Sometimes if you are late, you may have to reschedule, particularly if other students have made appointments.

The **Online Career Library** provides online resources about planning careers and how to get there, information about graduate jobs and vacation experience, and job search sites:

<http://www.usq.edu.au/studentservices/careers/students/jobsearch/careerlib/default.htm>

USQ Career Fair is a major career event that allows employers from across Australia to promote their graduate programs to USQ students. The 2009 USQ Career Fair will take place at the Toowoomba Campus on **Friday 3 April 2009**.

The **e-Career Fair** will be available again in **April 2009**.

CareerHub is an online employment service for USQ students. To access the system simply log-on using your *USQConnect* username and password:

<http://careerhub.usq.edu.au>

Career Mentoring assists students to prepare for their transition from university to employment.

<http://www.usq.edu.au/beyondeducation/mentoring/default.htm>

The Career Mentoring program aims to **provide students with:**

- opportunities to develop relationships with employers and industry
- a chance to enhance their personal development
- assistance at the 'coal-face' to develop professional career goals
- networking opportunities to enhance career progression
- opportunity to enhance future employability

Thinking of dropping out?

It may feel like a good idea at the moment, but there are alternatives to dropping out of university. Before you make a final decision, stop and consider the alternatives. You can save yourself a lot of emotional energy, time and money if you follow the advice outlined on the web at:

<http://www.usq.edu.au/learningcentre/alsonline/dropping.htm>

Program, Major, Minor and Course Changes

USQ has recently streamlined our degree program and course offerings to establish a vibrant and sustainable suite of programs for our students. Highlighted below are some of the program, major and course changes which may effect you. Should you require assistance in relation to your program area, please either send us an email or make an appointment to see us through business.undergrad@usq.edu.au.

Program Changes

① Changes to BCOM – Bachelor of Commerce Core Courses

Previously, students had a choice within the core of selecting either POL1000 Government Business and Society OR FIN1101 Introduction to Financial Management. Under the new BCOM core structure FIN1101 Financial Management is a compulsory core course. Students now have a choice between either POL1000 Government Business and Society OR MKT1001 Introduction to Marketing. If you are a continuing student and have already completed both POL1000 and MKT1001 as part of your core you will not be required to complete FIN1101 unless you are undertaking a major in either Accounting or Finance.

- ACC1101 Accounting for Decision Making
- CIS1000 Information System Concepts
- ECO1000 Economics
- FIN1101 Introduction to Financial Management
- LAW1101 Introduction to Law
- MGT1000 Organisational Behaviour
- POL1000 Government Business & Society OR MKT1001 Introduction to Marketing
- STA2300 Data Analysis

① Changes to BBAD – Bachelor of Business Administration Core Courses (*subject to final approval*)

Reduction in number of core courses in the BBAD, from eight (8) to ten (10); MGT1200 Business Communication and MGT2002 Managing Organisations are no longer part of the core. Continuing students who have already successfully completed MGT1200 and MGT2002 can continue under the old structure – or use these courses as electives.

- ACC1101 Accounting for Decision Making
- CIS1000 Information System Concepts
- ECO1000 Economics

- FIN1101 Introduction to Financial Management OR POL1000 Government Business and Society
- LAW1101 Introduction to Law
- MGT1000 Organisational Behaviour
- MKT1001 Introduction to Marketing
- STA2300 Data Analysis

New Programs

Law at USQ! ..., Our Law programs were introduced in 2008 and we have had keen interest for these programs from students. We have been teaching law into the business programs at USQ for over 35 years, and bring this expertise into the new law programs. USQ Law is a place where lecturers know your name, and take a personal interest in your progress.

Law is available on campus at Toowoomba and Springfield or by our award winning distance education programs - You make the choice.

Did you know? ..., We offer alternate entry in to our Law programs through other Business programs, such as the BBUS – Bachelor of Business. Students can apply for entry in to the BBUS program, and upon successful completion of four courses under this program can apply direct to USQ to transfer across to one of our Law programs. With the correct course choices, you can also utilise credit transfers towards the Law program based on those courses completed under the BBUS.

For detailed information about our Law programs, refer to the USQ Handbook:

<http://www.usq.edu.au/handbook/current/bus/bus.html>

- Bachelor of Laws (BLAW)
- Bachelor of Arts and Bachelor of Laws (BABL)
- Bachelor of Business and Bachelor of Laws (BBBL)
- Bachelor of Commerce and Bachelor of Laws (BCBL)

USQ is a great place to be – why not join us.

New Bachelor of Information Technology – BITC

New commencing students studying the Bachelor of Information Technology will follow the structure of the new BITC - Bachelor of Information Technology degree program. Continuing students are also encouraged to follow the new structure of the BITC program and will be compensated for any courses completed under the old structure which are not part of the new.

If you have not successfully completed CIS1001 Introduction to Business Programming (which will be withdrawn from offering commencing 2009) and want to continue under the original BITE structure then you can replace CIS1001 with CIS1101 Introduction to e-Commerce (to be offered Sem 2, 2009 – ONC and EXT). No continuing students will be disadvantaged by these changes, should you require assistance regarding what courses you have remaining to complete under the new structure, please contact us business.undergrad@usq.edu.au.

<http://www.usq.edu.au/handbook/current/bus/bus-BITC.html>

New Diploma of Business Administration – DPBA

The Diploma of Business Administration is an eight (8) course program as follows:

- ACC1101 Accounting for Decision Making
- CIS1000 Information System Concepts
- ECO1000
- LAW1101 Introduction to Law
- MGT1000 Organisational Behaviour
- STA2300 Data Analysis

Plus select two (2) of the following:

- FIN1101 Introduction to Financial Management
- MKT1001 Introduction to Marketing
- POL1000 Government Business and Society

<http://www.usq.edu.au/handbook/current/bus/DPBA.html>

Exit Program Options

Students requesting to exit with a lesser award are required to complete a new application form. An application form can be obtained online at:

Domestic students - <http://www.usq.edu.au/resources/directentryapplicweb.pdf>

International students - <http://www.usq.edu.au/resources/applicationform.pdf>

Programs to remain as Exit Points only:

- **Advanced Diploma in Business (ADBU)**

Students are required to complete 12 courses as follows:

- a minimum of four, up to a maximum of eight, from the Bachelor of Business core courses; and either
- four to eight courses from a single Business major area of study; or four courses from a single Bachelor of Business or Bachelor of Commerce major area of study (minor study) and four elective courses of study.

- **Associate Degree in Commerce (ADCM)**

To exit the Bachelor of Commerce with an Associate Degree in Commerce, a student must have:

- completed the Bachelor of Commerce core courses;
- completed at least four other Bachelor of Commerce courses; and
- completed at least 16 courses (in total) that would have counted towards the Bachelor of Commerce.

- **Diploma in General Studies (DGEN)**

To request to exit with the Diploma in General Studies, a student must have completed eight (8) courses as follows:

- completed 2 core courses
 - CMS1000 Communication and Scholarship
 - plus one of the following two core courses:
 - CIS1000 Information System Concepts
 - CSC1402 Foundation Computing
- completed six elective courses, generally students will select Level 1 or 2 courses. Electives may be grouped to constitute a four-unit minor study in a discipline area.

i . Amended Major Areas of Study

Accounting Major (subject to final approval):

| Course Code | Course Name |
|--------------------|--------------------------------|
| ACC1102 | Financial Accounting |
| ACC2113 | Management Accounting 1 |
| ACC2115 | Company Accounting |
| ACC3101 | Accounting Information Systems |
| ACC3116 | Accounting and Society |
| ACC3118 | Auditing |
| LAW2106 | Law of Business Organisations |
| LAW3130 | Revenue Law and Practice |

Human Resource Management Major:

| Course Code | Course Name |
|--------------------|---|
| MGT1001 | Human Resource Management |
| MGT2000 | Staffing and Remuneration |
| MGT2001 | Management of Workplace Health and Safety |
| MGT2002 | Managing Organisations |
| MGT2004 | People Development |
| MGT2006 | Employment Relations |
| MGT3001 | International Management |
| MGT3002 | Leading Organisational Change |

Supply Chain Management Major (subject to final approval - formerly Logistics and Operations Management):

| Course Code | Course Name |
|--------------------|---|
| MGT2002 | Managing Organisations |
| MGT2101 | Business Forecasting |
| MGT2102 | Management Science |
| MGT2103 | Business Logistics |
| MGT2104 | Supply Chain Analysis |
| MGT3100 | Quality Management |
| MKT2004 | Marketing Channels |
| MKT3002 | Business Strategy in a Global Environment |

Course Changes

There are number of changes to course semester offerings. Please visit the course specifications database for a full list of courses offered during 2009:

<http://www.usq.edu.au/course/specification/2009/>

New Courses

- BUS3000 Work Integrated Learning [*see over for a expression of interest form*]
- LAW2205 Criminal Law A
- LAW3203 Property Law A
- LAW3204 Property Law B
- LAW3205 Equity
- LAW3206 Trusts
- LAW3423 Criminal Law B

Course Name Changes

| Course Code | Was | Now |
|-------------|---|--|
| ACC3116 | Financial Accounting Theory | Accounting and Society <i>(Subject to final approval)</i> |
| CIS3002 | Business Systems Analysis, Design and Implementation | Business Analysis |
| MKT3002 | Business Strategy | Business Strategy in a Global Environment |
| TOU1003 | Introduction to Tourism | Tourism Management |

Course Name and Code Changes

| Old Course Code | Old Course Name | New Course Code | New Course Name |
|-----------------|-------------------------------------|-----------------|---|
| ACC2103 | Corporate Reporting and Analysis | ACC1102 | Financial Accounting <i>(Subject to final approval)</i> |
| ACC2101 | Financial Accounting Systems | ACC3101 | Accounting Information Systems <i>(Subject to final approval)</i> |
| ACC3115 | Company Accounting | ACC2115 | Company Accounting <i>Subject to final approval)</i> |
| ELC1101 | Introduction to Electronic Commerce | CIS1101 | Introduction to Electronic Commerce |

① Course Pre- and Co-Requisite Changes

- Withdrawal of *MKT1002 Consumer Behaviour* co-requisite requirement for **MKT2001 Promotion Management**
- Withdrawal of *TOU1003 Tourism Management* pre-requisite requirement for **TOU2007 Tourism Planning** and **TOU2008 Ecotourism**
- Withdrawal of *ACC1101 Accounting for Decision Making* pre-requisite requirement for **MKT3006 Small and Medium Enterprise Development**
- Addition of *LAW1101 Introduction to Law* as a pre-requisite requirement for **LAW2106 Law of Business Organisations**

① Discontinued Courses

- MGT3000 Managing Workplace Relations
- CIS1001 Introduction to Business Programming

Keeping in Touch

Would you like to climb the ladder to your dream job and make new friends? Then join the

Business Student Club (BSC) and take advantage of the social and learning enhancement events organised.

- The BSC is all new, and we are excited about getting you involved to tell us what you want to do!
- The club is run by students, for students, with the continued support of university staff.

We are interested in a social aspect for the club and providing opportunities for people in the industry to visit and speak with you about what life is like in the real world, as well as having some involvement in Open Day and O-Week activities.

<http://www.usq.edu.au/business/bsc/default.htm>

Student resources

Further resources available for students include:

- the current guidelines for the [Faculty of Business referencing requirements](#)
- [policies and procedures](#)
- Faculty [computer requirements](#)
- [glossary of terms](#)
- [important dates](#)

All the best for 2009!

FoB Undergraduate Student Support Team
business.undergrad@usq.edu.au

STUDY PLAN

| Year | Semester 1 | Semester 2 | Semester 3 |
|------|----------------------|----------------------|------------|
| 2009 | 1. 2. 3. 4. | 1. 2. 3. 4. | 1. 2. |
| 2010 | 1. 2. 3. 4. | 1. 2. 3. 4. | 1. 2. |
| 2011 | 1. 2. 3. 4. | 1. 2. 3. 4. | 1. 2. |
| 2012 | 1. 2. 3. 4. | 1. 2. 3. 4. | 1. 2. |
| 2013 | 1. 2. 3. 4. | 1. 2. 3. 4. | 1. 2. |
| 2014 | 1. 2. 3. 4. | 1. 2. 3. 4. | 1. 2. |

The Faculty does change course offerings to different semesters from time to time. It is your responsibility to check the USQ Handbook at the beginning of each year to confirm your course enrolment plan.

Note: International students studying on-campus must be enrolled in a minimum of 4 courses per semester in ONC mode for Semesters 1 and 2 unless you have been granted a reduced load:

<http://www.usq.edu.au/student-services/international/visacomp/default.htm>.

TIMETABLE

| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------------------|---------------|----------------|------------------|-----------------|---------------|
| 8:00am/9:00am | | | | | |
| 9:00am/10:00am | | | | | |
| 10:00am/11:00am | | | | | |
| 11:00am/12:00noon | | | | | |
| 12:00noon/1:00pm | | | | | |
| 1:00pm/2:00pm | | | | | |
| 2:00pm/3:00pm | | | | | |
| 3:00pm/4:00pm | | | | | |
| 4:00pm/5:00pm | | | | | |
| 5:00pm/6:00pm | | | | | |
| 6:00pm/7:00pm | | | | | |
| 7:00pm/8:00pm | | | | | |
| 8:00pm/9:00pm | | | | | |

As a guide we recommend you dedicate 10 hours of study per week per course during S1 and S2 and 15 hours of study per week per course over S3.

BUS3000 Work Integrated Learning

Expression of Interest Form

| | |
|--|--|
| Student Name: | |
| Student ID: | |
| Program of Study: | |
| Major/s: | |
| Email address: | |
| Location [City/Town]: | |
| List courses completed: | |
| Proposed field of work experience project: | |
| Briefly describe why you think this course will be beneficial to you in your learning journey? | |