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 Graham Jones is the Master of Accounting Course Coordinator; 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.

The purpose of this handbook is to provide you with:

An outline of the course structure and the topics taught within the Master of Accounting and Master of Business Administration degrees; an outline of iFlinders and FLO; an outline of the Flinders Business School Administration and other information relevant to your 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.

Professor Carol A Tilt
Dean, Flinders Business School
Master of Accounting

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.
Program of study

To qualify for The Master of Accounting a student must complete 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 - Year 1 & 2 topics

12 topics of core topics:

BUSN9113 Accounting Fundamentals
BUSN9114 Information Systems and Accounting Processes
BUSN9115 Quantitative Methods
BUSN9116 Economics for Business
BUSN9117 Management and Cost Accounting
BUSN9118 Financial Accounting Issues
BUSN9119 Financial Management
BUSN9120 Corporate Accounting
BUSN9121 Auditing and Assurances
BUSN9122 Perspectives on Taxation Law
BUSN9123 Principles of Commercial Law
BUSN9124 Accounting Theory in Practice

Elective - Year 1 & 2 topics

4 topics of electives from the following:

BUSN9125 Industry Project
BUSN9126 Industry Placement
BUSN9127 International Project
BUSN9128 International Placement
BUSN9223 Investments and Portfolio Management
BUSN9228 Strategic Marketing
BUSN9229 Sustainability and Ethics in Management
BUSN9231 Global Business Context
BUSN9234 Project Management
BUSN9235 Managing Negotiations
BUSN9236 Leadership: Theory, Practice and Experience
BUSN9237 Financial Markets and Institutions
BUSN9238 Advanced Issues in Finance
BUSN9239 International Business in the Asia Pacific Region
BUSN9241 International Business Finance
BUSN9242 International Human Resources Management
BUSN9243 International Marketing and Export Management
BUSN9248 Managing People
INTR9061 Governance and the new Political Economy of East Asia
POAD9022 Public Management
POAD9034 Risk Management - Principles and Practice
POAD9037 Financial Management
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.
Program of study

To qualify for the Master of Accounting (Advanced) a student must complete 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 - Year 1 & 2 topics

10 core topics:

- BUSN9113 Accounting Fundamentals
- BUSN9114 Information Systems and Accounting Processes
- BUSN9115 Quantitative Methods
- BUSN9116 Economics for Business
- BUSN9121 Auditing and Assurances
- BUSN9123 Principles of Commercial Law
- BUSN9124 Accounting Theory in Practice
- BUSN9229 Sustainability and Ethics in Management
- BUSN9231 Global Business Context
- BUSN9241 International Business Finance

Elective - Year 1 & 2 topics

6 topics of electives from the following:

- BUSN9117 Management and Cost Accounting *
- BUSN9118 Financial Accounting Issues*
- BUSN9119 Financial Management*
- BUSN9120 Corporate Accounting*
- BUSN9122 Perspectives on Taxation Law*
- BUSN9125 Industry Project
- BUSN9126 Industry Placement
- BUSN9127 International Project
- BUSN9128 International Placement
- BUSN9223 Investments and Portfolio Management
- BUSN9228 Strategic Marketing
- BUSN9234 Project Management
- BUSN9235 Managing Negotiations
- BUSN9236 Leadership: Theory, Practice and Experience
- BUSN9237 Financial Markets and Institutions
- BUSN9238 Advanced Issues in Finance
- BUSN9239 International Business in the Asia Pacific Region
- BUSN9242 International Human Resources Management
- BUSN9243 International Marketing and Export Management
- BUSN9248 Managing People
- INTR9061 Governance and the new Political Economy of East Asia
- POAD9022 Public Management
- POAD9034 Risk Management - Principles and Practice
- POAD9037 Financial Management

*topics required for professional accreditation. These may not be taken if undergraduate equivalent is recognised by professional bodies. Refer to program advisor for advice.
The Master of Business Administration is a 54 unit program (requires two years' work experience and is called a MBA Standard - MBAS) or a 72 unit program (no work experience is required and is called a MBA Advanced - MBAA) which is part of the Graduate Program in Business Administration offered by the Flinders Business School within the Faculty of Social and Behavioural Sciences.

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 specialisation

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

Outline of the MBA study program

Please refer to an overview of the MBA programs on the following page.

Course Aims and Learning Outcomes of each MBA Specialisation

The course aims and learning outcomes of each MBA Specialisation appears after the overview.
## Master of Business Administration

### 8 Core Topics

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
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</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>
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<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>
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### 4 Additional Topics for MBA Without Specialisation

<table>
<thead>
<tr>
<th>Code</th>
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<tbody>
<tr>
<td>BUSN9235</td>
<td>Managing Negotiations</td>
</tr>
<tr>
<td>BUSN9236</td>
<td>Leadership: Theory, Practice, Experience</td>
</tr>
<tr>
<td>BUSN9233</td>
<td>Data Analysis for Decision Making</td>
</tr>
<tr>
<td>BUSN9234</td>
<td>Project Management</td>
</tr>
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### Specialisation Topics (4 required for each specialisation in MBAS, 5 in the MBAA)

#### International Business

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
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<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</td>
</tr>
<tr>
<td>BUSN9243</td>
<td>International Marketing and Export Management</td>
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</table>

#### Finance

<table>
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<tr>
<th>Code</th>
<th>Course Name</th>
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<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>
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#### Education

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>EDUC9608</td>
<td>Globalisation: Issues and Challenges</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 and Metacognition in Learning</td>
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<tr>
<td>EDUC9767</td>
<td>Assessment in Education</td>
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#### Biotechnology

<table>
<thead>
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<th>Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>BTEC9003</td>
<td>Legal, Ethical and Social Aspects of Bioscience GE</td>
</tr>
<tr>
<td>BTEC9015</td>
<td>Business Issues in Biotechnology Enterprises</td>
</tr>
<tr>
<td>BIOC9004</td>
<td>DNA to Genome GE</td>
</tr>
<tr>
<td>BIOC9005</td>
<td>Protein to Proteome GE</td>
</tr>
<tr>
<td>BTEC9002</td>
<td>Molecular Biotechnology</td>
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<td>BTEC9007</td>
<td>Protein Biotechnology</td>
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<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>
<tr>
<td>BTEC9015</td>
<td>Business Issues in Biotechnology Enterprises</td>
</tr>
</tbody>
</table>
The Master of Business Administration (International Development) is a 54-unit program which is part of the Graduate Program in Business Administration offered by the Flinders University of South Australia. 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.

**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 specialisation.

**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 (Finance)

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 specialisation.

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.
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 specialisation.

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 (Tourism)

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 specialisation

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 (Education)

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 specialisation.

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 (Health)

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 specialisation.

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.
The MBA (Advanced) is for students wishing to advance their careers, but who do not have relevant supervisory/managerial work experience.

It covers the same specialisations as the MBA (Standard) but requires a total of 72 units, or 16 topics to complete. The details of the MBA (Advanced) can be found through the following links:

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

**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 analysing 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
   - accounting for partnerships
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.

**Educational Aims**

This topic aims to introduce students to accounting information systems, business computing and computerised accounting packages. It also builds on and extends the accounting foundations studied in Accounting Fundamentals. In the second half, it aims to introduce 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.
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, re-valuation 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.

**Expected Learning Outcomes**

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

- develop good quantitative analytical skills
- summarise quantitative data in meaningful presentations
- competently describe and interpret measures of central tendency and dispersion
- critically interpret survey results

Students should be familiar with:

- hypothesis testing procedures and be able to interpret the subsequent results
- simple regression and analysis of covariance, and be competent in the use of relevant technology including Excel spreadsheets

**BUSN9116**

**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 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.

Expected Learning Outcomes
At the conclusion of the topic students will be able to critically evaluate and apply accounting standards relating to a range of accounting and reporting issues such as:

• accounting for foreign exchange
• translation of the accounts of foreign operations
• financial instruments
• accounting for leases
• accounting for the extractive industries
• accounting for intangibles
• other current issues in accounting

BUSN9119
Financial Management

Enrolment not permitted
If BUSN9108 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 cost of capital, operating and financial leverage, the financial structure decision and the dividend decisions.

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.

• 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.

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.

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, substantitive 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
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

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.

Overview of MBA Topics

BUSN9223
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
• 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 an international business environment by being familiar with its underlying rationale and terminology
- 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 organisation
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:

- have a basic understanding of business management and Project Management
- 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**

**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.

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<th>Financial Markets and Institutions</th>
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**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

**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.

BUSN9242
International Human Resources Management

Enrolment not permitted

If BUSN9217 has been successfully completed

Topic Description

This topic provides students with an introduction to issues in, and strategies for managing the workforce in international business operations. It extends basic principles in Human Resource Management (HRM) to the international business arena, and examines HRM issues that are distinctive features of global, transnational and multidomestic business operations. Areas covered include: international HRM planning and staffing; international recruitment and selection; staff training and development; expatriation and repatriation; international employment relations; managing multicultural teams; managing diversity; performance appraisal; compensation; HRM issues in international joint ventures, mergers and acquisitions.

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

• Staff training and development

• Expatriation and repatriation

• Performance appraisal and compensation

• International employment relations

• Managing multicultural teams

• Managing diversity

• HRM issues in international joint ventures, mergers and acquisitions.

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.

BUSN9243
International Marketing and Export Management

Enrolment not permitted

If BUSN9218 has been successfully completed

Topic Description

This topic introduces students to various aspects of international marketing and export
management. The topic will include the fundamentals of international marketing, export market selection and entry, product and pricing decisions, financing and methods of payments, and promotion and marketing communications in overseas markets.

**Educational Aims**

This topic aims to:

- identify key elements in the selection of export markets
- examine various aspects of international marketing and export management
- explain the fundamentals of international marketing
- 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
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.

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**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 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.

**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.
iFlinders and FLO

Students can login to iFlinders to:

- access course materials and resources (Flinders Learning Online - FLO)
- access personal library details
- 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

What is FLO for?

The FLO site is accessible through the Flinders University Flinders Learning Online page at: http://learn.flinders.edu.au

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.

Features of Flinders Learning Online

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

You are encouraged to enrol in a FLO workshop in the library (if you have not already attended one in a prior year). Technical problems should also be referred to library staff. Staff in the Flinders Business School can only provide help with the topic and cannot provide technical support.

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.
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.
Key People

The leadership team of Flinders Business School includes:

Dean
Professor Carol Tilt
Room 3.04 Law and Commerce Building
Email: carol.tilt@flinders.edu.au

Associate Dean (Learning & Teaching)
Mr Graham Jones
Room 3.19 Law and Commerce Building
Email: graham.jones@flinders.edu.au

Associate Dean (Research)
Assoc Prof Deon Nel
Room 3.63 Law and Commerce Building
Email: deon.nel@flinders.edu.au

Associate Dean (International)
Assoc Prof Sarath Delpachitra
Room 3.64 Law and Commerce Building
Email: sarath.delpachitra@flinders.edu.au

Associate Dean (Academic)
Dr Marian Whitaker
Room 3.66 Law and Commerce Building
Email: marian.whitaker@flinders.edu.au

Other key members include:

Director, Master of Accounting Programme
Mr Graham Jones
Room 3.19 Law and Commerce Building
Email: graham.jones@flinders.edu.au

Director, Master of Business Administration Programme
Assoc Prof Greg Fisher
Room 3.52 Law and Commerce Building
Email: greg.fisher@flinders.edu.au

Student Program Advisor - Undergraduate, Graduate and combined degrees
Mr Rod Nankivell
Room 3.11 Law and Commerce Building
Email: rodney.nankivell@flinders.edu.au

Coordinator – Research Higher Degrees
Assoc Prof Pi-Shen Seet
Room 3.69 Law and Commerce Building
Email: pi-shen.seet@flinders.edu.au
Coordinator – Honours
Dr Sigitas Karpavicius
Room 3.71 Law and Commerce Building
Email: sigitis.karpavicius@flinders.edu.au

Coordinator of Steps to Success
Mr Peter Lenz
Room 3.56 Law and Commerce Building
Email: peter.lenz@flinders.edu.au

Topic Coordinators
Topic Coordinators can be found by searching for the topic at:
http://stusyswww.flinders.edu.au/topic.taf

Administrative Staff

School Manager
Mr Greg Wright
Room 3.10 Law & Commerce Building
Email: gregory.wright@flinders.edu.au

Administrative Officer
Mr Nicholas Bluhm
Room 3.12 Law and Commerce Building
Email: nicholas.bluhm@flinders.edu.au

Administrative Assistants
Ms Mary Bywater
Room 3.06 Law & Commerce Building
Email: mary.bywater@flinders.edu.au

Ms Alison Cropley
Room 3.07 Law & Commerce Building
Email: alison.cropley@flinders.edu.au

Ms Kira Austin
Room 3.07 Law and Commerce Building
Email: kira.austin@flinders.edu.au

There is a display of FBS staff photographs opposite room 3.07 in the Law and Commerce Building.
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

WRITING ASSIGNMENTS

We recommend that you submit word-processed or type-written assignments wherever possible. If you submit handwritten assignments they must be well formatted and legible.

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 organizations 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.

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.

SUBMITTING AND COLLECTING 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.

Arrangements for submission of assignments may vary depending on the topic. In some topics you will submit assignments through Flinders Learning Online (FLO).
If you are required to submit a paper copy it must be submitted with a cover sheet available at http://socsci.flinders.edu.au/fippm/courses/assignmentcoversheet.pdf

Do not submit assignments inside folders, envelopes or plastic coverings. Sheets should be firmly fastened together, preferably by staple.

Some lecturers are happy to accept assignments by email provided they are accompanied by a cover sheet; OR include the following declaration on the assignment: “I am aware of the University’s policy on Academic Dishonesty, and, except where appropriately acknowledged, this assignment is my own work, has been expressed in my own words and has not previously been submitted for assessment.”

You should check with the relevant lecturer if you are unsure.

Assignments may otherwise be put into the Social Sciences essay box in the lobby of the Social Sciences South building by the due date or posted to:

Flinders University
GPO Box 2100
Adelaide SA 5001

marked to the attention of the topic coordinator. In some topics you may be able to email your assignment.

You are strongly advised to keep a copy of your assignment and to note the time and circumstances of its delivery to the assignment mailbox. Although all care is taken with assignments submitted, the onus remains on you to produce a copy of any submitted assignment if it cannot be found.

When assignments have been marked they will generally be available to on campus students for collection from Room 254 SSS or posted back to off campus students.

There is a notice board outside the SSS with lists of topics where you can check to see if your assignment/s are ready to be collected. There is also a website http://flinders.edu.au/sabs/asa/returned/home.cfm where you are able to check online if assignments are ready for collection.

### ASSESSMENT

<table>
<thead>
<tr>
<th>Grades</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Distinction</td>
<td>85-100%</td>
</tr>
<tr>
<td>Distinction</td>
<td>75-84%</td>
</tr>
<tr>
<td>Credit</td>
<td>65-74%</td>
</tr>
<tr>
<td>Pass</td>
<td>50-64%</td>
</tr>
<tr>
<td>Fail</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 http://www.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 http://www.flinders.edu.au/ppmanual/student/assessment2.html and summarised in the Enrolment Guide.
**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.

**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.


The University also has a Health, Counselling and Disability Service which provides free and confidential counselling and support where personal and social problems interfere with your ability to study effectively. Staff include registered psychologists and social workers and you can discuss issues with them face to face or by telephone (telephone 8201 2118). Their website [http://www.flinders.edu.au/healthcounsel](http://www.flinders.edu.au/healthcounsel) includes some „self help“ information.

**ACCESS ONLINE SERVICES**

All students will have a student number and a Flinders Authentication Name (FAN). 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.


Once you have activated your FAN you can access online services such as the Student Information System, email, Library services and Flinders Learning Online (FLO).

To do this, log in to the iFlinders website at: [https://i.flinders.edu.au](https://i.flinders.edu.au) using your FAN and secure password. 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 iFlinders website for details.

**FLINDERS LEARNING ONLINE (FLO)**

Most topics within the FIPPM program now utilise the University’s learning management system called Flinders Learning Online (FLO) which enables you to access additional study material and to communicate in discussion with your lecturer and other students in your topic.
Some topics will be delivered solely on FLO, for others it is a source of supplementary material.

**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 FBS subject librarian is Tony Giorgio. He can be contacted on 8201 3542.

The Library regularly offers familiarisation tours for groups or individuals students. For more information see the library’s web site at [http://www.flinders.edu.au/library/](http://www.flinders.edu.au/library/)

The library also has a flexible delivery service for students living within Australia but outside the metropolitan area. The service can arrange loans, photocopy articles, and undertake literature searches for students. Most material gets to the student within a couple of days.

**COMPUTER FACILITIES**

Computers for student use are located in the libraries and various computer laboratories throughout the campus, at the Clubs and Societies Association office and for hire from the Union.

A variety of applications are available, including internet facilities. Laser printing (a printing allowance is allocated to your student ID card) and scanning is also available.

**Email**

Your Flinders email address is [FAN@flinders.edu.au](mailto: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:

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

**NETWORK**

When you log in to a Social Sciences computer, you will see a number of drives. The H drive is your home drive. This is your personal space to keep your work/study material. The H drive is backed up regularly. Store all your important files on H drive.

**Access From Home**

You can access the network drives from home, or anywhere you have an internet connection. See [https://socsci.flinders.edu.au/staffinfo/doku.php?id=off-campus_access](https://socsci.flinders.edu.au/staffinfo/doku.php?id=off-campus_access)

**Helpdesk**

The ITS Customer Service Support Centre is available 9am – 5pm Monday to Friday.

Extension: 12345

**Software Access**

The University has site licences for a range of software, some of which is available free to students. See [http://www.flinders.edu.au/compserv/sitelicences/](http://www.flinders.edu.au/compserv/sitelicences/) You are strongly encouraged to use EndNote which is a bibliographic database and reference management program. It allows automatic download of citation data from many of the databases and journals, and will automatically format your bibliography.
STUDENT ROOMS

Full time students are provided with access to a shared study room. These are equipped with computers, desks and limited storage space. They are to be used for study purposes only – not for entertaining friends or minding children, although we recognise that there may be occasions when students will have a child with them. Parents are responsible for the conduct of their children in accordance with the University’s children on Campus Guidelines which state that:

- a ‘child’ or ‘children’ is a person or persons under the age of 15 years.
- Children on campus must at all times be under the supervision of a responsible adult.
- Children must not enter high risk areas. In these guidelines a ‘high risk’ area is an area where the level of risk of injury is greater than normally encountered in domestic, public, office or similar situations - for example, laboratories, workshops and other work areas which store hazardous substances and/or equipment such as guillotines and presses.
- Parents / guardians must ensure that children do not disrupt academic or student activities.

Students are responsible for reaching agreement on the management of use of the rooms. If the demand on computers in your room is excessive we suggest you use a schedule for each computer and allocate several times for each person for use during the week. For example divide each day into 2-hour blocks and use a written roster to book access times. If there are still difficulties the problem should be referred to the Director of Studies.

All computers in the study rooms print to a shared printer which enables back to back printing to save paper.

For further information regarding room allocations please email the school office ssps.admin@flinders.edu.au

COMMON ROOM

All postgraduate students may use the Common Room located in each building. These have a microwave oven, refrigerator and tea and coffee making facilities. Tea and coffee supplies are not free. You can pay by the cup, pay a semester amount at the Faculty Services Office, or bring all your own supplies.

Student Related Policies and Procedures Manual

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


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. See http://www.flindersone.com.au

Careers Office

Assistance includes details of private firms and government departments, help in the preparation of written applications for jobs and practice interview. Telephone: 8201 2832.

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.

SERVICES FOR INTERNATIONAL STUDENTS

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. Telephone: 8201 2717.

FEES

The Graduate Program is a fee-paying course and students are eligible for FEE-HELP. This is a government loan scheme that assists eligible students to pay their tuition fees. [http://www.flinders.edu.au/enrolling/fee-paying-students/fee-paying-student-tuition-fees.cfm](http://www.flinders.edu.au/enrolling/fee-paying-students/fee-paying-student-tuition-fees.cfm).
Important Dates 2013

ACADEMIC CALENDAR 2013

Semester 1

Weeks 1 – 14  4 March – 21 June
Mid-Semester Break  15 April – 26 April
Mid-Year Exams  22 June – 6 July
Mid-Year Break  8 July – 26 July

Semester 2

Weeks 1 – 14  29 July – 15 November
Mid-Semester Break  23 September – 4 October
End-Year Exams  16 November – 30 November

CRITICAL DATES 2013

Semester 1 Topics

Friday 15 March  Last day to enroll in new topics. This does not apply to courses where enrolment deadlines have been specified.
Sunday 10 March  Last day to pay Semester 1 upfront student contribution amounts, tuition fees and student services and amenities fees.
Sunday 31 March  CENSUS DATE
                  Last day to purge topics from student record
                  Last day to withdraw without incurring student contribution amounts, tuition fees.
Friday 17 May    Last day to withdraw without failure (WN)
Friday 21 June   Last day to withdraw (WF)

Semester 2 Topics

Friday 9 August  Last day to enroll in new topics. This does not apply to courses where enrolment deadlines have been specified.
Saturday 10 August  Last day to pay Semester 2 upfront student contribution amounts, tuition fees and student services and amenities fees.
Saturday 31 August  CENSUS DATE
                        Last day to purge topics from student record
                        Last day to withdraw without incurring student contribution amounts, tuition fees.
Friday 11 October  Last day to withdraw without failure (WN)
Friday 15 November  Last day to withdraw (WF)

HECS charges will apply to all topics in which the student is enrolled at the HECS census dates, ie 31 March and 31 August. You need to be enrolled in 13.5 units each semester to remain eligible for Youth Allowance/AUSTUDY. If you withdraw from a topic and your total study load is reduced below 13.5 units in a semester you must notify Centrelink.