USC and ATMC work together to provide students with relevant, high quality education. Our programs are delivered in a personalised learning environment with a student-focused approach.
Welcome Messages

The Australian Technical and Management College (ATMC) is a nationally recognized educational institute in Victoria, Australia. ATMC is pleased to work in association with the University of the Sunshine Coast (USC) to deliver high quality courses at USC Melbourne. Melbourne is not only a great place to study, live and work. Melbourne offers an excellent quality of life and is rated one of the world’s most liveable cities. At USC Melbourne we are dedicated to providing all our students with the very best support services, so they have a successful academic and personal experience. In addition to the normal support services, international students are provided with a range of specialist services such as assistance with resume writing and looking for part-time work. Students have access to welfare related support services to assist with issues that may arise during their study, including course progress, attendance requirements and accommodation.

Welcome to the ATMC, an ideal education provider for students seeking an industry-relevant curriculum. ATMC offers a variety of programs in management, business and accounting at diploma, bachelor and master degree level. The bachelor and master degree programs are offered in association with the USC. USC and ATMC work together to provide students with relevant, high quality education. Our programs are delivered in a personalised learning environment with a student-focused approach. On successful completion of a bachelor or master degree program, graduates are awarded a University of the Sunshine Coast degree that is internationally recognised.

I wish you all the best in your studies and look forward to getting to know you at ATMC.

DR JOHN EDWARD HARVEY AO
Chairman, Australian Technical and Management College
Member, Board of Directors, IBM Australia and New Zealand

PROFESSOR GREG HILL
Vice-Chancellor and President
University of the Sunshine Coast

DR MANISH MALHOTRA
Managing Director
Australian Technical and Management College

USC was established in 1994, and officially opened in 1996, as the first completely new university in Australia since 1971. Since then our student population has grown considerably. With more than 12,500 students in 2015, we provide an expanding and comprehensive suite of Higher Education and preparatory programs to service the needs of our region both locally and beyond. USC is renowned for its excellence in teaching and has been ranked in the top 20% of Australian universities for teaching quality every year for the past ten years by the Good Universities Guide. Our students consistently commend the high quality teaching and personalised learning they receive. This is something of which we are exceptionally proud.

We foster and nurture close links with our community and international partners, so we are thrilled to work with ATMC to expand our offerings for international students. We believe that students from around the world should have the opportunity to achieve a qualification from USC to enhance their future prospects.

If you are successful in completing a USC program through ATMC, you will receive an internationally recognised qualification and join more than 15,000 USC graduates who already work in Australia and abroad. By attaining a USC qualification, you will enhance your professional potential and future career prospects and, coupled with your experience, will be able to rise even higher and shine even brighter in your chosen career path.

We wish you all the best in your chosen program and look forward to helping you achieve success.
AUSTRALIAN TECHNICAL AND MANAGEMENT COLLEGE

ATMC offers over 20 certificates, diploma, advanced diploma, associate degree, bachelor degree, master degree, graduate certificate, and graduate diplomas program, is definitely an ideal education provider for those seeking an industry-relevant curriculum which helps students achieve successful outcomes in their chosen field.

At ATMC we set a high standard for the provision of international education in Australia. Our commitment to excellence is demonstrated by the exemplary use of our academic support system which ensures a student’s stay in Australia is not only highly successful, but also enjoyable.

Our graduates are now utilising their internationally recognized qualifications and are working in a host of diverse workplaces around the world.

ATMC and USC are working in partnership with the goal of providing students with high quality education. Students at ATMC’s Melbourne campus enjoy studying in one of the most liveable cities in the world. USC Melbourne students choose from a range of internationally recognised programs in business, information and communications technology and accounting and benefit not only from the high standard of teaching, but from degree programs designed to produce industry-ready graduates.
USC MELBOURNE CAMPUS LOCATION
Melbourne is a leading education destination for international students.

- Melbourne offers an excellent quality of life.
- It’s one of the world’s most liveable cities.
- In 2012, the QS World University Rankings judged Melbourne as the leading student city in the Asia-Pacific region. The 2013 QS rankings confirm Melbourne’s position as one of the world’s top five student cities.
- Part-time work opportunities.
- Melbourne, Victoria is a global centre for excellence in education, offering students the opportunity to make their mark in leading research and innovation facilities.
- Melbourne city has world-class universities that provide internationally-recognised qualifications, as part of a cosmopolitan, multicultural community that celebrates culture, food, fashion and entertainment.
- Melbourne is a leading education destination for international students.
Why study at USC Melbourne?

QUALITY INDUSTRY FOCUSED PROGRAMS
USC Melbourne’s programs are regularly updated to suit specific trends in the ever-changing international environment. The University’s close association with industry assists in the design of the programs to benefit our new graduates. USC Melbourne is absolutely committed to keeping the degree programs up-to-date at all times, and relevant to the industry environment nationally and internationally.

INTERNATIONALLY RECOGNISED QUALIFICATIONS
USC Melbourne’s qualifications are accredited by leading industry bodies.

ACCESSIBLE ACADEMIC FACULTY AND STAFF
At USC Melbourne, you are a name, not a number. Academic and administrative staff will quickly get to know you.

SMALL CLASS SIZES
At USC Melbourne our class sizes are small, so that your learning experience is enjoyable and you do not get lost in the crowd. Your individual learning needs are of utmost importance to us.

MODERN EQUIPMENT
Resources are put back into ATMC to develop facilities and services that benefit you as a student. ATMC employs contemporary technology in all aspects of the business, delivery of classes and services.

EXCELLENT TEACHING AND LEARNING ENVIRONMENT
Our classrooms are spacious, fully air-conditioned and inviting. They are equipped with technologically up to date learning and teaching equipment and resources. USC Melbourne is dedicated to providing the latest and best hardware and software solutions for all our students. From diverse operating systems (such as Windows, Linux and UNIX) to high end software (such as .NET, Java Enterprise, Case Tools etc).

USC Melbourne provides training in all of these areas. All labs are equipped with high-end HP servers, IIS web server, database management solutions, the latest multimedia workstations and wireless devices.

STUDENT MENTORS
We at USC Melbourne recognise that students might need additional help with their academic and non academic student support services. So we assign mentors to each of our students. This service is available to all USC Melbourne students, free of charge, whereby they are able to work with high-performing, more senior students, who act as their mentors. These mentors, students with specialised knowledge who have excelled academically, are employed to assist students, either individually or in small study groups.

USC MELBOURNE CAREERS ASSISTANCE
At USC Melbourne we provide specialist career services, including career coaching that is delivered by a qualified careers counsellor. These services are free to all enrolled USC Melbourne students and include a Program on strategic career management. The program includes workshops that can assist with identifying career opportunities, resume development and preparing for interviews. Additional career assist sessions are designed to help USC Melbourne students to maximise their employability outcomes. Sessions are scheduled regularly throughout each of the three semesters.

EXTENSIVE ORIENTATION WEEK
We understand that international students need a lot of support to settle into a new country. We have designed a very extensive orientation program which covers support on accommodation, opening bank accounts, understanding health cover, resume building, placement assistance etc.

FAST TRACK THREE SEMESTER OPTION
At USC Melbourne, you have the option to do three semesters in one year to fast-track your studies. For example this enables you to complete a three year degree one year earlier than students studying in a conventional two-semester system.

GENERAL LANGUAGE SUPPORT CLASSES
USC Melbourne provides scheduled general language support for all students seeking to improve and enhance specific or general language skills in the four macro skill areas: listening, reading, writing and speaking.
Student Support

PRE DEPARTURE
USC Melbourne is committed to providing detailed information and arrangements for the following services before the student leaves their country:
- General information regarding Melbourne, Australia
- Airport pick-up services
- Visa guidance
- Health insurance advice
- Banking facilities
- Support in finding a school for school-aged dependents accompanying their parents/guardians

OVERSEAS STUDENT HEALTH COVER
Australia has a special system of health cover for international students called Overseas Student Health Cover (OSHC). You will need to buy OSHC before you come to Australia to cover you from when you arrive. The Department of Immigration and Border Protection (DIBP) requires you to maintain OSHC for the duration of your time on a student visa in Australia.
USC Melbourne has an agreement with a specific OSHC provider Allianz Global Assistance. You can choose to take out OSHC with this provider, or with the Australian OSHC provider of your choice. For detailed information, please visit: www.oshcallianzassistance.com.au.

BEFORE YOU LEAVE
Once your Confirmation of Enrolment comes through and you have secured your student visa, it’s time to start thinking of some of the practicalities of travelling to Australia.

PACKING
It’s worth packing a few mementos from home that will give you some comfort when you’re missing your friends and family, but keep in mind that most airlines have a checked baggage restriction of about 20kg (about 44lb).
The type of clothing you should bring with you depends on the part of the country you will be living in, and the time of year you arrive. The Australian summer coincides with the first academic semester in March, which is when most international students arrive. This means that you can probably get by with jeans, t-shirts and light jackets. If you arrive in time for the second academic semester around July, you’ll need to pack some warm jumpers or sweaters and a coat to cope with winter weather. However, Australian winters are mild in comparison to the icy weather you’d encounter in the northern hemisphere. Check out www.bom.gov.au for the latest weather information around Australia.

INSURANCE
Chances are pretty good that your trip will go smoothly and you won’t encounter any problems. Even so, you should plan for the unexpected. Cancelled flights, lost luggage and lost wallets can end up costing you a lot of time and money, so take out travel insurance before you leave. It won’t guard against bad things happening, but it will protect you against having to cover unexpected costs. All student visa holders entering Australia must have OSHC for the duration of their stay. OSHC will help you pay for any visits to the doctor you may have while in Australia.

MONEY
You should bring enough Australian currency in cash for your first few days, without carrying large amounts of cash on you. You should also have easy access to about AU$1,500 – 3,000 in funds so that you can start establishing yourself and setting up your new home quickly.
Note: If you are carrying more than AU$10,000, or equivalent currency, you must declare it to customs officials when you enter Australia.

SHORT-TERM ACCOMMODATION
It’s a good idea to try to organise a permanent place to live before you arrive in Australia. However, you may decide to wait until you arrive to get an idea of distances between your campus and surrounding suburbs, or to inspect private rental accommodation.
Consumer Affairs Victoria have information on your rights and responsibilities when renting a house or apartment in Victoria. They can also help if you have a complaint or problem with your landlord. Please refer to the following links and contact numbers for further information:
Victoria:
Web: www.consumer.vic.gov.au/students
Tel: +61 1300 55 81 81

ARRIVING IN AUSTRALIA
At some stage during your flight to Australia you will be handed an incoming passenger card to fill in. Answer the questions accurately and truthfully, especially those about the items in your luggage that you may have to declare to customs officials.
If you are unsure of where to go or what to do when you disembark from your flight in Australia, ask an official for help. They will guide you.
CLEARING IMMIGRATION AND CUSTOMS CHECKPOINTS

Once you land, you will follow the signs to an Immigration checkpoint. Here, you will need to show your passport, visa and incoming passenger card. You may also have to show your confirmation of enrolment. Once you have cleared this checkpoint you will enter the baggage hall where you can claim your luggage and proceed to customs and baggage examination.

LEAVING THE AIRPORT

Once you have cleared all incoming passenger checkpoints, you will be welcomed to Australia and directed to the arrivals hall. If you need to exchange some money into Australian dollars you will find currency exchange booths throughout the airport. If you have arranged for friends or relatives to meet you, they will be waiting for you in the arrivals hall. Public transport is available at all international airports and most regional airports. You can generally expect that a taxi service will be available, and you may also find buses and trains. If you are transferring to a domestic flight, follow the signs to the domestic terminal. At some of the larger airports this may be some distance, so look out for intra-airport terminal shuttle services to get you there faster.

ENGLISH LANGUAGE ASSISTANCE

USC Melbourne run programs providing ongoing English and study skills support to all students.

COUNSELLING SERVICE

USC Melbourne has a designated Student Support Officer to provide a basic counselling service to all students. This service provides assistance to students experiencing difficulties in any aspect of their lives, including issues of academic or personal nature. ATMC can also refer students to external counselling services for various issues if necessary; however, each issue is dealt with on a case-by-case basis.

HEALTH SERVICES

Details about the health services and hospitals in the local area are provided during the orientation period. You will need to buy OSHC before you come to Australia to cover you from when you arrive. Your OSHC will help you pay for any medical or hospital care you may need while you’re studying in Australia, and it will contribute towards the cost of most prescription medicines and an ambulance in an emergency (only).

AIRPORT PICK-UP

Airport pick-up service is available to international students upon request (charges apply, see fees and charges). Students will be met at the arrivals hall and taken to their accommodation. For further details, please contact us.

Student Support
SUPPORT SERVICES
At USC Melbourne we are dedicated to providing all our students with the very best support services, so they have a successful academic and personal experience. In addition to the normal support services, international students are provided with a range of specialist services such as assistance with resume-writing and looking for part-time work. Students have access to welfare-related support services to assist with issues that may arise during their study, including program progress, attendance requirements and accommodation. These services are made available to all USC Melbourne students.

The Student Support Officer is responsible for the orientation and on-going welfare of all international students and can be contacted via email: info@atmc.edu.au

The Student Support Officer launches the student on their educational journey from orientation to organising social activities and excursions. The Student Support Officer has access to a range of resources and services that the student may wish to access including health/legal services, study facilities/resources and welfare support. USC Melbourne can also refer students to external counselling.

The Academic Support Officer, teaching staff and administrative staff at USC Melbourne are also available to provide general advice and assistance with matter such as studying and student administration.

We pride ourselves on providing international students with the highest level of support possible - so please don’t be afraid to ask!

STUDENT FACILITIES
USC Melbourne provides the following facilities to support student learning:
- Classrooms which are spacious, fully air-conditioned and inviting
- Our classrooms are equipped with technologically up-to-date learning and teaching equipment and resources
- Internet-based modern computer labs
- Library facilities
- Photocopying and printing access, (students are allocated a monthly free quota)
- Friendly and approachable staff and teachers

USC Melbourne is committed to providing the best modern hardware and software solutions for all our students from diverse operating systems (such as Microsoft Windows, Linux and UNIX) to high end applications software (such as .Net, Java Enterprise, Case Tools, etc), USC Melbourne provides training in all of these areas.

All labs are equipped with high-end HP servers, database management solutions, modern multimedia workstations and wireless devices.

COST OF LIVING
Australia offers a unique experience for students. Apart from a world-class education system, the opportunities to get involved in daily life are endless: whether you’re into the arts or sport, partying or book clubs, the great outdoors or cosy cafés, you’ll find many ways to join in and have fun. So if you want to get an education and have a life, it really is the place to be.

Australian Education International (AEI), suggest $18,000 per year accurately reflects the cost of living in Australia. This is exclusive of tuition fees and lifestyle expenses but covers accommodation, food, public transport, clothing, entertainment, books, stationery and incidental expenses. However, international students are encouraged to undertake their own research into the cost of living in Australia, taking into consideration their own circumstances, before making a decision on whether to study in Australia. For more information on the cost of living in Australia see www.studyinaustralia.gov.au.

STUDENT FEEDBACK
We believe in quality continuous improvement. This can only be achieved with the help of our students. As such, throughout your program you will receive feedback forms from us.

We encourage students to be honest and direct when completing your feedback forms so that we can make your learning experience first rate.

General feedback forms can also be located at your campus reception or downloaded and emailed to info@atmc.edu.au.
MELBOURNE

Victoria is not only a great place to study, live and work, Melbourne offers an excellent quality of life – making it one of the world’s most liveable cities.

STUDENT VISA CONDITIONS

Noncompliance

Your visa conditions are set out in the letter of approval you receive with your visa or on your visa label. It is important that you are familiar with these conditions and follow them. Every year, a number of students abuse the law by, for example, working longer hours than permitted by their visa or overstaying their visa.

If you break your conditions, your visa may be cancelled and you may be required to leave Australia. You may also be prevented from returning to Australia for three years after your visa is cancelled.

If your circumstances change and you want to change your program or provider, or you wish to stay longer, you should contact your nearest DIBP office for advice on how to make these arrangements. It is also important that you ensure your visa does not expire while you are in Australia. If your student visa expires before you have finished your program of study, you will need to apply for a new one at your local immigration office or at the visa section at the Australian mission or embassy in your home country. Further information is available on the DIBP website at www.border.gov.au.

LEARNING SUPPORT SERVICES

Your source of learning support for course content will always be your lecturers and tutors, but you can seek general academic skills support from a Student Adviser or Student Support Officer at your campus.

LEARNING CONTEXTS

Your lecture will generally contain the core information to be covered for that week. All students enrolled in the course will attend lectures as a group. The tutorial provides an opportunity to discuss the lecture and talk about topics in detail. Sometimes students are asked to present papers individually or as part of a group in a tutorial.

Laboratory sessions (called “labs” or “pracs”) are practical classes, where students conduct tests and experiments with the assistance and supervision of lecturers or tutors.

Self directed study is a student’s personal program of study which fits around the ‘contact hours’ of lectures, tutorials and labs. This personal program includes reading, research, writing up lecture notes, writing essays and reports, discussion with other students and lecturers, studying for exams, etc. A well organised and regular study program is essential for success at USC Melbourne.

Studying in Australia may seem difficult at first. It is natural to take some time to settle into your studies. If you are having difficulties, discuss this with your lecturer or tutor. Your lecturer or tutor is available to assist you if you are not sure what is required.

You may email your lecturer or tutor to arrange with the Student Support Officer at the front desk to organise an appointment.

STUDENT MENTORS

We at USC Melbourne recognise that students might need additional help with their academic and non academic student support services. So we assign mentors to each of our students. This service is available to all USC Melbourne students, free of charge, whereby they are able to work with high-performing, more senior students, who act as their mentors. These mentors, students with specialised knowledge who have excelled academically, are employed to assist students, either individually or in small study groups.
Student Support

SOCIAL ACTIVITIES PROGRAMS
An ongoing social activities program runs throughout each semester and provides opportunities for students to enjoy a range of activities outside study. We have many activities available including regular student parties, film screenings, and visits to the Immigration museum. These events are a great way to meet other students and make new friends. Event calendars are made available on enrolment.

ORIENTATION PROGRAM
A free orientation program is conducted for all new international students before classes begin and is compulsory for all newly commencing international students. The program includes an introduction to ATMC, its services and facilities as well as an introduction to Australian culture, society and life. Students are also introduced to the academic culture and rules of ATMC that are necessary for successful study. The orientation program also involves social activities, which will help you to meet other students and familiarise yourself with the campus and surrounds.

ACADEMIC OR PERSONAL SUPPORT
We at USC Melbourne recognize that students might need additional help with their studies and therefore we assign mentors to our students. The Student Mentoring Program is all about students helping students. It connects students who are undertaking their first semester of study at USC Melbourne with other students who are further along in their own studies. The Student Mentoring Program is open to all USC Melbourne students, free of charge, whereby they are able to work with high-performing, more senior students, who act as their mentors. These mentors, students with specialized knowledge who have excelled academically, are employed to assist students, either individually or in small study groups.

A Student Academic Support Officer is also available to assist students with any academic problems including course progress, attendance requirements and any other issues that may arise. USC Melbourne has a friendly and approachable administration team on hand to help you with your transition to life and study in a new environment.

STUDENT VISA CONDITIONS
DIBP is the Australian Government department which manages everything relating to your student visa. You must make sure you meet the conditions of your visa. There may also be special conditions for students on scholarships. Make sure you read and understand all the conditions of your scholarship to ensure you comply, or else your visa may be cancelled and you may be deported.

ACCOMMODATION
Finding the right accommodation is one of the biggest challenges facing a new international student, and finding a place in your price range can be even harder. It is extremely important that you factor the cost of housing into your budget before you come to Australia, and have access to funds that will cover rent expenses. Keep an eye on websites like: www.domain.com.au and www.realestate.com.au which list properties to rent.

This should give you a good idea of the type of accommodation that is available to a person with your budget. Another good tip is to get references from people you may already have rented accommodation from at home.

Providing copies of these to a real estate agent when you apply for a property can show them that you have a proven record of being a good tenant. You should also be prepared to provide them with evidence that you have enough money to pay for your accommodation, for example with a bank account statement.

Consumer affairs Victoria has information on your rights and responsibilities when renting a house or apartment in Victoria. For further information - www.consumer.vic.gov.au

TYPES OF ACCOMMODATION
There are many different types of accommodation available, so you should be able to find something that suits your needs. Most accommodation, except home stay, does not include electrical items, furniture, and bedding or kitchen utensils. Cheap household goods are available from second-hand retail outlets or are advertised for private sale in newspapers or on institution notice boards, but you may wish to bring some of your own basic items.

Temporary accommodation can be arranged for you before you leave home so that when you arrive you have some time to consider your long-term options.

PUBLIC TRANSPORT
Victoria: Melbourne has plenty of transport options to get you around town or across the country. Australia’s public transport system is comparably safe and affordable (in some cases, it’s even free). Depending on where you live it can include trains, buses and trams. You can buy tickets at train stations, and at news agencies or on board buses and trams. For bus, train and tram timetables, maps and fares go to www.ptv.vic.gov.au.
Student Support

STUDENT SAFETY

Melbourne is one of the safest cities in the world to live and study. Everyone at USC Melbourne wants you to enjoy your experience and take full advantage of what the city has to offer. Student safety is of utmost importance to us so we encourage all our students to take simple steps to ensure they never find themselves in a situation where their safety is threatened.

Visit the following link for more information: www.studymelbourne.vic.gov.au/help-and-advice/your-safety

SAFETY IN THE WATER

Remember to:

- Behave safely – obey all water safety signs, don’t drink alcohol, keep an eye on your friends when swimming
- Know your environment – never run, jump or dive in shallow water
- Always swim between the flags – swim between red and yellow flags wherever possible
- Always swim at a beach patrolled by lifesavers
- Don’t swim at the beach if you are not a confident swimmer
- Be sun smart around the water – particular care should be taken from 10 am to 2 pm
Important Information

USC MELBOURNE ACADEMIC CALENDAR*

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Orientation</th>
<th>Semester Starts</th>
<th>Semester Finishes</th>
<th>Holiday Period</th>
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<td>1</td>
<td>29 March</td>
<td>4 April</td>
<td>10 July</td>
<td>11 July - 24 July</td>
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<tr>
<td></td>
<td>2</td>
<td>25 July</td>
<td>1 August</td>
<td>6 November</td>
<td>7 November - 20 November</td>
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<tr>
<td></td>
<td>3</td>
<td>21 November</td>
<td>28 November</td>
<td>12 March 2017</td>
<td>13 March 2017 - 26 March 2017</td>
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*Subject to minor changes. Please visit our website to view the ATMC Academic Calendar: www.atmc.edu.au/resources/academic-calendar

HOW TO APPLY
Please carefully read the information below to ensure your student application form is complete to enable processing. If you need assistance with completing your application form, please contact an enrolments officer at info@atmc.edu.au or call +61 3 9328 5333.

Choose the program that best suits your interests and career goals. Complete the student application form located in this prospectus and attach all relevant documents. Ensure you read the payment and refund terms and conditions, and ATMC policies and procedures.

Once you have submitted your student application form you will receive a letter of offer. The next step is to confirm your enrolment by accepting your offer. To accept your offer, you will be required to complete the international student offer and acceptance agreement form.

Included with your offer will be a detailed guide to accepting your offer to study the USC or ATMC program. You are required to meet the conditions stated on your letter of offer to enrol in your chosen program.

ADMISSION PROCEDURES
- Complete all the information required in the student application form.
- Read and understand the terms and conditions of enrolment, payment and refund conditions and policies and procedures.
- Attach certified copies of all your academic transcripts and English language proficiency results.
- Attach a certified copy of your passport including the pages in which your signatures and personal details are mentioned.

DEFERRING, SUSPENDING OR CANCELLING ENROLMENT
Students may apply for deferment of their studies because of compassionate or compelling circumstances. Compassionate and compelling circumstances are generally those beyond the control of the student and which impact on the student’s program progress or wellbeing.

IMPORTANT LINKS

- **ESOS legislative framework**
  international.education.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx
- **Lifeline**
  Lifeline provide 24/7 crisis support and suicide prevention services.
  Tel: 13 11 14
  www.lifeline.org.au
- **Legal ISLAC**
  Tel: +61 3 9391 2244
  Email: wsls@vicnet.net.au
- **Study Melbourne Student Centre (SMSC)**
  Tel: 1800 056 449
  Email: info@studymelbourne.vic.gov.au
- **International Student Hotline**
  Tel: 1300 363 079
- **Information on studying and living in Australia**
  www.studyinaustralia.gov.au
- **For visa information**
  Tel: 13 18 81
  www.border.gov.au

More information can be found at:
www.atmc.edu.au/USC
USC Melbourne courses are the pathway to your future career
BUSINESS.  COMMERCE.  ACCOUNTING.

**USC MELBOURNE PROGRAMS**

- Bachelor of Business
- Bachelor of Business (Tourism, Leisure and Event Management)
- Bachelor of Commerce (Accounting)
- Bachelor of Information and Communications Technology
- Master of Business Administration
- Master of Business Administration (Extended)
- Master of Business Administration/Master of International Business
- Master of Professional Accounting
**Program outline**

Develop a well-rounded business education with sought-after skills in today’s business world. This program is designed to create creative and critical thinkers. You’ll learn how to apply innovative problem-solving techniques to business concepts, products and services. Choose from a range of business majors to specialise in the area that interests you most, including accounting, financial planning, human resource management, international business, management, marketing, and tourism, leisure and event management.

You’ll get practical experience through an optional internship (over 96 hours) in the business sector. Apply what you’ve learnt to real situations and spend a semester in another country with the Study Overseas program. You’ll gain valuable experience and build industry contacts that could lead to a job before you even graduate. This program is a strong base to continue your studies in law or honours.

**Majors**

Business majors: international business; management; marketing.

**Career opportunities**

Depending on the major chosen: business management, human resource management, marketing management, market research, international business, importing / exporting, industrial relations, tourism and hospitality management, retail / sales, computing or systems analysis.

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**Course Details**

<table>
<thead>
<tr>
<th>CRICOS CODE:</th>
<th>022807A</th>
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<tbody>
<tr>
<td>CAMPUS:</td>
<td>Melbourne</td>
</tr>
<tr>
<td>INTAKE:</td>
<td>March, July, November</td>
</tr>
<tr>
<td>DURATION:</td>
<td>3 years</td>
</tr>
<tr>
<td>ANNUAL FEE:</td>
<td>AUD 19,800</td>
</tr>
</tbody>
</table>

**Entry Requirements**

- English: Overall IELTS score of 6 with no individual band score less than 5.5 OR equivalent.
- Academic: Australian Year 12 or overseas equivalent mathematics.

**Program requirements**

In order to graduate you must:

- Complete 7 required introductory level (100 coded) courses.
- Complete 2 required advanced level (200/300 coded) courses.
- Complete 15 elective courses, 12 must be advanced level (200/300 coded) courses.
- (Optional) Use electives to complete a major (8 courses) or minor (4 courses).
- Complete no more than 10 introductory level (100 coded) courses, including the core course.
- Complete no more than 6 courses from the School of Communication, School of Social Sciences or Faculty of Science, Health, Education and Engineering.

**Register** any selected majors and minors with your faculty.

**Introductory courses (7)**

- BUS101 Business Analytics
- BUS102 Introduction to Economics
- BUS104 Management and Organisational Behaviour
- BUS105 Introduction to Marketing
- BUS106 Accounting for Business
- BUS108 Introduction to Informatics
- COR109 Communication and Thought

**Advanced courses (2)**

- BUS203 Business Law and Ethics
- BUS320 Corporate Governance and Social Responsibility
# Bachelor of Business (Tourism, Leisure and Event Management)

**Program outline**

Develop a well-rounded business education with sought-after skills in today’s business world. This program is designed to create creative and critical thinkers.

You’ll learn how to apply innovative problem-solving techniques to business concepts, products and services. Choose from a range of business majors to specialise in the area that interests you most, including accounting, financial planning, human resource management, international business, management, marketing, and tourism, leisure and event management.

You’ll get practical experience through an optional internship (over 96 hours) in the business sector. Apply what you’ve learnt to real situations and spend a semester in another country with the Study Overseas program. You’ll gain valuable experience and build industry contacts that could lead to a job before you even graduate. This program is a strong base to continue your studies in law or honours.

**Career opportunities**

Our Bachelor of Business (Tourism, Leisure and Event Management) program is your ticket to a fast-paced industry filled with opportunities. Build your management and communication skills, and learn how to create innovative tourism, leisure and event experiences.

This program gives you the confidence to respond to the latest trends and personally grow in areas such as public speaking, communication, time management and inter-cultural understanding. With a shift in focus to sustainable tourism, employers are looking for a new breed of tourism, leisure and event managers.

Our program offers you insights and opportunities to gain industry skills and knowledge. You’ll have access to guest speakers from the tourism and event industry, as well as volunteer and work experience with local businesses. Take on a supervised 12-week internship to further develop your practical skills and build your industry contacts. Our students have recently interned at V8 Supercars, Sunshine Coast Council and Sunshine Coast Destination Ltd.

**Memberships**

- Australian Tourism Research Institute
- Pacific Area Travel Association
- Ecotourism Association of Australia
- Council on Hotel, Restaurant and Institutional Education

## Program requirements

In order to graduate you must:
- Complete 8 required introductory level (100 coded) courses.
- Complete 8 required advanced level (200/300 coded) courses.
- Complete 8 elective courses, 6 must be advanced level (200/300 coded) courses.
- (Optional) Use electives to complete a minor (4 courses) to supplement the required major.
- Complete no more than 10 introductory level (100 coded) courses, including the core course.
- Complete no more than 6 courses from the Faculty of Science, Health, Education and Engineering.
- Register any selected majors or minors with your faculty.

## Introductory courses (8)

- BUS101 Business Analytics
- BUS102 Introduction to Economics
- BUS104 Management and Organisational Behaviour
- BUS105 Introduction to Marketing
- BUS106 Accounting for Business
- BUS108 Introduction to Informatics
- COR109 Communication and Thought
- TSM102 Introduction to Tourism, Leisure and Events

## Advanced courses (8)

- BUS203 Business Law and Ethics
- BUS320 Corporate Governance and Social Responsibility
- TSM211 Tourism, Leisure and Special Interests
- TSM221 Tourism and Leisure Policy and Planning
- TSM223 Sustainable Tourism, Leisure and Event Management
- TSM313 Technology and Innovation in Tourism, Leisure and Events
- TSM314 Event Management
- TSM315 Business Events

## Course Details

<table>
<thead>
<tr>
<th>Course Details</th>
<th>Entry Requirements</th>
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<tr>
<td>CRICOS CODE: 06641J</td>
<td>English: Overall IELTS score of 6 with no individual band score less than 5.5 OR equivalent. Academic: Australian Year 12 or overseas equivalent mathematics.</td>
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<td>CAMPUS: Melbourne</td>
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<td>INTAKE: March, July, November</td>
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<td>DURATION: 3 years</td>
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<td>ANNUAL FEE 2016: AUD 19,800</td>
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BACHELOR OF COMMERCE (ACCOUNTING)

Program outline
Your pathway to a rewarding career helping clients make better financial decisions.

This program gives you a strong foundation to be successful in an accountancy role in any industry. You'll study a major in accounting and gain skills in financial management, business consulting and financial advising. You'll specialise in areas such as financial accounting, law of business associations, company accounting, taxation law, or auditing.

In addition to completing a major in accounting, choose to complete a major in financial planning, a business major, or a minor and/or electives in another business area. Our program is fully accredited by CPA Australia, the Institute of Chartered Accountants Australia and the Institute of Public Accountants, and has been designed to qualify graduates for associate membership of these professional bodies.

You'll also have an opportunity to undertake an internship in your final year, consisting of 96 hours and organised by our staff. Our graduates have found roles in firms such as KPMG and Ernst and Young as a direct result of their internships.

Career opportunities
Accounting, auditing, company secretary, stockbroking, financial administration, taxation consulting, banking, or business development manager.

Memberships
CPA Australia*, Institute of Chartered Accountants in Australia*, Institute of Public Accountants*, and Tax Practitioners Board†.

* It is the responsibility of the student to confirm with the three Australian accounting bodies (CPA, ICA and IPA) whether any credit granted will impact on their eligibility for professional association membership.

† Students who complete FIN320 Tax and Estate Planning and PED122 Property Law in addition to all required courses in the Bachelor of Commerce (Accounting) will satisfy the Tax Practitioners Board education requirements for becoming a registered tax agent.

Accreditation
The program is fully accredited with CPA Australia, the Institute of Chartered Accountants in Australia and the Institute of Public Accountants.

Entry Requirements
English: Overall IELTS score of 6 with no individual band score less than 5.5 OR equivalent.
Academic: Australian Year 12 or Overseas equivalent mathematics.

Program requirements
In order to graduate you must:
- Complete 6 required introductory level (100 coded) courses.
- Complete 10 required advanced level (200/300 coded) courses.
- Complete 8 elective courses, 4 must be advanced level (200/300 coded) courses.
- Complete no more than 10 introductory level (100 coded) courses, including the core course.
- Complete no more than 6 courses from the School of Communication, School of Social Sciences or Faculty of Science, Health, Education and Engineering.
- (Optional) Use electives to complete a major (8 courses) or minor (4 courses).
- Register any selected majors or minors with the Faculty of Arts and Business.

Introductory courses (6)
- ACC106 Accounting Principles
- BUS101 Business Analytics
- BUS102 Introduction to Economics
- BUS104 Management and Organisational Behaviour
- BUS108 Introduction to Informatics
- COR109 Communication and Thought

Advanced courses (10)
- ACC210 Financial Accounting
- ACC211 Business Finance
- ACC220 Law of Business Associations
- ACC221 Company Accounting
- ACC310 Management Accounting
- ACC311 Taxation Law and Practice
- ACC320 Contemporary Accounting Issues
- ACC321 Auditing and Professional Practice
- BUS203 Business Law and Ethics
- BUS320 Corporate Governance and Social Responsibility

Course Details
CRICOS CODE: 076978B
CAMPUS: Melbourne
INTAKE: March, July, November
DURATION: 3 years
ANNUAL FEE: AUD 20,400

COURSES & PROGRAMS
USC Melbourne

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BACHELOR OF INFORMATION AND COMMUNICATIONS TECHNOLOGY

Program outline
Drive business innovation and give the world an innovative, green and sustainable future.

We live in an ICT age. Computers, smartphones and networks are used by everyone, everywhere, as enablers and drivers of innovation. There is great demand for graduates who understand computing technology and create innovative solutions to help people and benefit organisations.

If you enjoy problem solving, designing artificial worlds or making ideas come to life, our Bachelor of Information and Communications Technology degree gives you the skills to work on the cutting-edge of technology.

On top of several core computing and business courses, choose three areas to specialise in such as data storage; software development; systems design; information systems; telecommunications and networks and serious games development. Gain hands-on experience with the internship course to work in an ICT company. Our program is fully accredited (professional) with the Australian Computer Society and your skills translate across borders to give you the perfect qualification for a career in Australia or overseas.

Career opportunities
Business analyst, systems analyst, information and communication technology specialist, systems architecture/integration, database programming, web programming.

Membership
Australian Computer Society.

Program requirements
In order to graduate you must:
- Complete 8 required introductory level (100 coded) courses
- Complete 3 required advanced level (200/300 coded) courses
- Complete 3 minors from those listed below
- The remaining elective courses may be from either Faculty (Arts and Business or Science, Health, Education and Engineering)
- The number of elective courses may vary depending on the minor combinations chosen
- Complete no more than 10 introductory level (100 coded) courses, including core courses
- Complete no more than 6 courses from the School of Communication, School of Social Sciences or Faculty of Science, Health, Education and Engineering
- Register any selected majors or minors with your faculty.

Major
Information System

Minors
Data storage, information systems, software development, systems design and telecommunication and networks.

Introductory courses (8)
BUS101 Business Analytics
BUS104 Management and Organisational Behaviour
BUS106 Accounting for Business
COR109 Communication and Thought
ICT110 Introduction to Data Science
ICT112 Creative Problem Solving with Programming
ICT115 Introduction to Systems Design
ICT120 Introduction to Telecommunications and Networks

Advanced courses (3)
ICT351 ICT Professional Practice
ICT352 ICT Project Management

And select one from (1)
ICT341 ICT Internship
ICT342 ICT Industry project

Course Details
CRICOS CODE: 048930F
CAMPUS: Melbourne
INTAKE: March July November
DURATION: Annual Fee 2016: 3 years AUD 19,800

Entry Requirements
English: Overall IELTS score of 6 with no individual band score less than 5.5 OR equivalent.
Academic: Australian Year 12 or overseas equivalent mathematics.

Course Details
CRICOS CODE: 048930F
CAMPUS: Melbourne
INTAKE: March July November
DURATION: Annual Fee 2016: 3 years AUD 19,800

Entry Requirements
English: Overall IELTS score of 6 with no individual band score less than 5.5 OR equivalent.
Academic: Australian Year 12 or overseas equivalent mathematics.

Program outline
Drive business innovation and give the world an innovative, green and sustainable future.

We live in an ICT age. Computers, smartphones and networks are used by everyone, everywhere, as enablers and drivers of innovation. There is great demand for graduates who understand computing technology and create innovative solutions to help people and benefit organisations.

If you enjoy problem solving, designing artificial worlds or making ideas come to life, our Bachelor of Information and Communications Technology degree gives you the skills to work on the cutting-edge of technology.

On top of several core computing and business courses, choose three areas to specialise in such as data storage; software development; systems design; information systems; telecommunications and networks and serious games development. Gain hands-on experience with the internship course to work in an ICT company. Our program is fully accredited (professional) with the Australian Computer Society and your skills translate across borders to give you the perfect qualification for a career in Australia or overseas.

Career opportunities
Business analyst, systems analyst, information and communication technology specialist, systems architecture/integration, database programming, web programming.

Membership
Australian Computer Society.
MASTER OF BUSINESS ADMINISTRATION

Program outline
Fast-track your ambitions to become a senior manager and leader.

An MBA is an opportunity to increase and deepen your range of management skills. The program covers the latest trends and influences in business and builds on your skills in critical thinking and analysis.

Learn in a team environment where you and the other program participants share your real life management challenges and how you apply problem solving skills.

Complete eight courses in the fundamentals of accounting, economics, corporate finance, strategic management and marketing. Then choose four courses in topics that interest you including corporate finance, tax law, entrepreneurship, global business management, informatics, research and many others.

Best of all, apply your new skills in your current job and complete the MBA flexibly either on campus or online.

Admission requirements
To be considered for admission candidates would normally be required to:
1. possess an undergraduate degree from a recognised higher education institution or equivalent *
2. have at least two years relevant full-time equivalent work or other relevant experience; and
3. candidates whose first language is other than English must demonstrate an appropriate level of English proficiency. Refer to the English language requirements.

* Applicants who do not possess an undergraduate degree but have at least three years’ relevant full-time equivalent work or other relevant experience may be admitted to the qualifying Graduate Certificate in Business Administration. Successful completion of the Graduate Certificate in Business Administration will qualify the candidate for entry into the MBA for completion of the remaining courses.

Career opportunities
You will qualify for high level management roles, such as, Chief Executive Officer, Chief Operating Officer, Chief Financial Officer, General Manager, Senior Project Manager or Account Executive.

Program requirements
In order to graduate you must:
• Complete 8 required courses plus 4 electives, a total of 12 courses, from the lists below.
• Some specialisation areas are available as a part-time study option only.
• Only a full-time study option is available to international students on a Student Visa.
• Online study mode not available to international students on a Student Visa.

Required courses (8)

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<td>CRICOS CODE: 066777E</td>
<td>English: Overall IELTS score of 6.5 with no individual band score less than 6 OR equivalent. Academic: Successful completion of an Australian bachelor degree or overseas equivalent plus at least two years relevant full-time equivalent work or other relevant experience.</td>
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<tr>
<th>Course Details</th>
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<tr>
<td>ACC701 Accounting for Managers</td>
<td>BUS702 Economics for Managers</td>
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<tr>
<td>BUS703 Managing Research</td>
<td>BUS704 Corporate Finance</td>
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<tr>
<td>MGT701 Managing Organisations</td>
<td>MGT703 Strategic Management</td>
</tr>
<tr>
<td>MGT723 Research Project</td>
<td>MKG701 Marketing Management</td>
</tr>
</tbody>
</table>

COURSES & PROGRAMS

USC Melbourne
Program outline

Broaden your managerial skills to prepare for senior management roles.

In today’s business world, the demands of management require you to have an increasing range of skills in all facets of business. You learn to integrate knowledge and skills across functions and disciplines, and focus on the application of theory and execution of practice.

The Master of Business Administration (Extended) program includes courses that explore current business issues and the opportunity to complete a specialisation in Project Management, Supply Chain Management, International Business, Health Sector Business Management, Entrepreneurship and Innovation Management, Management or Marketing.

Admission requirements

To be considered for admission candidates would normally be required to:

1. possess an undergraduate degree from a recognised higher education institution or equivalent; and
2. candidates whose first language is other than English must demonstrate an appropriate level of English proficiency. Refer to the English language requirements.

Career opportunities

Graduates of the Master of Business Administration (Extended) program work in a diverse range of roles in industry and public sector organisations.

Program requirements and notes

- Students are required to complete 8 required courses, a Specialisation, plus 4 electives, a total of 16 courses, from the lists below.
- Some specialisation areas are available as a part-time study option only.
- Only a full-time study option is available to international students on a student visa.

Required courses (8)

- ACC701 Accounting for Managers
- BUS702 Economics for Managers
- BUS703 Managing Research
- BUS704 Corporate Finance
- MGT701 Managing Organisations
- MGT703 Strategic Management
- MGT723 Research Project
- MKG701 Marketing Management
COURSES & PROGRAMS

MASTER OF BUSINESS ADMINISTRATION/MASTER OF INTERNATIONAL BUSINESS

Program outline
Business graduates today are entering an increasingly competitive environment, with all companies domestic or multinational, influenced by forces of globalisation.

Students must develop the skills needed to operate in this rapidly changing, increasingly global marketplace and understand the factors that contribute to the diversity and complexity of the international business environment. In today’s business world, the demands of management require you to have an increasing range of skills in all facets of business. This program will allow you to broaden your managerial skills to prepare for senior management roles.

This program is designed to provide students with the knowledge and skills to operate in a global marketplace, including strategy development, cross-cultural management, international marketing and managing international supply chains and finance. Courses explore current business issues and allow you to learn to integrate knowledge and skills across functions and disciplines, while focusing on the application of theory and execution practice.

Admission requirements
To be considered for admission candidates would normally be required to:

- possess an undergraduate degree from a recognised higher education institution or equivalent
- have at least two years’ relevant full-time equivalent work or other relevant experience; and
- candidates whose first language is other than English must demonstrate an appropriate level of English proficiency. Refer to the English entry requirements.

Entry Requirements
English: Overall IELTS score of 6.5 with no individual band score less than 6 or equivalent
Academic: Successful completion of an Australian Bachelor degree or overseas equivalent, plus at least two years relevant full-time equivalent work or other relevant experience

Career opportunities
Graduates of the Master of Business Administration/Master of International Business program work in a diverse range of roles in industry and public sector organisations.

Majors
International business; management; marketing.

Program requirements and notes
- Students are required to complete 11 required courses.
- Students must complete 5 electives from the list provided.
- Online study mode not available to international students on a student visa.

Required courses (11)
- ACC701 Accounting for Managers
- BUS702 Economics for Managers
- BUS703 Managing Research
- BUS704 Corporate Finance
- MGT701 Managing Organisations
- MGT703 Strategic Management
- MKG701 Marketing Management

Select one (1) course from
- MGT723 Research Project
- MGT726 Managerial Project

Select three (3) course from
- BUS706 International Business Law and Ethics
- BUS707 Managing Across Global Cultures
- BUS708 International Trade and Finance
- BUS710 Marketing in an International Environment
- MGT704 Global Business Management
- MGT737 Supply Chain Management

Course Details
CRICOS CODE: 088887F
CAMPUS: Melbourne
INTAKE: March July November
DURATION: 2 years
ANNUAL FEE 2016: AUD 22,800

Entry Requirements
English: Overall IELTS score of 6.5 with no individual band score less than 6 or equivalent
Academic: Successful completion of an Australian Bachelor degree or overseas equivalent, plus at least two years relevant full-time equivalent work or other relevant experience

Career opportunities
Graduates of the Master of Business Administration/Master of International Business program work in a diverse range of roles in industry and public sector organisations.

Majors
International business; management; marketing.

Program requirements and notes
- Students are required to complete 11 required courses.
- Students must complete 5 electives from the list provided.
- Online study mode not available to international students on a student visa.

Required courses (11)
- ACC701 Accounting for Managers
- BUS702 Economics for Managers
- BUS703 Managing Research
- BUS704 Corporate Finance
- MGT701 Managing Organisations
- MGT703 Strategic Management
- MKG701 Marketing Management

Select one (1) course from
- MGT723 Research Project
- MGT726 Managerial Project

Select three (3) course from
- BUS706 International Business Law and Ethics
- BUS707 Managing Across Global Cultures
- BUS708 International Trade and Finance
- BUS710 Marketing in an International Environment
- MGT704 Global Business Management
- MGT737 Supply Chain Management
COURSES & PROGRAMS

MASTER OF PROFESSIONAL ACCOUNTING (MPA)

Program outline
Upgrade your accounting skills and profit.
The beauty of this program at USC is that you earn three prized professional memberships:
• Associate member of CPA Australia
• The Institute of Chartered Accountants
• The Institute of Public Accountants
The MPA opens many doors for you to work in senior management roles and build yourself a top notch career. You will qualify to work in roles such as chief financial officer, senior business strategist, or chartered accountant, or as a key professional in the fast growing wealth management sector.
This program covers the latest business and accounting issues. It’s a comprehensive program that delivers accounting fundamentals; informatics; managerial finance; financial reporting; corporate reporting; issues in auditing practice; tax law and practice; the principles of economics and commercial law; and a research project.

Professional recognition
Graduates of the Master of Professional Accounting program will meet the educational requirements for admission as an associate member of CPA Australia, the Institute of Chartered Accountants in Australia and the Institute of Public Accountants. To gain full membership, graduates must complete the requirements of the chosen professional body’s qualification program. It is the responsibility of the student to confirm with the three Australian accounting bodies (CPA, ICAA and IPA) whether any credit granted will impact on their eligibility for professional association membership.

Admission requirements
Entry to the Master of Professional Accounting program will normally require:
• An AQF Level 7 bachelor degree (or equivalent).
• Students who have completed a Bachelor degree (AQF Level 7) or equivalent in the same discipline may be eligible to receive credit of up to 48 units (4 courses).

Program requirements and notes
In order to graduate you must:
• Complete 14 required courses.
• Complete 2 elective courses from any of the Masters programs offered by the School of Business.
• Students who have completed a bachelor degree (AQF Level 7) or equivalent in the same discipline may be eligible to receive credit of up to 48 units (4 courses).
• Only a full-time study option is available to international students on a student visa.

Required courses (14)
ACC506 Accounting Fundamentals
ACC508 Informatics and Financial Applications
ACC510 Financial Reporting
ACC511 Managerial Finance
ACC521 Corporate Reporting
ACC520 Legal Regulation of Business Structures
ACC610 Strategic Management Accounting
ACC611 Taxation Law and Practice
ACC620 Contemporary Accounting Issues
ACC621 Issues in Auditing Practice
BUS501 Business Analytics and Statistics
BUS502 Principles of Economics for Accountants
BUS503 Principles of Commercial Law
MGT723 Research Project

Course Details
CRICOS CODE: 059557J
CAMPUS: Melbourne
INTAKE: March, July, November
DURATION: 2 years
ANNUAL FEE: AUD 22,800

Entry Requirements
English: Overall IELTS score of 6.0 with no individual band score less than 5.5 OR equivalent
Academic: Successful completion of an Australian bachelor degree or overseas equivalent.
USC is renowned for its excellence in teaching and has been ranked in the top 20% of Australian universities for teaching quality every year for the past ten years by the Good Universities Guide.

Enjoy a quality learning experience at USC Melbourne. You’re sure to rise, and shine!