2014 Handbook

Postgraduate

Flinders Business School
Faculty of Social and Behavioural Sciences

Master of Business Administration
Master of Accounting

Good Business is Personal at Flinders Business School
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Welcome to Flinders Business School Postgraduate Students

On behalf of all my colleagues, I have great pleasure in welcoming you to the Flinders Business School, where “good business is personal”.

Our vision is to provide high quality, internationally relevant business education and research, and do so within a friendly and supportive environment. We are committed to the region, both locally and internationally, and to sustainable, socially responsible practice.

In order to support our postgraduate students, we have staff members with specific responsibility for our two postgraduate degrees: Mr Phil Palmer is the Director of our Master of Accounting program; and Associate Professor Greg Fisher is the Director of our MBA program. I know they both look forward to welcoming you to Flinders Business School.

Our postgraduate degrees are offered at our Adelaide City location, and we have close links to the professions and business community, as well as a strong international focus. Our degrees are highly relevant, accredited and provide quality graduate outcomes.

The Business School offers two postgraduate coursework degrees: The Master of Accounting provides entry to the accounting profession and is accredited with all three professional bodies. The Master of Business Administration offers specialisations in Finance, International Business, Tourism, Health, Education and Biotechnology. There are opportunities to gain industry placements or international exchanges, and there is an option to undertake a research project in the MBA which can lead to higher degree studies.

We look forward to welcoming you as a member of the Flinders Business School community and I very much hope that you enjoy studying with us and that you will make the most of the abundant opportunities that are yours as a student of Flinders University.

About the MAAC and MBA Programs

MAAC and MBA programs are Graduate Programs offered by the Flinders Business School within the Faculty of Social and Behavioural Sciences at Flinders University.

Quick Start Guide

Step 1
Read or at least slowly flick through this handbook first.

Step 2
Think about what you want to achieve. Plan your course around these goals.

Step 3
Study hard, expand your networks and make the most of your Flinders Business School experience.

Step 4
Get support and help when you need it. Regularly review your plans. Be open to change and opportunities. Keep your career goals in mind.
Master of Accounting

The Flinders Master of Accounting fulfils the requirements to commence a professional accounting career and meets the academic provisions for associate membership of the CPA Australia, the Institute of Chartered Accountants in Australia (ICCA) and the Institute of Public Accounting (IPA).

MAcc is the abbreviation for the Master of Accounting.

Master of Accounting (Advanced)

The Advanced Stream is available to candidates who have a recognised accounting degree and who are eligible for professional membership of Australian accrediting bodies.

The Flinders Master of Accounting Advanced fulfils the requirements to commence a professional accounting career and meets the academic provisions for associate membership of the CPA Australia, the Institute of Chartered Accountants in Australia (ICCA) and the Institute of Public Accounting (IPA).

MAcc(Adv) is the abbreviation for the Master of Accounting (Advanced).

Course aims

The course provides students with the appropriate knowledge, understanding, skills and attributes for successful careers as accounting professionals. Its aims are to:

- provide an appropriate orientation towards and perspective on their future role as professional accountants in contemporary society
- ensure that students are given access to and become proficient in using advanced technologies relevant to a professional accounting career
- provide students with the opportunity to progress professionally as well as in academic credentials
- enable students to meet the academic component of the relevant professional bodies's accreditation requirements.

Learning outcomes

Students successfully completing this course should be able to:

- produce accounts for a variety of organisations, including sole traders, partnerships and companies
- perform the major accounting tasks required for both Financial Accounting and management accounting
- demonstrate an understanding of the role of accounting information within an organisation
- articulate the sources of tax law and apply them to practical situations
- articulate the nature and purpose of auditing and assurance services
- demonstrate knowledge of the regulatory framework for accountants
- demonstrate awareness of the ethical issues facing the accounting profession
- articulate an understanding of the conceptual basis for the current system of accounting and alternative systems
- articulate the role of theory in informing the development of accounting practice
- demonstrate a sound understanding and appreciation of the context in which organisations operate including the impact of broader economic and Global Business.
Master of Accounting Program of Study

To qualify for The Master of Accounting a student must complete 16 topics (72 units) with a grade of P or NGP or better in each topic, according to the following program of study. All topics are 4.5 units each.

Not all topics are necessarily available in a given year.

<table>
<thead>
<tr>
<th>Core Topics – 12 Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core topics are compulsory. You must complete these topics.</td>
</tr>
<tr>
<td>BUSN9113  Accounting Fundamentals</td>
</tr>
<tr>
<td>BUSN9114  Information Systems and Accounting Processes</td>
</tr>
<tr>
<td>BUSN9115  Quantitative Methods</td>
</tr>
<tr>
<td>BUSN9116  Economics for Business</td>
</tr>
<tr>
<td>BUSN9117  Management and Cost Accounting</td>
</tr>
<tr>
<td>BUSN9118  Financial Accounting Issues</td>
</tr>
<tr>
<td>BUSN9119  Financial Management</td>
</tr>
<tr>
<td>BUSN9120  Corporate Accounting</td>
</tr>
<tr>
<td>BUSN9121  Auditing and Assurances</td>
</tr>
<tr>
<td>BUSN9122  Perspectives on Taxation Law</td>
</tr>
<tr>
<td>BUSN9123  Principles of Commercial Law</td>
</tr>
<tr>
<td>BUSN9124  Accounting Theory in Practice</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Topics – 4 Topics – Year 1 &amp; 2 Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose any 4 topics from the following list:</td>
</tr>
<tr>
<td>Note that some topics have prerequisites or assumed knowledge of other topics – so check to ensure you are eligible to enrol in the topics of your choice</td>
</tr>
<tr>
<td>BUSN9125  Industry Project</td>
</tr>
<tr>
<td>BUSN9126  Industry Placement</td>
</tr>
<tr>
<td>BUSN9127  International Project</td>
</tr>
<tr>
<td>BUSN9128  International Placement</td>
</tr>
<tr>
<td>BUSN9223  Investments and Portfolio Management</td>
</tr>
<tr>
<td>BUSN9228  Strategic Marketing</td>
</tr>
<tr>
<td>BUSN9229  Sustainability and Ethics in Management</td>
</tr>
<tr>
<td>BUSN9231  Global Business Context</td>
</tr>
<tr>
<td>BUSN9234  Project Management</td>
</tr>
<tr>
<td>BUSN9235  Managing Negotiations</td>
</tr>
<tr>
<td>BUSN9236  Leadership: Theory, Practice and Experience</td>
</tr>
<tr>
<td>BUSN9237  Financial Markets and Institutions</td>
</tr>
<tr>
<td>BUSN9238  Advanced Issues in Finance</td>
</tr>
<tr>
<td>BUSN9239  International Business in the Asia Pacific Region</td>
</tr>
<tr>
<td>BUSN9241  International Business Finance</td>
</tr>
<tr>
<td>BUSN9242  International Human Resources Management</td>
</tr>
<tr>
<td>BUSN9243  International Marketing and Export Management</td>
</tr>
<tr>
<td>BUSN9248  Managing People</td>
</tr>
<tr>
<td>INTR9061  Governance and the new Political Economy of East Asia</td>
</tr>
<tr>
<td>POAD9022  Public Management</td>
</tr>
<tr>
<td>POAD9034  Risk Management - Principles and Practice</td>
</tr>
<tr>
<td>POAD9037  Financial Management</td>
</tr>
</tbody>
</table>
# Master of Accounting (Advanced) Program of Study

To qualify for The Master of Accounting (Advanced) a student must complete 16 topics (72 units) with a grade of P or NGP or better in each topic, according to the following program of study.

Not all topics are necessarily available in a given year.

## Core Topics – 10 Topics

Core topics are compulsory. You must complete these topics.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN9113</td>
<td>Accounting Fundamentals</td>
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<tr>
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<tr>
<td>BUSN9115</td>
<td>Quantitative Methods</td>
</tr>
<tr>
<td>BUSN9116</td>
<td>Economics for Business</td>
</tr>
<tr>
<td>BUSN9121</td>
<td>Auditing and Assurances</td>
</tr>
<tr>
<td>BUSN9123</td>
<td>Principles of Commercial Law</td>
</tr>
<tr>
<td>BUSN9124</td>
<td>Accounting Theory in Practice</td>
</tr>
<tr>
<td>BUSN9229</td>
<td>Sustainability and Ethics in Management</td>
</tr>
<tr>
<td>BUSN9231</td>
<td>Global Business Context</td>
</tr>
<tr>
<td>BUSN9241</td>
<td>International Business Finance</td>
</tr>
</tbody>
</table>

## Elective Topics – 6 Topics

Choose any 6 topics from the following list:

Note that some topics have prerequisites or assumed knowledge of other topics – so check to ensure you are eligible to enrol in the topics of your choice

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN9117</td>
<td>Management and Cost Accounting *</td>
</tr>
<tr>
<td>BUSN9118</td>
<td>Financial Accounting Issues *</td>
</tr>
<tr>
<td>BUSN9119</td>
<td>Financial Management *</td>
</tr>
<tr>
<td>BUSN9120</td>
<td>Corporate Accounting *</td>
</tr>
<tr>
<td>BUSN9122</td>
<td>Perspectives on Taxation Law*</td>
</tr>
<tr>
<td>BUSN9125</td>
<td>Industry Project</td>
</tr>
<tr>
<td>BUSN9126</td>
<td>Industry Placement</td>
</tr>
<tr>
<td>BUSN9127</td>
<td>International Project</td>
</tr>
<tr>
<td>BUSN9128</td>
<td>International Placement</td>
</tr>
<tr>
<td>BUSN9223</td>
<td>Investments and Portfolio Management</td>
</tr>
<tr>
<td>BUSN9228</td>
<td>Strategic Marketing</td>
</tr>
<tr>
<td>BUSN9234</td>
<td>Project Management</td>
</tr>
<tr>
<td>BUSN9235</td>
<td>Managing Negotiations</td>
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<tr>
<td>BUSN9236</td>
<td>Leadership: Theory, Practice and Experience</td>
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<td>International Human Resources Management</td>
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<td>BUSN9243</td>
<td>International Marketing and Export Management</td>
</tr>
<tr>
<td>BUSN9248</td>
<td>Managing People</td>
</tr>
<tr>
<td>INTR9061</td>
<td>Governance and the new Political Economy of East Asia</td>
</tr>
<tr>
<td>POAD9022</td>
<td>Public Management</td>
</tr>
<tr>
<td>POAD9034</td>
<td>Risk Management - Principles and Practice</td>
</tr>
<tr>
<td>POAD9037</td>
<td>Financial Management</td>
</tr>
</tbody>
</table>

*topics required for professional accreditation. These may not be taken if undergraduate equivalent is recognised by professional bodies. Refer to program advisor for advice.
Graduate Certificate in Business Administration

The Graduate Certificate in Business Administration is part of the postgraduate Business Administration programs offered by the Flinders Business School.

It articulates with the 36-unit Graduate Diploma in Business Administration and the 72-unit Master of Business Administration, and the sequentially developed topics allow progression through the three awards. Students who complete the Graduate Certificate normally receive credit for up to 18 units of topics should they wish to proceed with the Graduate Diploma.

Course aims

The course is designed to provide a strong foundation in appropriate business knowledge, understanding, skills and attitudes for successful careers as managers of organisations including private sector business organisations, not-for-profit organisations and public organisations. Depending on the specific topics studied, it aims to:

- develop student knowledge and skills across the range of management areas relevant to decision making, including strategic management, financial management, human resource management and marketing management
- provide students with relevant technical knowledge of accounting, finance and economics
- provide students with a sound understanding and appreciation of the context in which organisations operate including the impact of broader economic and global business conditions and practices on the operations and viability of organisations.

Learning outcomes

Depending on the specific topics studied, students successfully completing this course should be able to

- interpret financial information to evaluate organisational performance
- apply sound financial management techniques and analytical skills to the operations of their organisation
- recognise the potential impact of economic conditions and events on the operations of the organisation
- take account of the impact of the global business environment in which the organisation operates
- analyse organisations and apply contemporary management practices compatible with organisational sustainability and effective workforce relations
- manage the marketing needs of an organisation within a variety of settings.

Program of Study

4 topics selected from the list below. Each topic is 4.5 units. This is an 18 unit course. Not all topics are available each year. Note that some topics have prerequisites or assumed knowledge of other topics – so check to ensure you are eligible to enrol in the topics of your choice

<table>
<thead>
<tr>
<th>4 Topics chosen from the list below</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN9226 Accounting for Managers</td>
</tr>
<tr>
<td>BUSN9227 Financial Management</td>
</tr>
<tr>
<td>BUSN9228 Strategic Marketing</td>
</tr>
<tr>
<td>BUSN9229 Sustainability and Ethics in Management</td>
</tr>
<tr>
<td>BUSN9230 Economics for Business</td>
</tr>
</tbody>
</table>

Other topics may be taken with the approval of the MBA Director. Contact the MBA Student Advisor to discuss.
Graduate Diploma in Business Administration

The Graduate Diploma in Business Administration is a 36-unit course which is part of the postgraduate Business Administration programs offered by the Flinders Business School. It articulates with the Graduate Certificate in Business Administration and the Master of Business Administration.

Students who have completed the Graduate Certificate or a comparable award normally receive credit for up to 18 units of topics towards the Graduate Diploma, and those who complete the Graduate Diploma normally receive up to 36 units of credit should they choose to proceed to the Masters degree.

Alternatively, students who enrol directly in the Graduate Diploma subsequently may choose only to meet the requirements for the Graduate Diploma and exit with that qualification.

Course aims

The course is designed to provide a strong foundation in appropriate business knowledge, understanding, skills and attitudes for successful careers as managers of organisations including private sector business organisations, not-for-profit organisations and public organisations.

Depending on the specific topics studied, it aims to:

- develop student knowledge and skills across the range of management areas relevant to decision making, including, financial management, human resource management and marketing management
- provide students with relevant technical knowledge of accounting, finance and economics
- provide students with a sound understanding and appreciation of the context in which organisations operate including the impact of broader economic and global business conditions and practices on the operations and viability of organisations.

Learning outcomes

Depending on the specific topics studied, students successfully completing this course should be able to:

- interpret financial information to evaluate organisational performance
- apply sound financial management techniques and analytical skills to the operations of their organisation
- recognise the potential impact of economic conditions and events on the operations of the organisation
- take account of the impact of the global business environment in which the organisation operates
- analyse organisations and apply contemporary management practices compatible with organisational sustainability and effective workforce relations
- manage the marketing needs of an organisation within a variety of settings.
Graduate Diploma in Business Administration continued

Program of Study with Specialisation Topics

To qualify for the Graduate Diploma in Business Administration, a student must complete 8 topics (36 units) with a grade of P or NGP, or better, according to the following program of study:

- at least six topics (27 units) of MBA core topics
- up to two topics (9 units) of MBA specialisation topics (as long as the student meets the entry requirements for the MBA specialisation).

Core topics and specialisation topic choices are detailed below.

Not all topics are available each year. Note that some topics have prerequisites or assumed knowledge of other topics – so check to ensure you are eligible to enrol in the topics of your choice

<table>
<thead>
<tr>
<th>At least 6 Topics chosen from the MBA core topics below</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN9226 Accounting for Managers</td>
</tr>
<tr>
<td>BUSN9227 Financial Management</td>
</tr>
<tr>
<td>BUSN9228 Strategic Marketing</td>
</tr>
<tr>
<td>BUSN9229 Sustainability and Ethics in Management</td>
</tr>
<tr>
<td>BUSN9230 Economics for Business</td>
</tr>
</tbody>
</table>

Other topics may be taken with the approval of the MBA Director. Contact the MBA Student Advisor to discuss.

<table>
<thead>
<tr>
<th>Up to 2 Topics chosen from the MBA specialisations topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance</td>
</tr>
<tr>
<td>International Business</td>
</tr>
<tr>
<td>Education</td>
</tr>
</tbody>
</table>

Refer to page 12 for topics available within each MBA specialisation.

Program of Study without Specialisation Topics

To qualify for the Graduate Diploma in Business Administration without Specialisation, a student must complete 8 topics (36 units) with a grade of P or NGP, or better, according to the following program of study:

Not all topics are available each year. Note that some topics have prerequisites or assumed knowledge of other topics – so check to ensure you are eligible to enrol in the topics of your choice

<table>
<thead>
<tr>
<th>8 Topics chosen from the MBA core topics below</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN9226 Accounting for Managers</td>
</tr>
<tr>
<td>BUSN9227 Financial Management</td>
</tr>
<tr>
<td>BUSN9228 Strategic Marketing</td>
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<tr>
<td>BUSN9229 Sustainability and Ethics in Management</td>
</tr>
<tr>
<td>BUSN9230 Economics for Business</td>
</tr>
</tbody>
</table>

Other topics may be taken with the approval of the MBA Director. Contact the MBA Student Advisor to discuss.
**Master of Business Administration**

### Master of Business Administration Without Specialisation

Master of Business Administration Standard (MBA) is a 54 unit program. Entry requirements include two years' work experience.

Students graduating from this course will have course title “Master of Business Administration” on their parchment and academic transcript.

Alternatively, students enrolled directly in the masters program may choose only to meet the requirements for the graduate certificate or graduate diploma and exit with that qualification.

### Master of Business Administration With Specialisation

The Master of Business Administration with Specialisation is a 54 unit program. Entry requirements include two years' work experience.

Students graduating from this course will have the relevant specialization recognized in the course title on their parchment and academic transcript as per below:

- Master of Business Administration (International Business)
- Master of Business Administration (Tourism)
- Master of Business Administration (Health)
- Master of Business Administration (Finance)
- Master of Business Administration (Education)
- Master of Business Administration (Biotechnology)

### Master of Business Administration Advanced

Master of Business Administration Advanced (MBAA) is a 72 unit program (no work experience is required for entry).

Students graduating from this course will have course title “Master of Business Administration Advanced” on their parchment and academic transcript.

### Master of Business Administration Advanced With Specialisation

The Master of Business Administration Advanced with Specialisation is a 72 unit program.

Students graduating from this course will have the relevant specialization recognized in the course title on their parchment and academic transcript as per below:

- Master of Business Administration Advanced (International Business)
- Master of Business Administration Advanced (Tourism)
- Master of Business Administration Advanced (Health)
- Master of Business Administration Advanced (Finance)
- Master of Business Administration Advanced (Education)
- Master of Business Administration Advanced (Biotechnology)

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Course aims

The course is designed to provide a strong foundation in appropriate business knowledge, understanding, skills and attitudes for successful careers as managers of organisations including private sector business organisations, not-for-profit organisations and public organisations. It aims to:

- Provide students with strategic thinking skills and to develop in students a strategic approach to decision making
- Develop student knowledge and skills across the range of management areas relevant to decision making, including strategic management, financial management, human resource management and marketing management
- Provide students with relevant technical knowledge of accounting, finance and economics
- Provide students with a sound understanding and appreciation of the context in which organisations operate including the impact of broader economic and global business conditions and practices on the operations and viability of organisations
- Provide students with specialised knowledge and skills in one of six areas of specialization

Learning outcomes

Students successfully completing this course should be able to:

- Provide leadership through a strategic approach to managerial decision making
- Interpret financial information to evaluate organisational performance
- Apply sound financial management techniques and analytical skills to the operations of their organisation
- Recognise the potential impact of economic conditions and events on the operations of the organisation
- Take account of the impact of the global business environment in which the organisation operates
- Analyse organisations and apply contemporary management practices compatible with organisational sustainability and effective workforce relations
- Manage the marketing needs of an organisation within a variety of settings
- Operate effectively within an area of specialisation
Master of Business Administration

12 topics comprising 8 Core topics and 4 Elective topics. Each topic is 4.5 units.

### 8 Core Topics
(Core topics are compulsory. You must complete these topics.)

<table>
<thead>
<tr>
<th>Topic Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN9226</td>
<td>Accounting for Managers</td>
</tr>
<tr>
<td>BUSN9227</td>
<td>Financial Management</td>
</tr>
<tr>
<td>BUSN9230</td>
<td>Economics for Business</td>
</tr>
<tr>
<td>BUSN9232</td>
<td>Strategic Decision Making#</td>
</tr>
<tr>
<td>BUSN9228</td>
<td>Strategic Marketing</td>
</tr>
<tr>
<td>BUSN9229</td>
<td>Sustainability and Ethics in Management</td>
</tr>
<tr>
<td>BUSN9231</td>
<td>Global Business Context</td>
</tr>
<tr>
<td>BUSN9248</td>
<td>Managing People</td>
</tr>
</tbody>
</table>

#This topic is the capstone topic which should be studied in your final semester

### 4 Elective Topics

Choose any 4 topics from the list below. Topics are grouped according to field of specialisation. You can choose topics from within one field or choose topics from more than one field. Not all topics are available each year. Note that some topics have prerequisites or assumed knowledge of other topics – so check to ensure you are eligible to enrol in the topics of your choice.

#### General Elective Topics
- BUSN9235 Managing Negotiations (not offered 2014)
- BUSN9233 Data Analysis for Decision Making
- BUSN9236 Leadership: Theory, Practice, Experience
- BUSN9254 Industry Project^  
- BUSN9255 Industry Placement^  
- BUSN9256 International Project^  
- BUSN9257 International Placement^  
- BUSN9258 International Study Tour^  

#### International Business Topics
- BUSN9225 Special Masters Topic in International Business
- BUSN9239 International Business in the Asia Pacific Region
- BUSN9242 International Human Resources Management
- BUSN9243 International Marketing and Export Management

#### Finance Topics
- BUSN9223 Investments and Portfolio Management
- BUSN9237 Financial Markets and Institutions
- BUSN9238 Advanced Issues in Finance
- BUSN9241 International Business Finance
- BUSN9244 Special Masters Topic in Finance

#### Tourism Topics
- TOUR8111 Essentials of Festival & Event Design
- TOUR8115 Essentials of Interpretation
- TOUR8116 Essentials of Tourism
- TOUR8114 Tourism Research Methods
- TOUR8117 Essentials of Interpretive Tour Guiding
- TOUR8118 Destination Image and Tourism
- TOUR8125 Issues in Contemporary Tourism

#### Education Topics
- EDUC9608 Globalisation: Issues & Challenges & Management
- EDUC9609 Leadership and Management in Rural Contexts
- EDUC9701 Effective Use of ICT for Learning and Teaching
- EDUC9731 Motivation, Cognition & Metacognition in Learning
- EDUC9767 Assessment in Education

#### Biotechnology Topics
- BTEC9003 Legal, Ethical and Social Aspects of Bioscience GE
- BTEC9015 Business Issues in Biotechnology Enterprises
- BIOL9004 DNA to Genome GE
- BIOL9005 Protein to Proteome GE
- BTEC9002 Molecular Biotechnology
- BTEC9007 Protein Biotechnology
- BTEC9008 Industrial and Pharmaceutical Biotechnology GE
- BTEC9010 Medical Biotechnology GE
- BTEC9011 Plant Science to Food Biotechnology GE
- BTEC9012 Environmental Biotechnology GE

#### Health Topics
- HACM9200 Health and Aged Care Systems in Health Care
- HACM9201 Health Law
- HACM9202 Safety and Quality in Health Care
- HACM9001 Lean Thinking and Process Redesign
- HACM9104 Corporate Communications
- HACM9203 Health and Aged Care Policy
- HACM9204 Health Economics
- HACM9205 Health Ethics

^The selection of these topics requires the approval of the Director of the MBA. Contact the MBA Student Advisor to discuss.
Master of Business Administration - Advanced

16 topics comprising 8 core topics and 8 elective topics. Each topic is 4.5 units.

### 8 Core Topics
(Core topics are compulsory. You must complete these topics.)

<table>
<thead>
<tr>
<th>BUSN9226</th>
<th>Accounting for Managers</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN9227</td>
<td>Financial Management</td>
</tr>
<tr>
<td>BUSN9230</td>
<td>Economics for Business</td>
</tr>
<tr>
<td>BUSN9232</td>
<td>Strategic Decision Making#</td>
</tr>
<tr>
<td>BUSN9228</td>
<td>Strategic Marketing</td>
</tr>
<tr>
<td>BUSN9229</td>
<td>Sustainability and Ethics in Management</td>
</tr>
<tr>
<td>BUSN9231</td>
<td>Global Business Context</td>
</tr>
<tr>
<td>BUSN9248</td>
<td>Managing People</td>
</tr>
</tbody>
</table>

#This topic is the capstone topic which should be studied in your final semester

### 8 Elective Topics

Choose any 8 topics from the list below. Topics are grouped according to field of specialisation. You can choose topics from within one field or choose topics from more than one field. Not all topics are available each year. Note that some topics have prerequisites or assumed knowledge of other topics – so check to ensure you are eligible to enrol in the topics of your choice.

<table>
<thead>
<tr>
<th>General Elective Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN9235 Managing Negotiations (not offered 2014)</td>
</tr>
<tr>
<td>BUSN9233 Data Analysis for Decision Making</td>
</tr>
<tr>
<td>BUSN9236 Leadership: Theory, Practice, Experience</td>
</tr>
<tr>
<td>BUSN9234 Project Management</td>
</tr>
<tr>
<td>BUSN9254 Industry Project^</td>
</tr>
<tr>
<td>BUSN9255 Industry Placement^</td>
</tr>
<tr>
<td>BUSN9256 International Project^</td>
</tr>
<tr>
<td>BUSN9257 International Placement^</td>
</tr>
<tr>
<td>BUSN9258 International Study Tour^</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>International Business Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN9225 Special Masters Topic in International Business</td>
</tr>
<tr>
<td>BUSN9239 International Business in the Asia Pacific Region</td>
</tr>
<tr>
<td>BUSN9241 International Business Finance</td>
</tr>
<tr>
<td>BUSN9242 International Human Resources Management</td>
</tr>
<tr>
<td>BUSN9243 International Marketing and Export Management</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Finance Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN9223 Investments and Portfolio Management</td>
</tr>
<tr>
<td>BUSN9237 Financial Markets and Institutions</td>
</tr>
<tr>
<td>BUSN9238 Advanced Issues in Finance</td>
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<table>
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</tr>
<tr>
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</tr>
<tr>
<td>TOUR8125 Issues in Contemporary Tourism</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Education Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC9608 Globalisation: Issues &amp; Challenges &amp; Management</td>
</tr>
<tr>
<td>EDUC9609 Leadership and Management in Rural Contexts</td>
</tr>
<tr>
<td>EDUC9701 Effective Use of ICT for Learning and Teaching</td>
</tr>
<tr>
<td>EDUC9731 Motivation, Cognition &amp; Metacognition in Learning</td>
</tr>
<tr>
<td>EDUC9767 Assessment in Education</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Biotechnology Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTEC9003 Legal, Ethical and Social Aspects of Bioscience GE</td>
</tr>
<tr>
<td>BTEC9015 Business Issues in Biotechnology Enterprises</td>
</tr>
<tr>
<td>BIOL9004 DNA to Genome GE</td>
</tr>
<tr>
<td>BIOL9005 Protein to Proteome GE</td>
</tr>
<tr>
<td>BTEC9002 Molecular Biotechnology</td>
</tr>
<tr>
<td>BTEC9007 Protein Biotechnology</td>
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<td>BTEC9008 Industrial and Pharmaceutical Biotechnology GE</td>
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<tr>
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<tr>
<td>BTEC9012 Environmental Biotechnology GE</td>
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<table>
<thead>
<tr>
<th>Health Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>HACM9200 Health and Aged Care Systems in Health Care</td>
</tr>
<tr>
<td>HACM9201 Health Law</td>
</tr>
<tr>
<td>HACM9202 Safety and Quality in Health Care</td>
</tr>
<tr>
<td>HACM9001 Lean Thinking and Process Redesign</td>
</tr>
<tr>
<td>HACM9104 Corporate Communications</td>
</tr>
<tr>
<td>HACM9203 Health and Aged Care Policy</td>
</tr>
<tr>
<td>HACM9204 Health Economics</td>
</tr>
<tr>
<td>HACM9205 Health Ethics</td>
</tr>
</tbody>
</table>

^ The selection of these topics requires the approval of the Director of the MBA. Contact the MBA Student Advisor to discuss.
Master of Business Administration (With Specialisation)

12 topics comprising 8 core topics and 4 specialisation topics. Each topic is 4.5 units.

### 8 Core Topics
(Core topics are compulsory. You must complete these topics.)

<table>
<thead>
<tr>
<th>Topic Code</th>
<th>Topic Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN9226</td>
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<tr>
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<td>Global Business Context</td>
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<tr>
<td>BUSN9248</td>
<td>Managing People</td>
</tr>
</tbody>
</table>

#This topic is the capstone topic which should be studied in your final semester

### 4 Specialisation Topics

Choose your specialisation from the list below and select 4 topics from within your specialisation according to the specialisation rules. Not all topics are available each year. Note that some topics have prerequisites or assumed knowledge of other topics – so check to ensure you enrol in topics in the correct order to meet eligibility requirements.

#### International Business
Choose any 4 topics

<table>
<thead>
<tr>
<th>Topic Code</th>
<th>Topic Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN9225</td>
<td>Special Masters Topic in International Business</td>
</tr>
<tr>
<td>BUSN9239</td>
<td>International Business in the Asia Pacific Region</td>
</tr>
<tr>
<td>BUSN9241</td>
<td>International Business Finance</td>
</tr>
<tr>
<td>BUSN9242</td>
<td>International Human Resources Management</td>
</tr>
<tr>
<td>BUSN9243</td>
<td>International Marketing and Export Management</td>
</tr>
</tbody>
</table>

#### Education
Choose any 4 topics

<table>
<thead>
<tr>
<th>Topic Code</th>
<th>Topic Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC9608</td>
<td>Globalisation, Development and Education</td>
</tr>
<tr>
<td>EDUC9609</td>
<td>Leadership and Management in Rural Contexts</td>
</tr>
<tr>
<td>EDUC9701</td>
<td>Effective Use of ICT for Learning and Teaching</td>
</tr>
<tr>
<td>EDUC9731</td>
<td>Motivation, Cognition &amp; Metacognition in Learning</td>
</tr>
<tr>
<td>EDUC9767</td>
<td>Assessment in Education</td>
</tr>
</tbody>
</table>

#### Finance
Choose any 4 topics

<table>
<thead>
<tr>
<th>Topic Code</th>
<th>Topic Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN9223</td>
<td>Investments and Portfolio Management</td>
</tr>
<tr>
<td>BUSN9237</td>
<td>Financial Markets and Institutions</td>
</tr>
<tr>
<td>BUSN9238</td>
<td>Advanced Issues in Finance</td>
</tr>
<tr>
<td>BUSN9241</td>
<td>International Business Finance</td>
</tr>
<tr>
<td>BUSN9244</td>
<td>Special Masters Topic in Finance</td>
</tr>
</tbody>
</table>

#### Biotechnology

**2 required topics**

<table>
<thead>
<tr>
<th>Topic Code</th>
<th>Topic Name</th>
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<tbody>
<tr>
<td>BTEC9003</td>
<td>Legal, Ethical &amp; Social Aspects of Bioscience GE</td>
</tr>
<tr>
<td>BTEC9015</td>
<td>Business Issues in Biotechnology Enterprises</td>
</tr>
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</table>

**And choose 2 topics from the following**

<table>
<thead>
<tr>
<th>Topic Code</th>
<th>Topic Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL9004</td>
<td>DNA to Genome GE</td>
</tr>
<tr>
<td>BIOL9005</td>
<td>Protein to Proteome GE</td>
</tr>
<tr>
<td>BTEC9002</td>
<td>Molecular Biotechnology</td>
</tr>
<tr>
<td>BTEC9007</td>
<td>Protein Biotechnology</td>
</tr>
<tr>
<td>BTEC9008</td>
<td>Industrial and Pharmaceutical Biotechnology GE</td>
</tr>
<tr>
<td>BTEC9010</td>
<td>Medical Biotechnology GE</td>
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<tr>
<td>BTEC9011</td>
<td>Plant Science to Food Biotechnology GE</td>
</tr>
<tr>
<td>BTEC9012</td>
<td>Environmental Biotechnology GE</td>
</tr>
</tbody>
</table>

#### Tourism

**3 required topics**

<table>
<thead>
<tr>
<th>Topic Code</th>
<th>Topic Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOUR8111</td>
<td>Essentials of Festival &amp; Event Design</td>
</tr>
<tr>
<td>TOUR8115</td>
<td>Essentials of Interpretation</td>
</tr>
<tr>
<td>TOUR8116</td>
<td>Essentials of Tourism</td>
</tr>
</tbody>
</table>

**And choose 1 topic from the following**

<table>
<thead>
<tr>
<th>Topic Code</th>
<th>Topic Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOUR8114</td>
<td>Tourism Research Methods</td>
</tr>
<tr>
<td>TOUR8117</td>
<td>Essentials of Interpretive Tour Guiding</td>
</tr>
<tr>
<td>TOUR8118</td>
<td>Destination Image and Tourism</td>
</tr>
<tr>
<td>TOUR8125</td>
<td>Issues in Contemporary Tourism</td>
</tr>
</tbody>
</table>

#### Health

**3 required topics**

<table>
<thead>
<tr>
<th>Topic Code</th>
<th>Topic Name</th>
</tr>
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<tbody>
<tr>
<td>HACM9200</td>
<td>Health and Aged Care Systems</td>
</tr>
<tr>
<td>HACM9201</td>
<td>Health Law</td>
</tr>
<tr>
<td>HACM9202</td>
<td>Safety and Quality in Health Care</td>
</tr>
</tbody>
</table>

**And choose 1 topic from the following**

<table>
<thead>
<tr>
<th>Topic Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>HACM9001</td>
<td>Lean Thinking and Process Redesign</td>
</tr>
<tr>
<td>HACM9104</td>
<td>Corporate Communications</td>
</tr>
<tr>
<td>HACM9203</td>
<td>Health and Aged Care Policy</td>
</tr>
<tr>
<td>HACM9204</td>
<td>Health Economics</td>
</tr>
<tr>
<td>HACM9205</td>
<td>Health Ethics</td>
</tr>
</tbody>
</table>
Master of Business Administration Advanced (With Specialisation)

16 topics comprising 8 core topics, 4 specialisation topics and 4 MBA elective topics. Each topic is 4.5 units.

<table>
<thead>
<tr>
<th>8 Core Topics</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN9226 Accounting for Managers</td>
<td>BUSN9228 Strategic Marketing</td>
</tr>
<tr>
<td>BUSN9227 Financial Management</td>
<td>BUSN9229 Sustainability and Ethics in Management</td>
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<td>BUSN9231 Global Business Context</td>
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<tr>
<td>BUSN9232 Strategic Decision Making#</td>
<td>BUSN9248 Managing People</td>
</tr>
<tr>
<td>#This topic is the capstone topic which should be studied in your final semester</td>
<td></td>
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<table>
<thead>
<tr>
<th>4 Specialisation Topics</th>
<th></th>
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<tbody>
<tr>
<td><strong>International Business</strong></td>
<td>Choose any 4 topics</td>
</tr>
<tr>
<td>BUSN9225 Special Masters Topic in Intl Business</td>
<td></td>
</tr>
<tr>
<td>BUSN9239 Intl Business in the Asia Pacific Region</td>
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<td>BUSN9242 International Human Resources Management</td>
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<td>BUSN9243 Intl Marketing and Export Management</td>
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<tr>
<th><strong>Finance</strong></th>
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<tbody>
<tr>
<td>BUSN9223 Investments and Portfolio Management</td>
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<tr>
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</tr>
<tr>
<td>BUSN9238 Advanced Issues in Finance</td>
<td></td>
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<tr>
<td>BUSN9241 International Business Finance</td>
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</tr>
<tr>
<td>BUSN9244 Special Masters Topic in Finance</td>
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<table>
<thead>
<tr>
<th><strong>Tourism</strong></th>
<th>Choose any 4 topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 required topics</td>
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</tr>
<tr>
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<td></td>
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<tr>
<td>TOUR8116 Essentials of Tourism</td>
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</tr>
<tr>
<td>And choose 1 topic from the following</td>
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</tr>
<tr>
<td>TOUR8114 Tourism Research Methods</td>
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<td>TOUR8117 Essentials of Interpretive Tour Guiding</td>
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<tr>
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<tbody>
<tr>
<td>HACM9200 Health and Aged Care Systems</td>
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</tr>
<tr>
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<td>HACM9001 Lean Thinking and Process Redesign</td>
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<td>HACM9104 Corporate Communications</td>
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<tr>
<td>HACM9203 Health and Aged Care Policy</td>
<td></td>
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<tr>
<td>HACM9204 Health Economics</td>
<td></td>
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<tr>
<td>HACM9205 Health Ethics</td>
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<thead>
<tr>
<th><strong>Education</strong></th>
<th>Choose any 4 topics</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
<tr>
<td>EDUC9767 Assessment in Education</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>4 MBA Elective Topics</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose any 4 topics from the General Elective topic list on the right and/or the Specialisation topic lists above.</td>
<td></td>
</tr>
<tr>
<td>The General Elective topics are general management topics.</td>
<td></td>
</tr>
<tr>
<td>Elective topics selected from the Specialisation topics could be additional topics within your existing specialisation and/or topics from other specialisations.</td>
<td></td>
</tr>
<tr>
<td>Not all topics are available each year.</td>
<td></td>
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<tr>
<td>Note that some topics have prerequisites or assumed knowledge of other topics – so check to ensure you are eligible to enrol in the topics of your choice.</td>
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</tr>
</tbody>
</table>

^The selection of these topics requires the approval of the Director of the MBA. Contact the MBA Student Advisor to discuss.
## Your Study Plan

Use the table(s) below to start thinking about your course plan.

<table>
<thead>
<tr>
<th>Year eg 2014</th>
<th>Sem 1 or 2</th>
<th>Summer/Winter/WIL Topic (if any)</th>
<th>Topic</th>
<th>Topic</th>
<th>Topic</th>
<th>Topic</th>
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<tbody>
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</tbody>
</table>

If you are studying part time here is space for planning another few years ...

<table>
<thead>
<tr>
<th>Year eg 2014</th>
<th>Sem 1 or 2</th>
<th>Summer/Winter/WIL Topic (if any)</th>
<th>Topic</th>
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</tbody>
</table>

14
Master of Accounting Topic List

The following pages list the Master of Accounting Topics the semester in which they run and the pre-requisites (if any). Information provided below is subject to change, so check the website for the most recent information about topics. Use the following link to view detailed information including description, coordinator, timetable and more for each topic.

[stusyswww.flinders.edu.au/topic.taf]

<table>
<thead>
<tr>
<th>Code</th>
<th>Topic Name</th>
<th>2014 Semester</th>
<th>Pre-requisites and Comments (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN9113</td>
<td>Accounting Fundamentals</td>
<td>S1 &amp; S2</td>
<td></td>
</tr>
<tr>
<td>BUSN9114</td>
<td>Information Systems and Accounting Processes</td>
<td>S2</td>
<td>Prerequisites BUSN9113 Accounting Fundamentals Assumed Knowledge Basic computer skills (word processing, use of the internet, etc)</td>
</tr>
<tr>
<td>BUSN9115</td>
<td>Quantitative Methods</td>
<td>S1</td>
<td></td>
</tr>
<tr>
<td>BUSN9116</td>
<td>Economics for Business</td>
<td>S1 &amp; S2</td>
<td></td>
</tr>
<tr>
<td>BUSN9121</td>
<td>Auditing and Assurances</td>
<td>S2</td>
<td>Prerequisites BUSN9118 Financial Accounting Issues Assumed Knowledge Accounting Standards and principles as well as legal framework</td>
</tr>
<tr>
<td>BUSN9123</td>
<td>Principles of Commercial Law</td>
<td>S2</td>
<td></td>
</tr>
<tr>
<td>BUSN9124</td>
<td>Accounting Theory in Practice</td>
<td>S1</td>
<td>Prerequisites 1 of BUSN9102, BUSN9114 Assumed Knowledge Some knowledge of Introductory economics will be beneficial</td>
</tr>
<tr>
<td>BUSN9229</td>
<td>Sustainability and Ethics in Management</td>
<td>S1 &amp; S2</td>
<td></td>
</tr>
<tr>
<td>BUSN9231</td>
<td>Global Business Context</td>
<td>S1 &amp; S2</td>
<td></td>
</tr>
<tr>
<td>BUSN9241</td>
<td>International Business Finance</td>
<td>NS2</td>
<td></td>
</tr>
<tr>
<td>BUSN9117</td>
<td>Management and Cost Accounting *</td>
<td>S2</td>
<td>Prerequisites BUSN9113</td>
</tr>
<tr>
<td>BUSN9118</td>
<td>Financial Accounting Issues*</td>
<td>S1</td>
<td>Prerequisites 1 of BUSN9114, BUSN9102 This topic builds on the introductory financial accounting studied in BUSN9113 Accounting Fundamentals and BUSN9114 Information Systems and Accounting Processes.</td>
</tr>
<tr>
<td>BUSN9119</td>
<td>Financial Management*</td>
<td>S1 &amp; S2</td>
<td>Prerequisites 1 BUSN9113 2 BUSN9115 Must Satisfy: (1 and 2) Assumed Knowledge BUSN9116 Economics for Business</td>
</tr>
<tr>
<td>BUSN9120</td>
<td>Corporate Accounting*</td>
<td>S2</td>
<td>Prerequisites BUSN9124</td>
</tr>
<tr>
<td>BUSN9122</td>
<td>Perspectives on Taxation Law*</td>
<td>S1</td>
<td>Prerequisites 1 of BUSN9110, BUSN9123 - May be enrolled concurrently</td>
</tr>
<tr>
<td>BUSN9125</td>
<td>Industry Project</td>
<td></td>
<td>Special approval required Students must contact the MBA Student Advisor to discuss. Assumed Knowledge A prior degree in any discipline. Students should have completed at least half of their degree.</td>
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<tr>
<td>BUSN9126</td>
<td>Industry Placement</td>
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<td>BUSN9127</td>
<td>International Project</td>
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</tr>
<tr>
<td>BUSN9128</td>
<td>International Placement</td>
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</table>
# Master of Accounting Topic List continued

<table>
<thead>
<tr>
<th>Code</th>
<th>Topic Name</th>
<th>2014 Semester</th>
<th>Pre-requisites and Comments (If applicable)</th>
</tr>
</thead>
</table>
| BUSN9223  | Investments and Portfolio Management                                      | S2             | **Assumed Knowledge**  
It is recommended that students have completed  
the following topics (or equivalent)  
BUSN9237 Financial Markets and Institutions  
and BUSN9227 Financial Management.          |
| BUSN9228  | Strategic Marketing                                                      | S1             |                                                                                                               |
| BUSN9234  | Project Management                                                       | NS1            | **Assumed Knowledge**  
Some management principles                                                                                           |
| BUSN9235  | Managing Negotiations                                                    |                | Not offered in 2014                                                                                           |
| BUSN9236  | Leadership: Theory, Practice and Experience                              | NS1            |                                                                                                               |
| BUSN9237  | Financial Markets and Institutions                                       | S1             | **Assumed Knowledge**  
It is recommended that students have completed  
the following topics (or equivalent)  
BUSN9233 Data Analysis for Decision Making;  
BUSN9113 Accounting Fundamentals;  
BUSN9226 Financial Management.               |
| BUSN9238  | Advanced Issues in Finance                                               | NS1 & NS2      | **Assumed Knowledge**  
It is recommended that students have completed  
the following topics (or equivalent)  
BUSN9237 Financial Markets and Institutions  
and BUSN9227 Financial Management.           |
| BUSN9239  | International Business in the Asia Pacific Region                        | S2             |                                                                                                               |
| BUSN9242  | International Human Resources Management                                 | S1             |                                                                                                               |
| BUSN9243  | International Marketing and Export Management                           | S1             |                                                                                                               |
| BUSN9248  | Managing People                                                          | S1 & S2        |                                                                                                               |
| INTR9061  | Governance and the new Political Economy of East Asia                    | S1             |                                                                                                               |
| POAD9022  | Public Management                                                        | S1, S1 (External) |                                                                                                               |
| POAD9034  | Risk Management – Principles and Practice                               | NS2            |                                                                                                               |
| POAD9037  | Financial Management                                                     |                | Not offered in 2014                                                                                           |

* topics required for professional accreditation. These may not be taken if undergraduate equivalent is recognised by professional bodies. Refer to program advisor for advice.
# Master of Business Administration Topic List

The following pages list the Master of Business Administration Topics, the semester in which they run and the pre-requisites (if any). Information provided below is subject to change, so check the website for the most recent information about topics. Use the following link to view detailed information including description, coordinator, timetable and more for each topic.

[stusyswww.flinders.edu.au/topic.taf](stusyswww.flinders.edu.au/topic.taf)

<table>
<thead>
<tr>
<th>Code</th>
<th>Topic Name</th>
<th>2014 Semester</th>
<th>Pre-requisites and Comments (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN9226</td>
<td>Accounting for Managers</td>
<td>S1 &amp; S2</td>
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<tr>
<td>BUSN9227</td>
<td>Financial Management</td>
<td>S1 &amp; S2</td>
<td>1 of BUSN9201, BUSN9226</td>
</tr>
<tr>
<td>BUSN9228</td>
<td>Strategic Marketing</td>
<td>S1</td>
<td></td>
</tr>
<tr>
<td>BUSN9229</td>
<td>Sustainability and Ethics in Management</td>
<td>S1 &amp; S2</td>
<td></td>
</tr>
<tr>
<td>BUSN9230</td>
<td>Economics for Business</td>
<td>S1 &amp; S2</td>
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<tr>
<td>BUSN9231</td>
<td>Global Business Context</td>
<td>S1 &amp; S2</td>
<td></td>
</tr>
<tr>
<td>BUSN9232</td>
<td>Strategic Decision Making</td>
<td>S1 &amp; S2</td>
<td>This is a capstone topic and must be studied in the last semester of your degree. Students must apply through the MBA Student Advisor for enrolment in this topic.</td>
</tr>
<tr>
<td>BUSN9248</td>
<td>Managing People</td>
<td>S1 &amp; S2</td>
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</tr>
<tr>
<td>BUSN9233</td>
<td>Data Analysis for Decision Making</td>
<td>NS2</td>
<td>Assumed Knowledge Basic understanding of mathematics. Basic familiarity with Microsoft Excel.</td>
</tr>
<tr>
<td>BUSN9234</td>
<td>Project Management</td>
<td>NS1</td>
<td>Assumed Knowledge Some management principles</td>
</tr>
<tr>
<td>BUSN9235</td>
<td>Managing Negotiations</td>
<td></td>
<td>Not offered in 2014</td>
</tr>
<tr>
<td>BUSN9236</td>
<td>Leadership: Theory, Practice and Experience</td>
<td>NS1</td>
<td></td>
</tr>
<tr>
<td>BUSN9223</td>
<td>Investments and Portfolio Management</td>
<td>S2</td>
<td>Assumed Knowledge It is recommended that students have completed the following topics (or equivalent) BUSN9237 Financial Markets and Institutions and BUSN9227 Financial Management.</td>
</tr>
<tr>
<td>BUSN9237</td>
<td>Financial Markets and Institutions</td>
<td>S1</td>
<td>Assumed Knowledge It is recommended that students have completed the following topics (or equivalent) BUSN9233 Data Analysis for Decision Making; BUSN9113 Accounting Fundamentals; BUSN9226 Accounting for Managers; BUSN9116 Economics for Business.</td>
</tr>
<tr>
<td>BUSN9238</td>
<td>Advanced Issues in Finance</td>
<td>NS1 &amp; NS2</td>
<td>Assumed Knowledge It is recommended that students have completed the following topics (or equivalent) BUSN9237 Financial Markets and Institutions and BUSN9227 Financial Management.</td>
</tr>
<tr>
<td>BUSN9241</td>
<td>International Business Finance</td>
<td>NS2</td>
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</tr>
<tr>
<td>BUSN9244</td>
<td>Special Masters Topic in Finance</td>
<td>S1 &amp; S2</td>
<td>Negotiated Program Available only to students enrolled in the MBA.</td>
</tr>
<tr>
<td>BUSN9225</td>
<td>Special Masters Topic in International Business</td>
<td>S1 &amp; S2 &amp; NS2</td>
<td></td>
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<tr>
<td>BUSN9239</td>
<td>International Business in the Asia Pacific Region</td>
<td>S2</td>
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</tr>
<tr>
<td>BUSN9241</td>
<td>International Business Finance</td>
<td>NS2</td>
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</tr>
<tr>
<td>BUSN9242</td>
<td>International Human Resources Management</td>
<td>S1</td>
<td></td>
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<tr>
<td>BUSN9243</td>
<td>International Marketing and Export Management</td>
<td>S1</td>
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<tr>
<td>BUSN9254</td>
<td>Industry Project</td>
<td>S1 &amp; S2</td>
<td>Special approval required Students must contact the MBA Student Advisor to discuss. Assumed Knowledge A prior degree in any discipline. Students should have completed at least half of their degree.</td>
</tr>
<tr>
<td>BUSN9255</td>
<td>Industry Placement</td>
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<tr>
<td>BUSN9256</td>
<td>International Project</td>
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<tr>
<td>BUSN9257</td>
<td>International Placement</td>
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</tr>
<tr>
<td>BUSN9258</td>
<td>International Study Tour</td>
<td>NS1 &amp; NS2</td>
<td>Special approval required Topic coordinator’s approval required to enrol in this topic. Contact the topic Coordinator for an application.</td>
</tr>
<tr>
<td>Code</td>
<td>Topic Name</td>
<td>2014 Semester</td>
<td>Pre-requisites and Comments (If applicable)</td>
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<tr>
<td>TOUR8111</td>
<td>Essentials of Festival and Event Design and Management</td>
<td>SU, NS2</td>
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<tr>
<td>TOUR8115</td>
<td>Essentials of Interpretation</td>
<td>NS1 &amp; NS2</td>
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<tr>
<td>TOUR8116</td>
<td>Essentials of Tourism</td>
<td>S1</td>
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<tr>
<td>TOUR8114</td>
<td>Tourism Research Methods</td>
<td>S1</td>
<td></td>
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<tr>
<td>TOUR8117</td>
<td>Essentials of Interpretive Tour Guiding</td>
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<td>Not offered in 2014</td>
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<tr>
<td>TOUR8118</td>
<td>Destination Image and Tourism</td>
<td>S1</td>
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<tr>
<td>TOUR8125</td>
<td>Issues in Contemporary Tourism</td>
<td>S1</td>
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<tr>
<td>BIOI9004</td>
<td>DNA to Genome GE</td>
<td>S1</td>
<td>Assumed Knowledge</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Second year undergraduate level molecular biology</td>
</tr>
<tr>
<td>BIOI9005</td>
<td>Protein to Proteome GE</td>
<td>S2</td>
<td>Assumed Knowledge</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Second year undergraduate level molecular biology and biochemistry</td>
</tr>
<tr>
<td>BTEC9002</td>
<td>Molecular Biotechnology</td>
<td>S1</td>
<td>Corequisites</td>
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<td>BIOI9004 DNA to Genome GE</td>
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<td></td>
<td>Assumed Knowledge</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Successful completion of a Bioscience degree</td>
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<tr>
<td>BTEC9003</td>
<td>Legal, Ethical and Social Aspects of Bioscience GE</td>
<td>S2</td>
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<tr>
<td>BTEC9007</td>
<td>Protein Biotechnology</td>
<td>S2</td>
<td>Corequisites</td>
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<td></td>
<td></td>
<td></td>
<td>BIOI9005 Protein to Proteome GE</td>
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<td></td>
<td></td>
<td>Assumed Knowledge</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Basic knowledge in molecular biology and biochemistry</td>
</tr>
<tr>
<td>BTEC9008</td>
<td>Industrial and Pharmaceutical Biotechnology GE</td>
<td>S1</td>
<td>Assumed Knowledge</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>The basic principles of microbiology, cell and molecular biology, biochemistry and genetics.</td>
</tr>
<tr>
<td>BTEC9010</td>
<td>Medical Biotechnology GE</td>
<td>S1</td>
<td>Assumed Knowledge</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>This topic assumes equivalent to second year undergraduate level knowledge of molecular biology, biochemistry, microbiology and genetics.</td>
</tr>
<tr>
<td>BTEC9011</td>
<td>Plant Science to Food Biotechnology GE</td>
<td>S1</td>
<td>Assumed Knowledge</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Students will be expected to understand the basic principles of molecular biology, genetics and biochemistry. It is anticipated that students would familiar with aspects of commercialisation, and social and regulatory issues that effect plant biotechnology.</td>
</tr>
<tr>
<td>BTEC9012</td>
<td>Environmental Biotechnology GE</td>
<td>S1</td>
<td>Assumed Knowledge</td>
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<td>Assumed Knowledge</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Students understanding of molecular biology, biochemistry, microbiology and genetics, and knowledge of the commercial, legal and social context within which biotechnology operates.</td>
</tr>
<tr>
<td>BTEC9015</td>
<td>Business Issues in Biotechnology Enterprises</td>
<td>NS1, S1</td>
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<tr>
<td>Code</td>
<td>Topic Name</td>
<td>2014 Semester</td>
<td>Pre-requisites and Comments (If applicable)</td>
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<tr>
<td>HACM9001</td>
<td>Lean Thinking and Process Redesign</td>
<td>NS2</td>
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<td>HACM9104</td>
<td>Corporate Communications</td>
<td>NS2, NS2 (Singapore)</td>
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<tr>
<td>HACM9200</td>
<td>Health and Aged Care Systems</td>
<td>NS2 (Singapore), S2, S2 (External)</td>
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<td>HACM9201</td>
<td>Health Law</td>
<td>NS1 (Singapore), S1</td>
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<tr>
<td>HACM9202</td>
<td>Safety and Quality in Health Care</td>
<td>NS1 (Singapore), S1</td>
<td></td>
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<tr>
<td>HACM9203</td>
<td>Health and Aged Care Policy</td>
<td>NS2 (Singapore)</td>
<td>Assumed Knowledge</td>
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<td>HACM9100 Managing People</td>
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<td>HACM9101 Managing Organisations</td>
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<td>HACM9102 Financial Management in Health Care</td>
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<tr>
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<td></td>
<td>HACM9200 Health and Aged Care Systems</td>
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<tr>
<td>HACM9204</td>
<td>Health Economics</td>
<td>S2</td>
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<tr>
<td>HACM9205</td>
<td>Health Ethics</td>
<td>NS1 (Singapore), NS2</td>
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<tr>
<td>EDUC9608</td>
<td>Globalisation, Development and Education</td>
<td>NS2</td>
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<tr>
<td>EDUC9609</td>
<td>Leadership and Management in Rural Contexts</td>
<td>NS1, S2 (external), S2</td>
<td>Assumed Knowledge</td>
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<tr>
<td></td>
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<td>Ability to contribute towards graduate level seminar and workshop approaches to tertiary education.</td>
</tr>
<tr>
<td>EDUC9701</td>
<td>Effective Use of ICT for Learning and Teaching</td>
<td>S1 &amp; S2</td>
<td>Assumed Knowledge</td>
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<td></td>
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<td>Basic computer literacy</td>
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<tr>
<td>EDUC9731</td>
<td>Motivation, Cognition and Metacognition in Learning</td>
<td>S1 (External), S1</td>
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<tr>
<td>EDUC9767</td>
<td>Assessment in Education</td>
<td>S1</td>
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</table>
Master of Accounting Topics - Overview

BUSN9113 Accounting Fundamentals

Enrolment not permitted
If BUSN9101 has been successfully completed.

Topic Description
Accounting Fundamentals deals with the technical aspects of recording and reporting accounting information for sole trader business entities, focusing on the importance of financial information in business practice. The topic includes introductory financial accounting, introductory management accounting, preparation of financial statements, and elementary financial statement interpretation and analysis.

Educational Aims
This topic aims to introduce the technical aspects of recording and reporting accounting information for the relatively less complex sole proprietorship form of business organisation. It also aims to provide students with an understanding of the importance of financial information in business practice. The topic includes introductory financial accounting, introductory management accounting, preparation of the three financial statements, and elementary financial statement interpretation and analysis.

Expected Learning Outcomes
Upon successful completion of this topic students should be able to:

1. Understand how the accounting profession is organised in Australia
2. Complete the Accounting Cycle, comprising:
   - explain the accounting equation
   - analyse the effects of business transactions on the accounting equation
   - define the rules of debit and credit and how to apply these in analyzing transactions
   - record transactions in the appropriate journal
   - post transactions from the journals to the appropriate ledger
   - understand accrual accounting
   - prepare adjusting entries and reversing entries
   - use a worksheet to complete the accounting cycle
   - prepare financial statements for a sole trader and a retailer

3. Complete an accounting cycle for a merchandising organisation
4. Prepare a bank reconciliation statement
5. Understand the difference between financial accounting and management accounting
6. Undertake costing techniques such as job costing and cost-volume profit analysis
7. Prepare simple budgets
8. Conduct basic financial statement analysis

BUSN9114 Information Systems and Accounting Processes

Enrolment not permitted
If BUSN9102 has been successfully completed

Topic Description
The topic provides students with an introduction to accounting information systems and business computing systems. Prior knowledge of basic computer skills (word processing, use of the internet, etc) is assumed. In the second half, the topic then builds on, and extends, the accounting foundations studied in Accounting Fundamentals. This topic also introduces students to accounting for more complex transactions and forms of business organisations such as companies. It includes accounting for liabilities, cash flows and fixed assets. In addition, the Australian conceptual framework will be examined. This will include an overview of the reporting entity concept, objectives of financial reporting and the definitions and recognition criteria of the elements of financial statements.
Expected Learning Outcomes
On successful completion of this topic, students will be able to:

• Articulate the information needs and flows of business organisations
• Use, and understand the use of, computerised business packages such as spreadsheets and databases
• Prepare accounts using both manual and computerised accounting procedures
• Articulate the theoretical framework upon which Australian Accounting Standards are developed
• Prepare accounting entries for liabilities including accounts payable and bills payable
• Account for the formation, operation and reporting of publicly listed companies
• Account for the acquisition, depreciation, revaluation and disposal of non-current assets
• Prepare and understand the reasons for using a statement of cash flows.

BUSN9115 Quantitative Methods

Enrolment not permitted
If BUSN9103 has been successfully completed

Topic Description
The topic provides an introduction to basic mathematical and statistical techniques useful in accounting, management, finance and economics. Subjects covered include a basic algebra review, simple functions and their graphical representation, mathematical finance, data presentation, descriptive statistics, sample design, elementary probability, the normal distribution, sampling distributions, confidence intervals, hypothesis testing, simple regression analysis and analysis of covariance.

Educational Aims
This topic aims to define measurable data and information. Theory will be illustrated with worked examples, and mathematical and statistical techniques will be applied to real world problems with a business focus. Computing workshops are an important component of the topic. In the workshops the spreadsheet program Microsoft Excel will be used to solve problems in financial mathematics and carry out statistical analyses.

BUSN1116 Economics for Business

Enrolment not permitted
If BUSN9104 has been successfully completed

Topic Description
This topic introduces the economic principles that can usefully guide the decision-making processes of consumers, businesses and other organisations including purchasing, pricing, production and investment decisions. It considers these decision processes in different competitive market environments.

The topic also introduces the workings of the overall economy. It focuses on national output and expenditure, inflation, unemployment and international economic relationships including trade and capital flows and the role of fiscal and monetary policies.

Educational Aims
This topic aims to outline economic principles that guide the decision-making processes of consumers, businesses and organisations. Students will examine purchasing, pricing, production and investment decisions, drivers of the economy, and competitive market environments.

Expected Learning Outcomes
Students successfully completing this topic should:

• have developed good economic analytical skills
- appreciate the concept of opportunity cost in decision-making
- be able to explain the determinants of supply and demand and market pricing
- be able to compare the different types of competitive markets and how the nature of these markets influences the production and pricing decisions and sales outcomes of individual organisations
- be familiar with the broad structure of the national account
- be able to discuss the factors that influence the level and growth of economic output, inflation and employment
- be able to discuss the ways in which the government attempts to influence the level of employment and inflation through the use of fiscal and monetary policies
- appreciate the significance of the overseas sector on the local economy

**BUSN9117 Management of Cost Accounting**

**Enrolment not permitted**  
If BUSN9105 has been successfully completed

**Topic Description**  
This topic distinguishes between financial accounting and management accounting systems. Management accounting is concerned with supplying organisational management with relevant, timely and accurate information to promote the efficient and effective use of resources, thereby enhancing customer and shareholder value. A variety of costing systems, techniques and models relevant to the service, merchandising and manufacturing sectors are examined, with an emphasis on the need for management accounting systems to adapt to a constantly changing business environment. As such, contemporary developments in areas such as cost, quality, customer and social and environmental management are considered

**Educational Aims**  
This topic aims to introduce students to a variety of costing systems, models and techniques relevant to managerial planning, control and decision making in the services, merchandising and manufacturing industries. The topic also aims to make students aware and develop the students’ ability to critically evaluate management accounting issues in areas such as professional ethics, budgeting and cost/volume/profit analysis, quality and customer management

**Expected Learning Outcomes**  
On successful completion of this topic students should be able to:
- describe what is meant by management accounting, and understand the roles and responsibilities of management accountants
- understand the nature of the various types of costs, cost objects and cost behaviours
- perform analyses of product/service costs using job costing, process costing, activity-based costing and life cycle costing
- understand how to use various managerial accounting tools in planning control and decision-making
- understand and critically analyse some of the contemporary issues that management accountants may face, including professional ethics, budgeting and cost/volume/profit analysis, quality and customer management

**BUSN9118 Financial Accounting Issues**

**Enrolment not permitted**  
If BUSN9107 has been successfully completed

**Topic Description**  
This topic examines selected issues in financial accounting and reporting. Current and proposed accounting standards and generally accepted accounting principles are considered and evaluated within the conceptual framework for financial reporting. Topics to be examined may include: disclosure in corporate reports; accounting for leases; foreign currency translation; intangibles; extractive industries accounting; financial instruments

**Educational Aims**  
This topic aims to:
- introduce students to financial accounting issues, and develop their ability to appraise these issues based upon the conceptual framework for financial reporting
- provide students with a detailed knowledge of the impact of specific regulatory requirements, particularly applicable accounting standards, upon reporting entities’ accounting procedures
• provide students with a detailed knowledge of the impact of specific regulatory requirements, particularly applicable accounting standards, upon reporting entities’ accounting procedures
• provide students with an understanding of specific accounting standards, illustrate the accounting procedures required, give a theoretical understanding of the principles involved, and outline the relevant disclosure requirements
• develop students’ ability to critically evaluate these accounting and reporting requirements

In addition, the topic aims to develop:
• generic cognitive skills (especially analytical and evaluative skills)
• behavioural skills (especially personal and interpersonal skills) which can be employed in an organisational work environment.

**Educational Aims**
This topic aims to identify the concepts and analytical tools used in the theory and practice of financial management. It will define the role and objectives of sound financial planning and management in business organisations.

**Expected Learning Outcomes**
The knowledge, skills and attitudes that students will be expected to have acquired by the conclusion of the topic include being able to:

- distinguish the financial objectives governing an organisation's decisions
- forecast an organisation's future cash flow needs and prepare budgets and pro forma financial statements
- explain the factors influencing the appropriate level of working capital for an organisation and how to manage cash and marketable securities, accounts receivable, inventory and payables
- explain the relationship between risk and return, diversifiable risk, and the impact on asset pricing
- explain the importance, role and techniques of capital budgeting in an organisation
- value long term debt, preference shares and ordinary shares, and to determine the cost of capital
- define and calculate operating, financial and total leverage, and explain the implications for the target capital structure.

**BUSN9120 Corporate Accounting**

**Enrolment not permitted**
If BUSN9109 has been successfully completed

**Topic Description**
This topic provides students with a detailed knowledge of the impact of specific regulatory requirements and generally accepted accounting principles upon corporate accounting procedures. It will enhance students’ existing knowledge of the factors regulating corporate accounting in Australia, and develop their ability to critically evaluate these accounting and reporting requirements. The topic traces the life-cycle of the company with emphasis upon the accounting procedure and problems involved.

**Educational Aims**
This topic aims to

- examine the impact of specific regulatory
requirements and generally accepted accounting principles and corporate accounting procedures

• enhance students' existing knowledge of the factors regulating corporate accounting in Australia
• develop the ability to critically evaluate accounting and reporting requirements
• trace the life-cycle of the organisation with emphasis upon corporate accounting procedures and problems involved
• develop generic cognitive skills (especially analytical and evaluative skills), and
• behavioural skills (especially personal and interpersonal skills) which can be employed in an organisational work environment.

Expected Learning Outcomes
At the conclusion of this topic, students will be able to:

• apply the principles of the balance sheet approach to tax-effect accounting, and evaluate its desirability
• account for business combinations
• understand the need for and be able to prepare consolidated financial statements for economic entities comprising more than one legal entity
• explain the process of liquidation of companies and be able to account for the winding up of a company.

BUSN9121 Auditing and Assurances

Enrolment not permitted
If BUSN9111 has been successfully completed

Topic Description
This topic provides and introduction to audit research and theory (e.g. fundamental postulates as well as stewardship, agency, capital market and human judgement theories). This is followed by an emphasis on essential auditing standards, principles and professional practices. The topic examines the nature of internal and external auditing, audit planning, evidence gathering and reporting. Contemporary issues such as the expectation gap as well as professional, ethical and legal responsibilities of auditors are considered. Practical issues of audit methodology including risk assessment, analytic review procedures, internal control assessment, substantive testing procedures, statistical sampling, fraud examination and applied project management principles are covered. The audit implications of information technology and electronic commerce are examined. Specialised functions (e.g. forensic accounting, environmental auditing, performance auditing) are dealt with through elective study.

Educational Aims
This topic aims to provide an understanding of:

• the theoretical underpinnings of auditing practice
• the nature and function of internal and external audit engagements including statutory responsibilities, ethical implications and the legal consequences of an audit
• auditing principles and standards in the context of risk management and corporate governance mechanisms
• the application and limitations of practical auditing methods and techniques in evidence gathering and evaluation
• reporting and communication authenticated judgments to relevant stakeholders

The topic further aims to develop general cognitive skills (especially analytical and evaluative skills), and behavioural skills (especially personal and interpersonal skills) which can be employed in an organisational work environment.

The topic is accredited by Australian accounting professional bodies- ICAA, CPA and NIA.

Expected Learning Outcomes
On successful completion of the topic students should be able to:

• apply academic research to the theory and practice of financial statement audits
• discuss the need for independent audits and describe the development of the audit role in corporate governance
• explain the regulatory and professional audit requirements and apply relevant rules, standards and pronouncements to a financial statement audit
• identify key case law developments about an auditor's responsibilities to clients and third parties
• identify the project management and quality control procedures necessary to perform a competent audit
• understand the audit process (including business and audit risk assessment, internal control assessment, manual and computer assisted audit programs
of compliance and substantive tests)

• describe audit evidence gathering techniques, levels of persuasiveness and explain the broad principles of audit sampling techniques

• determine the appropriateness of different types of audit reports to relevant stakeholders.

**BUSN9122 Perspectives on Taxation Law**

Enrolment not permitted
If BUSN9112 has been successfully completed

**Topic Description**
This topic examines Australian taxation law and has a specific focus on the following: tax and policy, goods and services tax, income tax law, residence and source, ordinary income, statutory income, capital gains tax, general deductions, specific deductions, entities - basics, anti-avoidance, tax planning, fringe benefits tax, and tax technical research.

**Educational Aims**
This topic aims to:

• introduce students to taxation law and policy principles, covering a broad range of Commonwealth taxation law

• provide students with an understanding of the principles of taxation law

• equip students with skills to keep up to date with ongoing reforms

• develop generic cognitive skills (especially analytical and evaluative skills), and behavioural skills (personal and interpersonal skills) which can be employed in an organisational work environment.

**Expected Learning Outcomes**
On successful completion of this topic it is expected that students will develop:

• the ability to identify, analyse and synthesise the sources of tax law and apply them to practical situations

• a broad conceptual understanding and critical thinking skills gained through an understanding of tax policy and tax practice

**BUSN9123 Principles of Commercial Law**

Enrolment not permitted
If BUSN9110 has been successfully completed

**Topic Description**
The topic is designed is to raise students' appreciation and understanding of aspects of law including: The Australian Legal System; Agency and Business Structures; Law of Contract; Law of Property; Law of Torts and Trade Practices (Consumer Protection and Restrictive Trade Practices and Corporations Law.

**Educational Aims**
The aim of this topic is to:

• introduce, and familiarise, students with the areas of law that are relevant to business

• develop students' appreciation of the Australian system of commercial law that has been developed and enforced by the Parliaments and the Courts

• enable students to recognise legal problems in business and implications when they arise in commercial and business practice and settings; and

• provide students with the knowledge and tools to be able to seek legal advice or to make appropriate referrals to legal professionals, when and where required

**Expected Learning Outcomes**
It is expected that on completion of this topic students will:

• understand and be able to describe the process of law-making and court structure and hierarchy in the Australian legal system

• understand and be able to apply the principles of the law of torts, contract, trade practices, agency and property to various fact scenarios

• be familiar with a range of legal business structures and be able to identify and describe their defining legal characteristics

• Identify the main sources of rules regulating a company's operations

• Analyse the operation of a broad range of areas of corporations law in their application to individual circumstances
that may arise (e.g. directors’ duties, meetings procedures, insolvency)

• be able to analyse a fact scenario and identify relevant legal issues

• recognise some of the legal implications relevant to the provision of financial, accounting, or other commercial advice

• be able to evaluate a fact situation and determine when professional legal advice is desirable

• have the knowledge and skills to conduct preliminary research and seek professional advice in relation to legal problems

• develop skills in clear written and oral communication

• develop skills in appropriate referencing and citation practice

BUSN9124 Accounting Theory and Practice

Topic Description
This topic includes an overview of the nature of theory and theory development. It then focuses on accounting theories, including positive and normative accounting theory. It incorporates consideration of practical issues such as international accounting, cultural factors in accounting, regulation, financing operations, financial statements and companies.

Educational Aims
This topic aims to develop students’ understanding of selected theories of accounting and introduce them to the application of theory in practice.

Expected Learning Outcomes
At the end of this topic, students will be able to:
• articulate various theories of accounting
• demonstrate an understanding of the reporting environment
• undertake a piece of research on an accounting theory or application of a theory
• prepare a report on a contemporary issue in accounting.
Master of Business Administration

Topics - Overview

BUSN9123 Investments and Portfolio Management

Enrolment not permitted
If BUSN9213 has been successfully completed

Topic Description
An introductory course on modern portfolio theory and investment analysis and management. It analyses the concepts of risk and return, the securities markets, securities analysis and portfolio management. The topic looks at the operations of Australian financial markets and the opportunities available to investors. A major focus in the topic is share markets, although parts of the topic are devoted to bond and property investments. A simulated investment game running through the semester will comprise part of the assessment.

Educational Aims
This topic is designed to help students to understand both the theory and practice of investment management. Students will be introduced to the institutional background to investments, the valuation and analysis of individual securities, and the selection, management and performance evaluation of a portfolio of securities.

The topic will be applied to the Australian investment environment with frequent discussion of Australian institutions, instruments and markets. The impact of international market developments will also be highlighted and the role of international investments in a portfolio will be discussed. Students will be encouraged to apply the theory and concepts studied to current market developments.

Expected Learning Outcomes
Upon successfully completing the topic, students should be able to:

• discuss the structure of securities markets
• assess ethical issues arising from participation in the securities industry
• discuss the relative role of Australian markets in global financial markets
• locate and utilise information available to participants in financial markets
• apply the important relationship between risk and return
• appreciate the benefits of diversification of assets held in a security portfolio
• discuss alternative models for valuing shares
• analyse the impact of the economy, developments in specific industries and decisions made by individual companies on the values of corporate shares
• discuss the features of fixed-interest securities and use techniques for valuing them
• discuss the characteristics and valuation of various property investments
• assess asset allocation strategies
• discuss portfolio management strategies
• discuss the use of derivative securities in managing investment portfolios
• apply the principles of portfolio performance evaluation
• discuss personal lifetime financial planning issues

BUSN9225 Special Masters Topic in International Business

Enrolment not permitted
If BUSN9220 has been successfully completed

Topic Description
This topic is offered to Masters students pursuing a customised topic in International Business. The actual content and assessment is negotiated between the student and topic coordinator/supervisor. The topic can involve a literature-based review, a project, completion of some coursework with a substantial individual assignment or similar customised work.

Educational Aims
The aim of this topic is to provide students with the opportunity to undertake individual and specialised study in an area related to International business. The topic proposal and assessment is negotiated between the student and topic coordinator/supervisor.
Expected Learning Outcomes
Learning outcomes of this topic will vary according to the actual program of study negotiated between the student and the topic coordinator/supervisor. On completion of the topic students should have advanced their understanding of International Business.

BUSN9226 Accounting for Managers

Enrolment not permitted
If BUSN9201 has been successfully completed

Topic Description
The topic introduces students to the way in which a manager utilises accounting, finance, and information systems in decision making. The topic provides students with a solid grounding in accounting fundamentals including statements of comprehensive income, balance sheets, changes in equity and cash flows. Emphasis will be placed on how to assess an organisation's current cash flow and profitable position together with how to deal with internal and external environmental complexities and constraints. Students will be involved in the formulation, implementation, and control of an organisation's accounting, internal controls, and financial statements, and will produce and interpret performance ratios.

The topic consists of four main parts:

1. The accounting environment and accounting reports - their nature and use.
2. The recording and external reporting focus.
3. Accounting and financial management.
4. Accounting for management decisions.

Educational Aims
This topic aims to provide an insight and understanding of the accounting process, specifically to increase understanding of what managers must do to make an organisation financially successful. Emphasis will be placed on how to assess an organisation's current cash flow and profitable position together with how to deal with internal and external environmental complexities and constraints. In attempting to cover these issues formulation, implementation, and control of an organisation's accounting, internal controls, and financial statements need to be understood and performance ratios required to be interpreted. In addition, the topic aims to develop:

- generic cognitive skills (especially analytical and evaluative skills),
- behavioural skills (especially personal and interpersonal skills) which can be employed in an organisational work environment.

Expected Learning Outcomes
Upon successful completion of this topic students will be able to:

- understand and interpret financial and accounting data in order to facilitate management decision making in an international perspective
- to clearly identify any accounting policy and financial problems which inhibit international development in global markets
- understand that financial problems may include cash flow, profitability, risk and liquidity issues

BUSN9227 Financial Management

Enrolment not permitted
If BUSN9202 has been successfully completed

Topic Description
This topic introduces students to the major concepts and analytical tools used in the theory and practice of financial management. The topic will cover the role and objectives of financial management, business financial planning and ratio analysis, working capital management, risk and return, capital budgeting, the capital market, sources of finance, the cost of capital, operating and financial leverage, the financial structure decision and the dividend decision.

Educational Aims
This topic aims to:

- identify the major concepts and analytical tools used in the theory and practice of financial management
- examine the role and objectives of sound financial planning and management in business organisations.

Expected Learning Outcomes
On successful completion of this topic, students should be able to:

- distinguish the financial objectives governing an organisation's decision
• forecast future cash flow needs and prepare budgets and pro forma financial statements

• explain the factors influencing the appropriate level of working capital and how to manage cash and marketable securities, accounts receivable, inventory and payables

• explain the relationship between risk and return, diversifiable and non-diversifiable risk, and their impact on asset pricing

• explain the importance, role and techniques of capital budgeting within an organisation

• value long-term debt, preference shares and ordinary shares, and to determine the cost of capital

• define and calculate operating, financial and total leverage, and explain the implications for the target capital structure

**BUSN9228 Strategic Marketing**

**Enrolment not permitted**
If BUSN9203 has been successfully completed

**Topic Description**
This topic introduces students to the concepts and tools used in strategic marketing. It provides an appreciation of where marketing strategies fit within the overall corporate and business strategies of an organisation, and the importance of these. The topic explains how the focus of marketing plans will vary according to the stage of the product's life cycle. Other key subject areas will include the marketing mix, target marketing, consumer segmentation, and strategic market planning.

**Educational Aims**
This topic aims to provide students with:

• the fundamentals of strategic marketing

• strategic aspects of marketing and where the marketing strategy fits within the overall business strategy of an organisation

• an appreciation of the effects of the product life cycle on marketing plans, and the marketing mix, which includes product, price, promotion and distribution

• the marketing knowledge and skills necessary to develop appropriate marketing strategies and marketing plans for businesses

**Expected Learning Outcomes**
On successful completion of this topic students will be able to:

• appreciate the role of marketing strategies and plans within an organisation's overall corporate and business strategies

• appreciate the manner in which the product life cycle impacts on the focus of marketing strategies and plans

• understand and apply the concepts of the marketing mix, target marketing and market segmentation

• investigate and analyse information for marketing decisions

• conduct a SWOT analysis for an organisation

• formulate marketing strategies for a particular case study

• prepare a strategic marketing plan

• understand the role of marketing ethics in business

• express themselves well in a group environment

• successfully complete projects in a collaborative environment

• provide stand-up presentations in front of a group using PowerPoint

**BUSN9229 Sustainability and Ethics in Management**

**Enrolment not permitted**
If BUSN9204 has been successfully completed

**Topic Description**
The topic aims to assist participants to think strategically on a domestic and international scale on a sustainable level. The topic also requires you to think about how an organisation functions from the top management, considering the way in which an organisation coordinates and integrates sustainable policies, which includes social, economic, environmental and ethical. Sustainable management policies are not confined to profit-making business organisations, nor only to the organisation as a whole. The concepts are useful
also for not-for-profit (NFP) or non-government organisations (NGOs) as well as for organisational sub-units and individual career planning. Participants will review case studies and draw on their own knowledge from work experience to assess sustainability practices involving social, environmental, ethical and economic issues within organisations.

Educational Aims
This topic aims to introduce participants to the analysis of sustainable management which considers the 'triple bottom line' in organisational planning and implementation. The major areas for consideration are the social, environmental, ethical and economic performance issues that make claim to an organisation’s sustainable practice. The topic is designed to develop and sharpen your analytical management skills in applying the basic fundamentals of sustainable management practices to selected organisations within a multitude of industries.

Expected Learning Outcomes
On successful completion of this topic students will be able to:

• explain and analyse various stakeholder perspectives on corporate social responsibility

• understand and analyse the factors influencing ethical behaviour and outline approaches to ethical behaviour

• explain and analyse major problem types facing decision makers with particular regard to sustainability: social, ethical, economic and environmental

• understand the process of sustainable economic performance (profit maximisation) and problems in implementation, with links to sustainable competitive advantage

• respond sensitively to ethical and moral reasoning of managers

• analyse and assess links between ethical issues and decision making on an organisation’s sustainability

• appreciate the issue of Corporate Governance and its impact on sustainability

• gauge/measure the level of corporate sustainability a company engages in and measure this against an ideal sustainable framework in selected industry case studies.

BUSN9230 Economics for Business

Enrolment not permitted
If BUSN9205 has been successfully completed

Topic Description
This topic introduces the economic principles that can usefully guide the decision-making processes of consumers, businesses and other organisations including purchasing, pricing, production and investment decisions. It considers these decision processes in different competitive market environments. The topic also introduces the workings of the overall economy. It focuses on national output and expenditure, inflation, unemployment and international economic relationships including trade and capital flows and the role of fiscal and monetary policies.

Educational Aims
This topic aims to:

• examine the economic principles that guide the decision making processes of consumers, businesses and other organisations including purchasing, pricing, production and investment decisions

• identify the workings of the overall economy

• investigate national output and expenditure, inflation, unemployment and international economic relationships on fiscal and monetary policies.

Expected Learning Outcomes
Students successfully completing this topic should:

1. have well developed economic analytical skills

2. appreciate the concept of opportunity cost in decision-making

3. be able to explain the determinants of supply and demand and market pricing

4. be able to compare the different types of competitive markets and how the nature of these markets influence the production and pricing decisions and sales outcomes of individual organisations

5. be familiar with the broad structure of the national accounts

6. be able to discuss the factors that
influence the level and growth of economic output, inflation and employment

7. be able to discuss the ways in which the government attempts to influence the level of employment and inflation through the use of fiscal and monetary policies

8. appreciate the significance of the overseas sector on the local economy

BUSN9231 Global Business Context

Topic Description
This topic aims to provide students with an introduction to the field of international business. To achieve this, the topic deals with the background and rationale for globalisation so that students understand the behaviour and perspective of the numerous parties involved in the process. It also describes the international business environment firms encounter when they take their business abroad, including the role of global organisations and the differences between countries' political, economic, cultural and legal environments. In addition, the topic outlines the range of foreign business entities firms are likely to encounter in various foreign markets and highlights the unique problems associated with undertaking international business.

Educational Aims
Overall, the topic aims to reduce the psychic distance students hold to foreign markets. The topic's intent is to provide students with a balanced view of globalisation and an understanding of international trade theory, cultural theory, the rationale behind regional economic integration, foreign direct investment, and the international monetary system. At a micro level, the topic also aims to provide students with an appreciation of global production, global logistics, global marketing, exchange rate issues and entry strategies associated with foreign markets. An understanding of how to deal with these issues and the differences in the business environments found in various regions and countries around the globe is an important objective of the topic.

Expected Learning Outcomes
Upon successful completion of this topic, students will be able to:

• better operate within a foreign business setting by being familiar with the cultural expectations of different markets
• research the business environments found in foreign markets
• understand, appreciate and expect differences in the business environments of foreign markets
• determine solutions to the problems posed to organisations as a consequence of the differences between markets
• express themselves well in a group environment
• successfully complete projects in a collaborative environment
• provide stand-up presentations in front of a group using PowerPoint

BUSN9232 Strategic Decision Making

Enrolment not permitted
If BUSN9207 has been successfully completed

Course Context
Master of Business Administration; Master of Business Administration (Advanced); Graduate Diploma in Research (Business); Graduate Certificate in Research (Business)

Topic Description
This topic introduces students to strategic and opportunity based commercial analysis on a national and international scale. The topic also requires students to be involved in how an organisation functions from top management, considering the way in which an organisation coordinates and integrates the functional areas of a business, which includes: accounting, finance, human resource management, marketing, economics, sustainable development, operations, research and development. This integration and coordination assists in formulating and implementing strategic and opportunity based commercial approaches to the strategic management process. We take the perspective of the total organisation. However, the topic is of interest to all levels of management as well as staff and advisors. These people are affected by and in turn influence the way the organisation chooses to position itself both strategically and opportunistically in its industry.

Educational Aims
The aims of the topic are to introduce students to:
• the total view of the organisation, its mission, goals, long term prospects and how it relates and interacts with various actors and forces in its environment

• concepts and practices of strategic analysis and strategy formulation, both information and planned explicitly

• analysis of business environment and identification of long term trends and change

• aspects of societal concerns, influences and constraints, corporate responses and social responsibilities

• ability to integrate all functional areas of an organisation to match with strategic decision making which include: accounting, finance, marketing, human resource management, global business unit, and strategic management

• developing sustainable competitive advantage

• aspects of implementing strategies

• aspects of strategic leadership at top levels of organization

• unstructured decision making under conditions of high uncertainty and ambiguity

• develop an opportunity based strategy with reference to commercial business opportunities

• analyse a start up venture and commercial opportunity with consideration given to due diligence, intellectual capital and contract negotiations.

BUSN9233 Data Analysis for Decision Making

Enrolment not permitted
If BUSN9208 has been successfully completed

Topic Description
This topic will introduce students to the platform, tools, types of data and analysis applicable to managerial decision making in a business context. Decisions requiring mathematical analysis within accounting, finance, management and economics will be reviewed and explored. Basic mathematical and statistical concepts will be briefly refreshed and then utilised, including within the Microsoft Excel platform. Within this platform data will be assessed for its relevance and then manipulated to produce information of value to the user.

Educational Aims
This topic is designed to give the graduate the confidence to explore various mathematical and statistical tools, some through Microsoft Excel. The topic aims to provide analytical tools and skills that students can apply to their work environments to enhance the decision making process by the inclusion of appropriate data analysis. The overarching aim of this topic is to give the students the understanding and confidence to explore the various analytical options made available in their workplace and to be able to utilise these options.

Expected Learning Outcomes
Students will gain:

• the capacity to utilise financial mathematical and statistical concepts and techniques applicable to the analysis of relevant data for business decisions

• experience and expertise in assessing, organising and analysing data relevant to the problems they encounter as managers within both business and large institutional organisations

• an introduction to the analytical tools easily accessible to the non specialist user and given an overview of the uses and outcomes available through utilisation of these tools.
BUSN9234 Project Management

Enrolment not permitted
If BUSN9209 has been successfully completed

Topic Description
Project Management (PM) Skills are essential in many areas of business endeavour. This topic focuses on PM in business with a particular emphasis on universal management principles and the transferability of practical skills across diverse projects. Students are introduced to relevant management and integrated PM theory in seminars and to apply the theory to practice in simulation and practical exercises in workshops. Theory and practice will be developed within the framework of core and facilitating functions in PM. An emphasis on scope, stakeholder, resource, risk and outcomes management within the context of team work will highlight the importance of communication and decision making from project conception to completion. Reporting and presenting results to stakeholders will examine the documentation and communication required to assess the achievement of strategic business goals.

Educational Aims
This topic aims to provide an understanding of:

1. the theoretical underpinnings and link between management and project management
2. the Project Management Framework (core and facilitating functions, resources-risks-outcomes)
3. the decisions that need to be made within the main phases of a project from conception to completion
4. the analytical skills needed to assess risk, determine a critical path and the allocation of resources to achieve agreed outcomes
5. the reporting and communicating of Project Management plans and results to relevant stakeholders

In addition, the course aims to develop generic cognitive skills (especially analytical and evaluative skills) and behavioural skills (especially personal and interpersonal skills) which can be employed in an organisational work environment

Expected Learning Outcomes
Upon successful completion of the course, students will:

• understand how Project Management assists strategic business goals
• be able to set achievable goals and conduct a group/team goal-setting session
• be able to assess risk, allocate resources and focus on outcomes
• understand how to communicate effectively within Project Management constraints
• know how to use MS Project, allocate resources, calculate critical path and track results including costs
• have a range of long-term transferable skills relevant to their intended careers or professions at an advanced level
• have the skills to present a seminar of a general or technical nature

BUSN9235 Managing Negotiations
Not offered 2014

Enrolment not permitted
If BUSN9210 has been successfully completed

Topic Description
This topic introduces students to the theory and practice of business negotiations. Beginning with an understanding of the nature of conflict and conflict handling styles, students explore various models of negotiation: adversarial, distributive, integrative, and principled. The workshops will include simulated commercial negotiation activities. Students will be asked to reflect upon their espoused and actual approach to negotiation in practice, and to prepare a plan for a negotiated outcome that is directly relevant to their own working lives.

Educational Aims
To understand and apply various models and styles of negotiation to practical situations.

Expected Learning Outcomes
On successful completion of the topic, students will be able to:

1. understand various models of negotiation and bargaining
2. identify appropriate models according to the context in which they are deployed
3. appreciate the value of
relationship management in commercially and politically sensitive contexts

4. use negotiation style as a flexible tool to manage the behaviour of oneself and others in order to improve the chances of agreement

5. report accurately and intelligently on negotiations observed or experienced by the reporter

6. prepare negotiation briefs and plans

7. better lead and participate in negotiation teams

8. train other people in the basics of negotiation analysis and practice

9. critically analyse academic and 'practitioner toolkit' literature on negotiation

10. develop a personal plan to refine the learning achieved in this topic

BUSN9236 Leadership: Theory Practice and Experience

Enrolment not permitted
If 1 of BUSN3052, BUSN9211 has been successfully completed

Topic Description
The topic aims to provide students with skills and knowledge to improve their potential to assume or further develop leadership positions in all three business sectors. The topic builds on skills in problem recognition and solving, in business practices and human interaction issues. The topic covers leadership and management differences, the development of leadership, teams and followers, situational effects, leadership in crises and change and leadership skills. The approach is multi-faceted with business, politics, society and historical aspects covered. A special feature of the format is the experiential program designed to give students exposure to team work and reflection within an experiential context.

Educational Aims
The educational aims of the topic are to have students understand:

• how leadership and management are different and how they are used to achieve business and societal goals

• the roles of leaders, teams, followers and situations in business and society

• how leaders should act in times of crisis and how and why what they should do often differs from what is actually done

• why leadership development is important for continuing success of businesses and other entities

• the role played in history by leaders whose actions can teach us about modern society

• the role of experiential learning in leadership and personal development.

Expected Learning Outcomes
Upon completing this topic students will have had an opportunity to acquire or further develop:

• knowledge of the roles of managers and leaders, of the importance of leadership style, of theories of leadership

• skills and experiences from the team-based experiential learning program

• the ability to critically analyse the interaction between leaders, followers, and situations

• reasoning and analytical skills at an advanced level to enable satisfactory completion of assignments, examination and involvement in the experiential learning program

• familiarity with the key leadership journals so that:

a) current views of the development of the discipline can be incorporated, as appropriate, into discussion, written work and the experiential program

b) the research paper component of the assessment utilises the academic journal articles effectively in terms of understanding and incorporating qualitative and quantitative findings

Information search and usage skills via the library, FLO, the Internet and from within the experiential project groups.

BUSN9237 Financial Markets and Institutions

Enrolment not permitted
If BUSN9212 has been successfully completed
**Topic Description**
The topic provides students with an introduction to the financial system. It covers different financial markets, the financial instruments which are used, and the institutions which operate in the markets. Emphasis is on the Australian financial market, but sections of the topic also introduce international financial markets and their impact on the Australian economy. The topic focuses on debt, equity, foreign exchange and derivative security markets.

**Educational Aims**
The topic provides students with a background in the operations of financial institutions and intermediaries, the instruments they use and the contributions they make to the efficient flow of funds within the economic system.

The broad objective of the topic is to introduce students to the Australian financial system. In doing so, it also provides a framework for understanding financial systems of other countries. The understanding gained will significantly assist students in other finance topics that they may study, and in operating in the financial sector.

**Expected Learning Outcomes**
Students successfully completing this topic should be able to:

- describe the nature of financial markets and explain the role of financial intermediaries
- describe the activities of banks and the range of different non-bank financial intermediaries, including how they obtain and use funds and the way in which their activities are regulated
- explain the differences between debt and equity funding, the forms of equity finance, and the regulatory controls on equity capital markets
- be aware of the different debt instruments that are available, for both private sector and government financing requirements, and have an appreciation of the appropriate forms of financing for different purposes
- appreciate the factors that influence the level of interest rates and the relative interest rates on different financial instruments
- describe the participants and mechanics of foreign exchange markets, and the factors which determine foreign exchange rates
- explain the role of derivative securities in risk management, and the different roles of hedgers and speculators in derivative securities markets

**BUSN9238 Advanced Issues in Finance**

**Enrolment not permitted**
If BUSN9214 has been successfully completed.

**Topic Description**
This topic builds on financial management principals, and analyses the concept of value and the financial objectives of organisations. The investment, financing and dividend decisions of the organisation are analysed at a more advanced level. The topic focuses on whether these decisions add value to the organisation.

A number of more applied topics will also be covered including real options, corporate acquisitions, corporate restructuring, lease financing and project financing.

**Educational Aims**
This topic builds on the financial management principles introduced in BUSN9227 Financial management. It analyses the concept of value and the financial objectives of corporations. The investment, financing and dividend decisions of the organisation are analysed at a more advanced level, and whether these decisions add value. A number of more applied topics will also be covered including real options, corporate acquisitions, corporate restructuring, lease financing and project financing.

**Expected Learning Outcomes**
Upon successfully completing this topic, students will:

- have developed a sound appreciation of the important theoretical foundations that underpin modern corporate finance practice
- be able to analyse the prospects of particular business capital budgeting and financing decisions increasing the value of the organisation
- be able to offer relevant normative advise on a number of areas of corporate finance practice including real corporate options, corporate acquisitions, corporate restructuring lease financing and project financing
- have a current awareness of emerging issues in the world of corporate restructuring, lease financing and project financing
• be well prepared for undertaking a career in the field of corporate finance

**BUSN9239 International Business in the Asia Pacific Region**

Enrolment not permitted
If BUSN9215 has been successfully completed

**Topic Description**
The topic theme is 'Contextual change: The past, present and future of international business in the region'. Weekly seminars explore political, environmental, cultural, security and other issues that influence business. Student projects speculate on the future of an industry in a specific country.

**Educational Aims**
With emphasis on the next ten years, the aim of this topic is to provide students with individual and group opportunities to:

1. Analyse the business context (past, present and trends) of specific industries within selected Asia-Pacific countries
2. Place the aforesaid countries in a regional and global business context
3. Identify and analyse ethical, security, political (bilateral and multilateral), environmental and other issues in the evolving business climate of the region.

**Expected Learning Outcomes**
Students successfully completing the topic should be able to:

• identify and understand the internal and external influences that an organisation needs to consider when operating across national borders in the Asia-Pacific Region
• advise businesses on trends in a particular industry in a specific country in the region after completion of thorough research
• apply the case study method to international business situations
• write well-researched consulting reports with feasible recommendations for managerial action
• contribute original ideas and analysis in interactive seminars

• work efficiently in study teams

**BUSN9241 International Business Finance**

Enrolment not permitted
If BUSN9216 has been successfully completed

**Topic Description**
The topic introduces students to international business transactions and their impact on financial decision-making within an organisation having an international perspective. The topic will include study of the international monetary system and foreign exchange rate determination, foreign exchange risk analysis and management, international investment decisions and the financing of international business operations.

**Educational Aims**
The focus of this topic is the financial management environment and issues faced by international business enterprises because of their international operations. Many financial management issues are common to domestic and international businesses. Businesses with international operations have available to them economic advantages and opportunities that are not available to enterprises which only operate in domestic economies. International businesses also face additional risks because of the cross-border nature of their business. Taking advantage of these opportunities and managing these additional risks is a recurring theme through the topic. Emphasis will be given to managing the multinational corporation, but many of the issues discussed in the topic are also relevant for firms with more restricted international business dealings.

**Expected Learning Outcomes**
Specific learning outcomes for the topic include being able to:

• discuss the nature, characteristics and economic importance of multinational corporations
• explain how exchange rates are determined and the different exchange rate systems faced by international business dealings
• distinguish different types of international transactions, such as trade and capital flows, and their economic consequences
• discuss the factors affecting foreign exchange rates
• discuss ways for managing
foreign exchange risk

• calculate the cost of capital for foreign investments
• explain capital budgeting in a multinational corporation

Throughout the topic, the underlying theme is the management decision-making issues arising from the international nature and activities of these organisations. Decisions made by financial managers must be consistent with the overall objectives of the shareholders of these corporations. The primary objective of these shareholders is that their wealth is maximised, and so this is the primary purpose in the financial management of these corporations.

Expected Learning Outcomes

Students successfully completing the topic will be able to:

• investigate and critically analyse IHRM theory and research
• analyse and report on the IHRM components of contemporary business operations
• examine written international business cases, with particular emphasis on IHRM elements
• develop skills in written and oral international IHRM case presentations.

Educational Aims

This topic introduces issues in, and strategies for, managing the workforce in international business operations. Much of the topic is based on international business case studies and International Human Resource Management (IHRM) theory, research and practice, and involves a high level of student participation. Students will be expected to develop an understanding of:

• IHRM vs. domestic HRM
• International HRM planning, staffing and organisational structure
• International recruitment and selection
• analyse export market selection and entry, product and pricing decisions
• examine financing options and methods of payment
• identify key promotion and marketing communications in overseas markets.

Expected Learning Outcomes
Students successfully completing this topic will:

• be familiar with the marketing mix and how its application will vary in international markets
• understand the fundamentals of exporting and how to gather information necessary to make viable market selection and entry strategy decisions
• have an appreciation of the methods necessary to determine the appropriate price of their product in international markets, and the modifications to their product necessary in order for them to sell there
• be familiar with the various payment methods they are likely to encounter in foreign markets, the issues surrounding promotion of their product in international markets and the most appropriate method for handling export orders and supply chain management
• have an ability to undertake the foreign market research necessary to develop a preliminary export marketing plan

BUSN9244 Special Masters Topic in Finance

Topic Description
This topic is offered to Masters students pursuing a customised topic in Finance. The actual content and assessment is negotiated between the student and Topic Coordinator/Supervisor. The topic can involve a literature-based review, a project, completion of some coursework with a substantial individual assignment or similar customised work

Educational Aims
This topic enables the student to pursue a customised topic in the area of Finance. The actual content and assessment is negotiated between the student and topic coordinator/Supervisor.

Expected Learning Outcomes
Learning outcomes of this topic will vary according to the actual program of study negotiated between the student and the topic coordinator/Supervisor. On completion of the topic students should have advanced their understanding of Finance.

BUSN9245 Business Research Methods

Enrolment not permitted
If BUSN9002 has been successfully completed

Topic Description
The primary objective of this topic is to provide the student with the methodological knowledge, understanding, attitudes and skills necessary to develop, execute and report in a scholarly fashion a significant piece of academic research with international outlook in the field of business.

A significant component of the assessment in the topic will be the preparation and oral and written presentation of a research proposal.

Educational Aims
The primary objective of this topic is to provide the student with the methodological knowledge, understanding, attitudes and skills necessary to conceive, execute and report in a scholarly fashion a significant piece of academic research with international outlook in the field of business.

The student will be introduced to all stages of the research process during weekly seminars. The use of multiple presenters in the topic gives the student an opportunity to identify potential advisers for a range of research matters.

Expected Learning Outcomes
On successful conclusion of this topic students will have:

• a broad understanding of the nature of business research, its challenges and its opportunities
• a broad understanding of the wide range of research methods employed in business research including quantitative and qualitative methods, exploratory and confirmatory methods, pure and applied methods
• a sound appreciation of the role of theory in scientific business research whether it be theory testing or theory development
• preparedness for developing, executing and reporting in a scholarly fashion a significant piece of academic research with an international outlook in the field of business.
**BUSN9248 Managing People**

**Topic Description**
The topic provides an introduction to the field of people management and behaviour in organisations and develops the skills and knowledge required to effectively manage people in work contexts. Students learn to apply management and organisational behaviour theories to critically analyse individual, group and organisation level performances issues; and to relate people management practices to developments in management thought and changing values in the work context. Specifically the topic deals with: theories of management and organisation; individual level issues including perceptions, values and attitudes, motivation, personality, emotional intelligence and communication skills; group level issues including group formation, group norms, group cohesion and identity, and team roles; and the interrelationship between individuals and groups in organisations, including leadership, intergroup behaviour and conflict, management decision making, and management communication.

**Educational Aims**
This topic develops the skills and knowledge required to effectively manage people in work contexts. Students learn to apply management and organisational behaviour theories to critically analyse individual, group and organisation level performance issues; relate people management practices to developments in management thought and to changing values in the work context. The topic provides an introduction to the field of people management and behaviour in organisations. Specifically it deals with: theories of management and organisation; individual level issues including perceptions, values and attitudes, motivation, personality, emotional intelligence and communication skills; group level issues including group formation, group norms, group cohesion and identity, and team roles; and the interrelationship between individuals and groups in organisations, including leadership, intergroup behaviour and conflict, management decision making, and management communication.

**Expected Learning Outcomes**
After successfully completing this topic you should be able to:

1. Discuss theories and models about managing people in organisations.
2. Apply that knowledge to the management of people in organisations.
3. Critically evaluate trends in people management and organisational behaviour.
4. Critically examine their own behaviour in organisations.
5. Evaluate strategies for improving skills in people management.
Industry Placements

What is an Industry Placement?
Industry Placements at Flinders Business School are designed to give students a real opportunity to gain relevant work-based experience, put theory into practice and help guide career choices. Industry Placements are part of the Work Integrated Learning programs offered by the Flinders Business School.

What types of Industry Placements are offered?
Industry Placements cover a diverse range of disciplines and options. The Placement Coordinator will assess each student’s application and match the student with an appropriate placement.

General Placement
General placements provide students to experience and learn more about a business while participating in daily workplace activities and contributing to a range of business functions.

Discipline-Specific Placement
With a Discipline-specific placement, students experience and learn about the professional discipline (e.g., accounting, finance, human resources, marketing, etc.) as well as the business. Students participate in and contribute to activities related to the student’s major or specialisation.

In both types of Industry Placements, students are expected to gain an understanding of the organisational setting, the industry, the internal environment, the key decision makers and the problems confronted by management. As well as participating in daily workplace activities, students may also be involved in a specific project for the employer.

Some examples of what students have done in Industry Placement includes:
- Supporting accounting, human resource management or marketing functions
- Carry out cost-benefit analysis, market research, bookkeeping
- Assist with marketing plans, business plans, grant applications, customer liaison, service provision

Alternatively, you can arrange your own placement in conjunction with assistance from the Placement Coordinator. If you have a particular interest in an industry, or company, we encourage you to investigate that industry and target a particular placement opportunity.

What sort of organisations offer Industry Placements?
In short – all sorts! We get requests for our students from large corporations to small and medium sized businesses across all industries. Government and not-for-profit industry, charitable, sporting and business associations and organisations also offer a great range of placement opportunities. Some of the more common sectors include:
- Finance
- Marketing
- Sporting Clubs
- Small business
- Accounting
- Hospitality
- Tourism
- Events
- Banking
- Human Resources
- Government
- Industry Associations
- Chambers of Commerce
- Not-for-profit/Non-Government Organisations (NGOs)

When should you apply to undertake an Industry Placement?
Placements are best done when you have completed at least half of your degree. So start planning for it now and make sure you apply in time.

How long are Industry Placements?
Industry Placements can be undertaken at any time throughout the year. Students are expected to complete a minimum of 150 hours of work experience in a professional workplace in a relevant industry sector. The 150 hours could be:
- 2 days per week during the semester – this is the most common.
- During semester break(s)
- By arrangement

Are students paid?
Generally students are not paid. Occasionally we may have a paid placement.

Is Industry Placement counted towards my degree?
Yes, the topic code for an Industry Placement is “BUSN9255/BUSN9126 Industry Placement” and you receive 4.5 units credit towards your degree.

How is an Industry Placement assessed?
During their placement, students are required to keep a diary of their daily activities and duties. At the conclusion of the placement, the topic assessment
includes student submission of a Placement Report and an evaluation (by the placement organisation) of the student’s performance.

**Are there any pre-requisites?**

At your initial interview with the Placement Coordinator you will be advised on the best preparation for your placement. Students require permission from the Placement Coordinator to undertake an Industry Placement.

**How to Apply?**

**Step 1 Register your Interest**

Students who wish to undertake an Industry Placement should register their interest with the Placement Coordinator. Registered students receive priority in the placement process. To register your interest, send an email to fbsplacements@flinders.edu.au containing PDF documents of:

1. 1 page resume including your preferred email address, mobile phone number, any non-academic interests (clubs, sports, awards, interests, community involvement etc)

   and

2. A 1 to 2 page cover letter (2 pages maximum) and explain why you’d like to do a placement and the type of placement you are interested in. Do you prefer any specific industries or organisation types, and do you want a general position or a position related to your degree specialisation?

The Placement Coordinator will then contact you to arrange a preliminary interview. At this interview the Placement Coordinator will advise you on the best preparation for your Industry Placement. You will also receive feedback on your resume and cover letter. At the interview the availability and types of placements which may be suitable will also be discussed.

**How to Apply?**

**Step 2 Apply for a specific placement**

The Placement Coordinator will match registered students with Industry Placements as they become available. These students will be invited to apply for the placement and your resume and cover letter will be sent to the placement provider. Occasionally some placements may also be posted on the Work Integrated Learning page in the Flinders Business School website.

Alternatively students can seek their own industry placement, however these placements and organisations will need to be approved by the Placement Coordinator.

**How and When to enrol in BUSN9255/BUSN9126**

Students are blocked from enrolling into this topic and are required to have approval to undertake an Industry Placement AND have an actual placement approved in order to enrol. The Placement Coordinator will arrange your enrolment on your behalf.

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**Am I guaranteed a placement?**

No, students may or may not be offered a placement depending on the number of placements available and the number of applicants.

**Work Placement Agreement**

Prior to commencing your placement, students, the Placement Provider and the University will complete an Industry Placement Agreement which sets out the terms and conditions of the placement.

**For more information go to:**

flinders.edu.au/sabs/business/courses/wil

**Contact**

Carolyn Cousins  
MBA Student Advisor & Placement Coordinator  
Room 3.14, Level 3, Law and Commerce Building  
Email: fbsplacements@flinders.edu.au  
Phone: 8201 2195
**Industry Projects**

**What is an Industry Project?**

Industry Projects are another type of the Work Integrated Learning options offered by the Flinders Business School.

An Industry Project aims to broaden a student’s knowledge and skills through an applied business project. Students are required to investigate a business issue and present their findings formally in a written report to the Project Partner organisation.

Students are required to work with an assigned academic supervisor throughout the project and meet regularly with their supervisor for advice and to discuss progress.

The content of each Industry Project is different. The content depends on the project partner, on the knowledge/interests of the student and on the expertise of the supervisor.

There are three types of projects:

**Case study project**

The project is about a business and describes the problems faced by the business and the solutions available to (or used by) management. Projects describe the organisational setting, the industry, the internal environment, the key decision makers and the problems confronted by management. The case should refer to relevant discipline-specific concepts and theory.

**Applied business problem project**

The project is for a business and looks into a problem or issue defined by that business (the ‘project partner’). The project includes an in-depth description of the problem including causes, analysis of the problem using appropriate theoretical frameworks, developing ideas for feasible solutions and making recommendations to address the issue and enhance the business. The project is likely to involve data collection at the site of the partner, background research and writing a report with findings.

**Theoretical project**

The project is about a business issue and has a strong theoretical orientation. Such a project involves an in-depth investigation of the relevant recent academic literature and may include a minor research study to make a small contribution to the existing body of knowledge.

**Why you should apply for an Industry Project?**

An Industry Project can provide you with many benefits:

1. An Industry Project enables you to pursue in depth an issue that interests you, apply your theory to a practical situation and the satisfaction of working on a real issue for a real workplace.
2. By interacting with staff in a workplace and preparing and presenting a report to them, you will gain valuable workplace experience and hopefully a reference for your resume.
3. You can include your Industry Project as an achievement on your resume.
4. An organisation gets to meet you, and you never know, you might impress them enough to be considered for future work opportunities.
5. If you are currently working, an Industry Project allows you to apply your course to benefit your workplace and show your managers what you are capable of.

**Is an Industry Project counted towards my degree?**

Yes, Industry Projects are considered an important learning experience for students and help ensure graduates are work ready. The topic code for Industry Project is “BUSN9254/BUSN9125 Industry Project”.

**How is an Industry Project assessed?**

At the conclusion of the placement, the topic assessment includes student submission of a Project Report and an evaluation (by the project partner organisation) of the student’s performance.

**Are there any pre-requisites?**

At your initial interview with the Placement Coordinator you will be advised on the best preparation for your placement. Students require permission from the Placement Coordinator to undertake an Industry Project.

**When should you apply for an Industry Project?**

Projects are best done when you have completed at least half of your degree. So start planning for it now and make sure you apply in time.
**How long are Industry Projects?**

The Industry Project is based around an individual project. Students will visit the workplace and spend some time in their project setting, but are likely to spend the majority of their time on campus researching, analysing and writing up their report. Students are expected to complete a minimum of 150 hours to complete an Industry Project. The work schedule can be negotiated with the Project Partner.

**How to Find and Apply for an Industry Project**

Students firstly need to identify a project suitable for them. This can happen by:

- Checking the Flinders Business School Work Integrated Learning webpage to see Industry Projects that have been posted.
- From time to time, individual teaching staff may have through their own industry contacts received a request for a student to undertake an Industry Project. The staff member will let their relevant classes know about the opportunity.
- Students can also seek their own project – refer to the Flinders Business School Work Integrated Learning webpage for more information on requirements. All Industry Projects need to be approved by the Placement Coordinator.
- Students may also consider investigating a problem in their current workplace setting. Refer to the Flinders Business School Work Integrated Learning webpage for more information on requirements. All Industry Projects need to be approved by the Placement Coordinator. To apply for an Industry Project please contact the Placement Coordinator.

**When to enrol in BUSN9254/BUSN9125?**

Students are blocked from enrolling into these topics and are required to have approval to undertake an Industry Project. The Placement Coordinator will arrange your enrolment on your behalf.

**For more information go to:**

flinders.edu.au/sabs/business/courses/wil

**Contact**

Carolyn Cousins  
MBA Student Advisor & Placement Coordinator  
Room 3.14, Level 3, Law and Commerce Building  
Email: fbsplacements@flinders.edu.au  
Phone: 8201 2195
Study Abroad – Short Programs for MBA and MBAA Students

Broaden your horizons and add value to your Flinders MBA or MBAA degree with a Short Program opportunity.

What is a Short Program?
Short Programs are taught in ENGLISH by other Universities and fit in between semesters at Flinders University. They generally:

- have classes for 5 days per week for 2, 3, or 4 weeks
- a social program and some sight-seeing is often included
- have the option of University student accommodation (i.e. inexpensive)

Yes! You get Credit towards your MBA or MBAA degree
Successful completion of an approved short course will allow credit towards the elective topic BUSN9258 International Study Tour in your MBA or MBAA degree.

Examples of Short Programs
Some examples of short programs undertaken by Flinders Business School students to date include:

- Intercultural Management : a Scandinavian Perspective- BI Norwegian School of Management, Oslo, Norway
- Finance or Marketing topics – Ecole de Management, Lyon, France
- A choice of more than 18 short topics – University of Ljubljana, Slovenia
- International Finance & Trade – Hong Kong Polytechnic University, Hong Kong
- "Get to Know China", Nankai University, Tianjin, China

When Should I do a Short Program?
Short Programs are best done after you have completed at least half of your MBA or MBAA degree. Short Programs are undertaken in the Flinders Summer or Winter semesters (during Flinders University holidays.)

When to Apply
This varies according to each program, but often applications tend to close 3 to 4 months before the program starts. Check the dates carefully and make sure you contact the FBS Student International Experiences Coordinator well before the closing date for assistance with your application and the application process.

How Can I Fund My Trip?

You are required to pay all costs associated with your short course. But there is some help available!

Grants
There may be some grant funding available. Contact the FBS Student International Experiences Coordinator for details.

Check the scholarships page on the Flinders Uni website for more funding sources:

flinders.edu.au/scholarships-system/index.cfm/scholarships/display/a76e5

More Information?
You are not limited to these courses - if you find another course you would like to do, contact the Flinders Business School Student International Experiences Coordinator for potential credit approval and possible financial aid.

This handbook only summarises the key features, for more details and links go to:

flinders.edu.au/international-students/study-at-flinders/study-abroad-exchange/flinders-abroad-new/short-term-opportunities/short-term-opportunities_home.cfm

FBS Student International Experiences Coordinator
For assistance with Short Programs, your Short Program application, applying for funding and more, contact the Flinders Business School Student International Experiences Coordinator:

Anne Gleeson
FBS Student International Experiences Coordinator
Room 3.49 Law and Commerce Building
Email: anne.gleeson@flinders.edu.au
Phone: 8201 2972
FLO – Flinders Learning Online

FAN – Flinders Authentication Name
All students will have a student number and a Flinders Authentication Name (FAN). Your FAN was sent to you when you first enrolled at Flinders. Your FAN comprises of the first four letters of your surname followed by four digits.

You will need your FAN to access computer lab, your central email account and FLO.

Before you can access any online services at Flinders you need to obtain and activate your FAN and set a secure password. To do this you need your Flinders Student ID number and the day and month of your birth date.

Your initial password is the last four digits of your student ID number followed by the first four digits of your birth date.

For example if your student ID number is 9912345 and you were born on 12 February 1981, your initial password would be 23451202.

It is best to change and customise your password as soon as possible.

For more help obtaining and activating your FAN go to

flinders.edu.au/current-students/computing/

Where is the FLO site?
The FLO site is accessible through the Flinders University Flinders Learning Online page at:

flo.flinders.edu.au

What is FLO?
Flinders Learning Online (FLO) provides additional support for students enrolled in a topic via access to materials through the Internet. All handouts distributed in lectures will be available via the FLO site, as well as all topic information, staff details, assessment details and announcements.

The site allows you to communicate with teaching staff and with other students. Staff may use the site to make announcements, provide feedback and answer frequently asked questions.

Students can login to FLO to:

• access course materials and resources
• access personal library details

FLO provides:

• enrol in or withdraw from topics, register in classes, view your timetable, update contact details, make payments and view results (Student Information System)
• check your student Email account see University-wide Announcements

Features of Flinders Learning Online include:

• Topic information (eg. aims and learning outcomes, staff, assessment, deadlines, study schedule, etc).
• Downloadable copies of all handouts.
• Audio of lectures in mp3 format.
• Calendar of critical dates (eCalendar).
• Details of policies (eg. supplementary exams, plagiarism, etc).
• Links to useful web sites (including professional bodies, other business/accounting related sites, Library, Flinders Business School).
• Internal FLO email.
• This email facility will be used on a regular basis to communicate with students. You should therefore ensure that you check you FLO email regularly. If you wish you can set FLO to forward your FLO email to another email account (e.g. your normal university email account or a private email account).
• Notices. Any announcements will be emailed to your FLO email account. You will therefore not need to use the Notices facility in FLO.

Help with FLO
If you have trouble logging in you may need to initialise portal access (register) for the site or check you are using a supported browser. See the FLO website for details.

You are encouraged to enrol in a FLO workshop in the library (if you have not already attended one in a prior year).

The Faculty of Social and Behavioural Sciences ‘Undergraduate Computing Facilities’ handout provides full details about access and equipment and will be handed out in the first week of lectures.
The FLO Student Helpdesk can answer non-course related questions. For example, we can help if you are having difficulty accessing FLO, with your FAN or password, or you are unsure how to use the tools within FLO, such as mail, quiz and discussions.

FLO Helpdesk
Level 1, Central Library
flo.student@flinders.edu.au
Tel: 1800 200 292
Or for International callers: +61 8 8201 5378

Course related questions should be directed to your lecturer or topic coordinator.

Privacy Information

Students should be aware that the topic coordinator is able to access information about students’ use of the FLO site. For example, a record of which pages were visited, when, for how long and what has been downloaded are maintained for every student enrolled in the topic.
Assignments

Getting Started

The Student Learning Centre provides assistance and advice on many aspects of developing your academic skills. Free assistance and advice is available for all students in the following areas:

- assignment preparation/writing
- English as a second language
- Exam preparation and techniques
- numeracy and mathematical skills
- oral presentation skills
- referencing formats
- research proposals and reports
- study strategies
- thesis preparation/writing.

A range of brochures is available on their website [http://www.flinders.edu.au/SLC/](http://www.flinders.edu.au/SLC/) and you can contact the Student Learning Centre by telephone 8201 2518 or email slc@flinders.edu.au

Confidentiality

Students are sometimes concerned about confidentiality of information included in assignments, especially when students are using real-life examples. Lecturers will not disclose any information about individuals or organisations obtained through assignments. However, to avoid embarrassment and to preserve your professional credibility, we suggest that you seek approval from your employer or change names and details of people and organisations in order to preserve their anonymity.

Referencing

The Faculty of Social Sciences uses the Harvard or Author-date referencing system rather than the footnote system.

Submitting Assignments

Individual pieces of assessed work will have their own time for submission. If you cannot meet a deadline, because of ill health or other unanticipated reasons, you must ask the topic lecturer for an extension.

All assignments are to be submitted through Flinders Learning Online (FLO).

Plagiarism

Plagiarism is a form of academic dishonesty that can lead to failure in an assignment, topic or the course itself. Plagiarism is simply the stealing of someone’s intellectual property and consists of using another person’s words or ideas as if they were your own. This is a very serious matter. It may occur as a result of ignorance and/or inexperience about the correct way to acknowledge and reference authors. It may also occur as a deliberate misuse of the work of others with the intent to deceive. The best way of avoiding plagiarism is through acknowledgment of sources, usually by referencing.

The University has a policy about academic dishonesty which is available at [http://www.flinders.edu.au/ppmanual/student/assessment1.html](http://www.flinders.edu.au/ppmanual/student/assessment1.html). Students are required to familiarise themselves with this policy.

In addition Flinders Learning Online includes a unit on Academic Integrity. This includes tips to help you avoid academic dishonesty and practice questions, and a quiz to test your understanding. We recommend that you explore this unit and complete the test before writing your first assignment.

Assessment Grades

Assignments will be graded according to the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Notation</th>
<th>% Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Distinction</td>
<td>HD</td>
<td>85-100</td>
</tr>
<tr>
<td>Distinction</td>
<td>DN</td>
<td>75-84</td>
</tr>
<tr>
<td>Credit</td>
<td>CR</td>
<td>65-74</td>
</tr>
<tr>
<td>Pass Level</td>
<td>P</td>
<td>50-64</td>
</tr>
<tr>
<td>Fail</td>
<td>F</td>
<td>0-49</td>
</tr>
</tbody>
</table>

Explanations of the criteria for each grade are detailed in the [Student Related Policy and Procedures Manual](flinders.edu.au/students/current/policies.html).

Additional feedback on assignments is provided to students in the form of comments written on their work and/or a separate sheet. Students are welcome to contact the lecturer if they wish to discuss comments further.
Remarking

If you consider that the mark or final grade you have received is unfair you may challenge or appeal this in accordance with the procedures set out in


Extension Policy

Please note that extensions are negotiated with individual topic coordinators in the first instance. Grounds for extensions is usually on the basis of illness or unanticipated circumstances, rather than pressure of other assessment work.

However, note that:

- Extension beyond the Faculty deadline must be approved by Associate Dean (Academic) or the Faculty Education Committee;

- Except in exceptional cases, no extensions for semester 1 topic will be granted beyond the end of the semester 2 mid semester break or for semester 2 topics, beyond the first day of the next academic semester. Once past this date outstanding incomplete grades will be converted to the appropriate substantive grade.
Student Information

Email

Your Flinders email address is your FAN number @flinders.edu.au. eg

FAN@flinders.edu.au

You can check your email using the web email reader from any internet browser. You do this by logging in to this webpage using your FAN and password:

livemail.flinders.edu.au

You can divert your Flinders email to a private email address.

Textbooks

The following link takes you to Unibooks and a list of textbooks available for your topics.


Library

The Flinders University Library consists of a Central Library and three branch libraries.

Facilities for students include extensive reading and study areas, photocopiers, computers, a comprehensive range of electronic resources and free email and internet access.

The Library regularly offers familiarisation tours for groups or individuals students.

For more information see the library’s web site at

flinders.edu.au/library/

Student Related Policies & Procedures Manual

Contains clear and useful explanations of University policy, your rights and responsibilities as a student.

Procedures Manual

flinders.edu.au/ppmanual/student.html

Fees

Please refer to the following page for your options or contact Student Finance Services on 8201 3143.

flinders.edu.au/enrolling/fee-information/

Fee payments cannot be accepted at Victoria Square campus.
### Wireless Internet at Victoria Square Campus

**Step 1**
Configure your client to use the wireless network called "Flinders".

**Step 2**
Open a web browser. You will be automatically directed to the wireless network login page after receiving a Security Alert. Click yes to proceed when you receive the alert.

**Step 3**
Enter your FAN number and password to logon to the wireless network.

### Computers/Printing/Photocopying at Victoria Square Campus

Computers are available in the student areas on Levels 1 and 2.

If you would like to bring along your laptop, power points can be found in the student spaces on the ground floor, level 1 and 2.

A black & white printer is available on Levels 1 and 2.

A photocopier/scanner is available on level 2.

For the most current information on how to print please refer to the instructions displayed on the wall by the computers on both levels.

### Information about Student Computing at Flinders

[flinders.edu.au/current-students/computing/](http://flinders.edu.au/current-students/computing/)

### Information about Unicard


### Printing Problems

Unicard has an office on level one of the Central Library (Bedford Park) which is staffed 9am - 5pm Monday to Friday.

Unicard can provide phone support during library opening hours on x13413. There are internal phones in the student computing areas that can be used to call Unicard for assistance or to report a fault.

Ground floor staff are able to provide limited help with printing issues.

### Adding Print Credit

Print credit can be added by using a credit or debit card. Please follow the instructions on the walls by the computers on both levels, or following the instructions on the Unicard website.

### Unicard Refunds

To request a refund, please email Unicard. Staff at Victoria Square are unable to issue refunds.

### Library

There are no library facilities at Victoria Square; however a reciprocal borrowing scheme exists between the libraries of the three South Australian universities.

To participate in this scheme you need only present your current Flinders University ID card at either a University of Adelaide or University of South Australia library. Registration is not required.

### Student Cards

New students who are unable to visit the Central Library (Bedford Park) during normal business hours may have their ID photo taken at Flinders Victoria Square Floor Reception between 9am—5pm. Please make sure you bring proof of identification.

Continuing students who need a current year sticker for their Student ID card can obtain them from Reception.
Access

During semester the first and second floors are accessible between 8.30am and 5.30pm weekdays. No access is available on weekends or during semester breaks unless you have a scheduled class or intensive.

Access to levels 1 and 2
Lift access is available to both levels. Stair access is also available via the fire escape located to the right of the lifts.

Information for students with Disabilities is available at

flinders.edu.au/current-students/healthandcounselling/disabilities.cfm

After Hours Access

After hours access is only available if you have a class after hours or that extends outside the hours of 8.30am—5.30pm.

Please note that after hours access is only granted for the day your class is held.

After hours students: please make sure you carry your student card with you at all times. By swiping your card on the designated card readers (with the Flinders crest) it will give access into the building and teaching areas. The only way to activate the lifts and gain access to levels 1 and 2 is by swiping your card on the reader outside 182 Victoria Square afterhours.

During your first class, you need to add your name and ID card number (25 or 26-*****) to a spreadsheet supplied by your lecturer. This will allow security to program your card for after hours access.

Can I bring Children on to University Premises?

Parents/carers may request approval to bring their children to work, classes or study areas where there are sudden and/or unexpected difficulties with childcare arrangements. Approval should be obtained from a supervisor/lecturer for the child to attend work/classes/study areas. The University expects that parents will not routinely bring children to work, classes or study areas as an alternative to organised childcare.

For more information:

flinders.edu.au/ohsw/working-safely/children-on-university-premises.cfm

Security

Victoria Square Security is located on the ground floor front desk, from 9.30am—9.30pm (Mon—Fri).

Security can assist with:
- Programing of Student ID (afterhours)
- Lost & Found
- Evacuation & First Aid

Victoria Square Security
vssecurity@flinders.edu.au
From an internal phone: press the Security speed dial button
From a mobile: 0427 611 106

Lockers

Large lockers are available for storage of bags and course books. Laptop lockers are available with a re-charge point. These are available for use by students and are free. Instructions on how to use are located next to them. Please note lockers are emptied every Friday at 9.00pm and any items recovered at this time will be moved to lost property at reception.

Kitchens

The student kitchens on levels 1 & 2 have refrigerator, freezer, microwave, zip tap for hot and cold water. Limited cutlery and crockery is available. To help keep this area tidy for other students and staff please place all dirty items in the dishwashers located it both kitchens. Staff are not responsible for any items left in the cupboards.

Coffee Machine

A coffee machine is located on Level 2. Please note reception staff do not have any change.

Telephones

Internal phones are located in both student areas. You can make internal calls to any Flinders number using the last 5 digits. For example, FLO Helpdesk is x15378 or 8201 5378 (from a mobile)
Help with Studying Topics

Day to day matters concerning your lectures, tutorials, assignments and results are usually dealt with by Topic Coordinators during their specific consultation hours.

Topic Coordinators and contact details can be found by searching for the topic at:


AskTrim - Help with Your Enrolment, Enrolment Process, FLO and More

Trim is the cat with all the answers. Go to the AskTrim page on the Flinders website to find FAQs about anything to do with your studies and using the Student Information System website.

- Enrolment (Courses, Specialisations, Topics)
- Class Registration
- Fees
- Scholarships
- Flinders Learning Online
- Examinations
- Student Records
- Graduation

And if you can’t find the answer in the FAQ section, you can ask your question by submitting a support request. And one of Trim’s friendly helpers will answer you.

You can also use the AskTrim facility to get changes made to your study plan that appears on your enrolment section of the Student Information System website.

Submit your questions for help via the “Request Support” link then choose “Submit Request”.

flinders.edu.au/asktrim

It may seem a bit strange, contacting a cat, but we are assured that Trim has plenty of human helpers from enrolments and the various faculties at Flinders Uni to make sure your questions are answered. Subject to workload you should allow up to two business days for Trim to respond.

There is no harm in asking, so ask away. Don’t be shy. You will not get in trouble for asking Trim a question. If Trim doesn’t have the answer, he will point you in the right direction to find your answer.

In short, depending on your request, you need to:

- state what your problem is
- then explain why you think this is a problem – give reason here
- and what you want done about it
Addressing Study Problems

We try hard to be as ‘user-friendly, flexible and responsive as we can. For this to work you need to let us know as soon as possible if you are having any difficulties with any aspect of the course or the course material.

You need to plan your work schedule so that any disruption to your study can be identified and communicated to us as early as possible and we need to know about any delays that may be expected (assignment deadlines, etc).

Most importantly, if you realise that you are running into trouble with meeting assignment deadlines, for whatever reason, please discuss your concerns with your lecturer as soon as possible.

Steps to Success Programs

The Steps to Success Program is run by the Flinders Business School and provides academic tutoring, English support sessions, special workshops and advocacy.

If you are not sure if this program is right for you or just want more information, please contact the Steps To Success Program coordinator.

Peter Lenz
Steps to Success Program Coordinator
Tel:  8201 2397
Email:  peter.lenz@flinders.edu.au

Academic Drop-In Sessions

For specific topic support, students should first contact their topic tutor or lecturer.

Academic Drop-In Sessions are ideal for students who feel that they could benefit from some dedicated general academic support. This support may make the difference between a pass and a fail or a higher grade.

Examples of why students attend an Academic drop-in session include:

- Understanding assignments
- Questions in text books
- Mathematical skills
- Research and referencing skills
- Time management
- Critical thinking
- General study skills
- Examination preparation skills

Support is provided one-on-one and also to groups of students.

Tutor:  Harold Bates-Brownsword
Location:  Room 3.58 Law & Commerce Building
Session times:  Tues 10:00 am - 2:00 pm; Wed 9:00 am - 1:00 pm
Email:  harold.batesbrownsword@flinders.edu.au
How to attend:  No appointment is needed, just drop in anytime during the session times.

English Support Sessions

Students of all backgrounds who feel that they need some additional support in essay and writing skills or English, to be successful are very welcome.

We can help you with:

- English language
- Oral presentations
- Assignment grammar checking
- Conversational English Sessions

Tutor:  Don Stevens
Email:  don.stevens@flinders.edu.au

Location:  Room 1.07 Law & Commerce Building
Session times:  By appointment.
How to attend:  Email to make appointment.

Location:  Victoria Square
Session times:  tba
How to attend:  No appointment needed. Just drop in anytime during the session time.
The Student Learning Centre provides academic support programs for all commencing and currently enrolled students. The Student Learning Centre can benefit all students regardless of grade point average.

flinders.edu.au/current-students/slcslc_home.cfm

**Student Learning Centre**
The Student Learning Centre is located in the Registry Annex (Map ref 23)
Tel: (+61 8) 8201 2518
Email: slc@flinders.edu.au
Open Monday to Friday, 9.00am to 5.00pm

**What we offer?**
- a Writing and Maths Centre
- extended consultations
- study skills, grammar and numeracy information
- online learning materials
- academic skills programs

**What can we help with?**
- understanding and planning assignments
- structuring and writing assignments
- English language
- mathematical skills
- oral presentations
- research and referencing skills
- time management
- critical thinking
- general study concerns

**What we do not offer**
- course content tuition
- editing or proofreading
- private tuition

**EXCELerate Program**
Is this your first year at University? Has it been a while since you studied? Do you want to get off to a good start at Flinders? If you answered “yes” to any of these questions you should consider this program.
The EXCELerate program includes critical thinking, academic reading and writing, how to find academic sources online, academic referencing and a range of workshops to refresh your basic maths skills.
The EXCELerate lectures have been recorded and are available to stream online through Flinders Learning Online (FLO). There are also excellent PowerPoint presentations available to download.

To access the lectures and handouts logon to FLO (https://flo.flinders.edu.au/) and search for the Student Learning Centre Hub.

**Learning Lounge**
The Learning Lounge offers a free, drop-in service to all currently-enrolled students. Here you will be able to sit down with academic staff on a 1:1 basis. They will be able to assist you in developing your study skills, teaching you to be an independent learner. There is no need to make an appointment, just drop in with a hard copy of your draft assignment / question.
The University provides a free counselling service for students. Our counsellors have qualifications in psychology and social work and are highly experienced.

To make an appointment to see a counsellor phone 8201 2118 or drop in and speak to the reception staff.

There is also a Phonelink Counselling Service from 3.30pm-5pm. Phone 8201 2118.

What is counselling?
Counselling is a collaborative process where the counsellor and student work together to understand and resolve an issue that is causing concern. The counsellor acts as a facilitator in this confidential process, and has a range of resources to assist students.

Why do students come for counselling?
Students attend for a number of different reasons, including:

**Academic issues**
- time management / procrastination
- exam anxiety
- presentation anxiety
- support for extensions and supplementary examination applications
- assistance with retrospective withdrawal and HECS remission applications
- academic planning
- disability accommodations.

**Personal issues**
- Relationship breakups
- Low self-confidence
- Depression
- Anxiety
- Stress management
- Problem solving / decision making
- Managing a crisis
- Bullying
Course and Other Concerns

This section is copied and pasted from the Transition to Flinders Uni webpage below. Visit the page below to access more links to helpful information.

flinders.edu.au/current-students/services/transition-to-uni/course-other-concerns.cfm

Sometimes, your course is not what you expected or situations arise that require you to re-assess your workload. You may want to consider transferring to another course and obtaining credits from work already completed. Talk things through with your course co-ordinator.

Are you thinking of dropping out?

There are many reasons why you may decide to withdraw from one or more subjects, or your entire course. These reasons can include personal, medical, financial, work or family commitments. You may not enjoy the course, you may feel homesick, or decide that the course is not what you actually want to do. However, withdrawing can have implications for your finances, academic record, future study options, and career choices.

We have outlined below the different options and assistance and have added links to the many support services on campus that can provide you with support. Whatever you decide to do, the best thing is to talk things over with someone (such as someone from the University, or a friend or family member). Often others can help clarify the situation and offer support.

If you are still not sure who to talk to about your course and other concerns, email getconnected.edu.au with your query or call the Transition Office on 8201 3121 to discuss further. The Transition Office will be able to assist you by suggesting the best person to talk to.

Options for ‘hanging in there’

Prior to withdrawing, it can be good to take a bit of time to look at all the options available, the implications of withdrawing and the best people to discuss your situation with. There may be possibilities that you hadn't thought about. Talking with your course coordinator, Faculty Office or a counsellor may be a good place to start.

Apply for an extension

If you feel that you won't be able to complete an assignment due to medical or compassionate reasons, you can apply for an extension. Compassionate grounds can include any serious personal problems that affect your ability to study.

Sometimes, having extra time can help keep your studies on track. If you think you need an extension, you should contact your lecturer before the deadline, not after, wherever possible. They may request that you provide them with a note from a doctor or counsellor.

Apply for supplementary assessment

If the problems occur towards the end of semester and you are worried that you either won't be able to sit your exam or that your grade will be significantly affected, you can apply for a supplementary exam on medical or compassionate grounds. These are either held in the mid-semester break or (more commonly) in February, prior to the beginning of the next academic year.

You will need supporting documentation from a professional such as a doctor or counsellor to apply for these. The application must be submitted within three working days of the date of the exam. Forms can be obtained through your Faculty Office or at the Health and Counselling Service.

Take a short break

Taking a break can help renew your energy levels and motivate you to keep on going. This may involve catching up with friends, going away for a weekend, taking a walk along the beach, – reading that long-neglected book. Taking a break is essential to help you see things in a clearer light.

Keep a balance: manage your stress

You may often feel stressed and under pressure with commitments other than your studies. Relaxation and stress management techniques can help you with this. It is important to have a balance between work/study/family/personal time.

Some events in our lives can also upset our routines and balance. For example, getting sick, having a relationship breakup or experiencing other traumatic incidents can leave you feeling as though you can't manage.

The counsellors at the Counselling Service can assist with support, strategies, information and referrals to on and off campus services to help you get through these tough times.
Improve your study skills

Many students report that university is very different from the study they have done before at high school or in a different country. Difficulties with writing essays, taking lecture notes, managing time or procrastinating are common problems. The Student Learning Centre helps you to adjust to the academic demands of university life and develop techniques for more effective study.

Disability advisors

At Flinders University, the term ‘disability’ covers a wide range of issues, from physical concerns such as a bad back or a hearing impairment, to mental health issues such as depression or anxiety. If you have ongoing difficulties or conditions that may have an impact on your ability to study, you should contact the Disability Advisors. You may need to supply documentation from a professional to support the assistance you may need. Assistance such as equipment, support services and reasonable adjustments to assessment and teaching methods can be arranged.

Financial issues

Financial problems can place you under increased pressure. Paying bills, purchasing text books and eating on a budget can be very difficult. For further information about Centrelink payments, grants, loans and budgeting advice, contact the Flinders University Student Association.

Reduce your workload

Dropping one or two topics can mean that you can focus more easily on your other subjects and be able to continue with your course. However, keep the following in mind:

If you are receiving a Centrelink payment, decreasing your enrolment may affect your Centrelink benefits. You must be enrolled in at least 13.5 units per semester to be eligible for Austudy, Abstudy, Youth Allowance etc. If your studies fall below 13.5 units per semester, you MUST advise Centrelink. If you are overpaid, you will be asked to repay the benefits. For further information, contact Centrelink or the Flinders University Student Association.

Your enrolment for next semester may be affected if you withdraw from a core or prerequisite topic. Get course advice. Check at the Faculty Office.

Fees may apply. There are critical enrolment dates that can affect your eligibility for refund of fees, as can whether your withdrawal is with or without fail. Visit the Flinders fees information web pages for more information.

If you have been sick or had serious personal problems that have had an impact on your studies, you may have a fail or WF on your record. It is worthwhile talking this through with someone in the Counselling Service who can explain the University’s policies which may assist you or support your application for fees remission.

Staff can explain what documentation is required and help you explore options. For more details look at the information on the Health and Counselling website regarding what to do when you are sick/impaired during your university studies.

Some courses may not allow part-time enrolment (check with your course co-ordinator).

As an international student, you must complete your course within the duration specified in your letter of offer. Contact the International Student Services Unit for further information.

Change your topic or course

If you are not enjoying a particular topic, you may be able to change your enrolment (but note that some topics are compulsory). So that your studies aren't affected, changing your enrolment should be done by the last day to add topics. You should talk to your course co-ordinator about the options available. See Enrolment Services to find out further information or to submit a request/question.

You may want to examine the possibility of transferring to another course and obtaining credits from work already completed.

For more information speak to the Admissions/Prospective Students Office. The Careers and Employer Liaison Centre can also provide career counselling to assist you with your career pathway.

Withdrawal and dropping out

If you have considered all available options, you may decide the best course of action is to withdraw from one or more topics, or the entire course. Refer to the Withdrawal: implications and procedures for further information.
## Useful Contacts

### Flinders One
Flinders One is the service and social hub for students at the University and provides a wide range of services and facilities to students.


### Equal Opportunity Office
Students with disabilities are advised to contact this office to discuss their study plans and to clarify any difficulties they might meet and the way these might be overcome. Telephone: 8201 3735.

### Health Service
Nursing staff are available on a walk-in basis from 8.45 am-12.15 pm and 1.00 pm-4.30 pm Monday to Friday. Male and female doctors are available by appointment. Any medical problem can be brought to the unit. Telephone: 8201 2118.

### Yunggorendi
Provides support for Aboriginal and Torres Strait Islander Australians with all aspects of their university work.

Telephone: 8201 3033.

### Careers Office
The Career and Employer Liaison Centre (CELC) at Flinders Uni provides a diverse range of services and programs to students and recent graduates including workshops, job posting services, careers advice and a comprehensive range of careers resources. Assistance also includes details of private firms and government departments, help in the preparation of written applications for jobs and practice interview.

Services are free to all students, including graduates, up to one year after the end of their studies. In addition to providing career education, individual advising and guidance to students, we offer over 7,000 jobs and internship opportunities to students annually.

CELC also provides in excess of 500 discipline related work integrated learning opportunities in a wide variety of companies including law and accounting firms, environmental agencies, government departments, councils and community based organisations.

Employers come to CELC to look for talented students and graduates with skills that they need for their businesses and organisations.

### International Student Services Unit
This unit provides initial and ongoing assistance to international students to help them adjust to life in Adelaide and study at Flinders University. They offer a huge range of services in everything from welfare and advocacy programs, emergency assistance, housing and study problems.

[flinders.edu.au/international-students/services/](http://flinders.edu.au/international-students/services/)

Telephone: 8201 2717.
Flinders Business School Postgraduate Prizes

To recognise the outstanding achievements of our students, Flinders Business School holds a Prize Night once a year during the first semester. Prize winners are notified by mail and invited to the Prize Night. Prize winners, sponsors of prizes, staff and guests from other areas of the University attend this occasion when the prizes are awarded. Official recognition of prizes received is included on student’s academic record. Prizes are a valuable and prestigious addition to your resume! Thank you to the sponsors for their support.

<table>
<thead>
<tr>
<th>Award</th>
<th>Value</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Bet Roffey Memorial Prize in International Business</td>
<td>$200</td>
<td>Awarded to the best student graduating in the MBA (International Business)</td>
</tr>
<tr>
<td>CPA Australia Prizes in Accounting</td>
<td>$300</td>
<td>One prize awarded to the best student completing the First Year of the Master of Accounting, consisting of BUSN9113 Accounting Fundamentals, BUSN9114 Information Systems and Accounting Processes, BUSN9116 Economics for Business, BUSN9115 Quantitative Methods, BUSN9117 Management and Cost Accounting and BUSN9123 Principles of Commercial Law. In the case of a contest of two or more equal winners, the topic coordinator will be consulted. The prize will not be awarded if there is no applicant of sufficient merit.</td>
</tr>
<tr>
<td>PwC Prize in Accounting</td>
<td>$300</td>
<td>One prize awarded to the best student completing Master of Accounting. The prize will not be awarded if there is no applicant of sufficient merit.</td>
</tr>
<tr>
<td>Financial and Planning Association Prize</td>
<td>$300</td>
<td>Awarded for the best Statement of Advice (SoA) in BUSN9238 Advanced Issues in Finance when used for the Personal Financial Planning topic.</td>
</tr>
</tbody>
</table>

Flinders Business School Student Association

Flinders Business School Student Association (FBSSA) aims to enhance the participation of students within the business school in order to sustain a culture of professional individuals. As current students of Flinders Business School ourselves we have shaped the Association as an environment where we can apply our current theoretical studies in order to develop.

We aim to give students the opportunity to develop themselves through participation in an association that deals with real life business problems. We want to give students the opportunity to be the voice within a professional community, but also participate in the ‘University Experience’. As the student association we present a balance between professional and social events the students can attend which includes networking events and pub-crawls.

Intake into the association depends on availability of positions of our portfolios, anyone can join any portfolio:

- Marketing and Communications
- Human Resources
- Finance
- Business and Careers Development
- Market Research
- City-Campus Liaison (which is limited to Victoria Square campus business students)

Every student studying with the Flinders Business School is an automatic student member of the association.

We can be contacted via our general email or our Facebook page which is used for our main interaction with students regarding updates and announcements.

For more information contact:

studentassociationfbssa@gmail.com
facebook.com/FlindersBusinessSchoolStudentAssociation
Flinders Business School Directory

Flinders Business School Homepage
flinders.edu.au/sabs/business/

Staff Photos
There is a display of FBS staff photographs opposite room 3.07 in the Law and Commerce Building, Bedford Park.

Topic Coordinators
Day to day matters concerning your lectures, tutorials, assignments and results are usually dealt with by Topic Coordinators during their specific consultation hours. Topic Coordinators and contact details can be found by searching for the topic at:
stusyswww.flinders.edu.au/topic.taf

Staff

Dean
Professor Nigel Garrow
Room 3.04 Law and Commerce Building
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Deputy Dean
Assoc Prof Sarath Delpachitra
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Coordinator of Steps to Success
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MBA Student Program Advisor & Placement Coordinator
Ms Carolyn Cousins
Room 3.14 Law and Commerce Building
carolyn.cousins@flinders.edu.au

Master of Accounting Program Advisor & FBS Client Relations Officer
Ms Rebecca North
Room 3.11 Law and Commerce Building
rebecca.north@flinders.edu.au

Flinders Business School Administration Office

The School administrative staff are located in Rooms 3.07 and 3.06, 3rd Floor, Law and Commerce Building, Bedford Park.

Office hours are from 9.00am to 5.00pm, Monday to Friday. If the offices are unattended, signs will be displayed to advise you when the office will re-open. The offices are open all year, except for the week between Christmas and New Year.

fbs@flinders.edu.au

Victoria Square Administration Office

Ground Floor, 182 Victoria Square
Open 9am to 5pm, Monday to Friday.