Course Enrolment Guide
2008

Associate Degree in Business Administration
(ABORIGINAL AND TORRES STRAIT ISLANDER Studies)

School of Business and Informatics,
Brisbane Campus - Queensland

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1. How to use this Guide

This Course Enrolment Guide 2008 provides you with information on the units you will require to complete your course; and when and where the units will be offered in 2008.

Steps to enrol in units for 2008

1. Read Section 2. ‘Program Information’ for information on course structure and unit sequence. Take note of any prerequisite or co-requisite requirements before selecting particular units.

2. Refer to the unit listings in Section 3. ‘Units Offered in 2008’ to select your units. Take note of the study period in which units are offered.

3. You must refer to ‘Enrolment Information 2008’ on the ACU intranet for information on how to complete your enrolment via Student Connect*. ‘Enrolment Information 2008’ also provides information on study period definitions, modes of study, campus locations, dates for each study period and census dates.

4. Log on to Student Connect – Managing Your Studies* and enrol.

5. After you have completed your enrolment, go to http://my.acu.edu.au/tutorialdirect to register your preferences for tutorials, laboratories or practicals via the online tutorial registration using Tutorial Direct. (NB: There may be a delay of up to two hours before your unit enrolment information is updated in Tutorial Direct).

Contacting your Co-ordinator

Course Co-ordinators / Advisers will be available to assist you with re-enrolment. You may ring, email them or see them in person. Please contact your School for further information.

* Student Connect is a web interface allowing students to complete their ACU National enrolment online.
2. Program Information

**COURSE TITLE**  
Associate Degree in Business Administration (ABORIGINAL AND TORRES STRAIT ISLANDER Studies)

**REQUIREMENTS TO COMPLETE AWARD**  
Students complete a total of 16 units (160cp). Students must also complete a Professional Experience Program. Some credit for the Professional Experience Program may be granted to students who are involved in paid or voluntary work within relevant organisations.

**MODE OF STUDY AND ATTENDANCE**  
This Associate Degree course is offered in the External mode. It is offered in a ‘full-time equivalent’ mode which is suitable for those students who are employed on a full-time or part-time basis. You may enroll in less units per semester, if you wish, but you may not then be eligible for any study assistance. For assistance in enrolling in less than the suggested number of units per semester, please contact the Course Coordinator before filling in your enrolment form.

Students of the Associate Degree are required to attend TWO Residentials EACH semester in Brisbane. These Residentials will be EITHER seven or five days in length, depending on your year level and semester. At all other times throughout the year (i.e. outside of the Residentials) students are expected to work with external materials and an ATAS tutor as required. A university bridging course is offered for new students on the Saturday and Sunday before the first residential of each semester.

As a student, you will also be encouraged to maintain contact with your lecturer either by telephone or by e-mail (if you have access to this). You may also write to your lecturer on a regular basis throughout the semester. There is also a common WebCT site to enable you to keep up to date with changes and information during the semester.

At the Residentials students attend tutorial sessions with the specific lecturers of each unit. At times, we also organise visiting speakers to present topics relevant to the unit material. **Residentials are therefore compulsory and non-attendance must be explained in writing to the Course Coordinator.** Note: ABSTUDY funding may be available for some of the Residential costs. Please contact staff at Weemala for further information.

All study material and assignment details will be posted to students at the BEGINNING of EACH semester. These will then be explained further at the first Residential of each semester. New and continuing students will be contacted with further details about the Residentials PRIOR to the first Residential by BOTH the Course Coordinator and Weemala staff.

**UNITS OFFERED**  
Students undertake one, two, three or four units each semester. All units are completed in one semester. Units in the course are of two types:

- Personal and Cultural units;
- Professional units.

Personal and Cultural units include:

- Cultural Studies units, which explore Aboriginal and Torres Strait Islander culture, identity and history;
- Personal Development units, which aim to enhance self-awareness in students and foster personal skills of communication and expression.

Professional units include:

- Business Administration and Management studies;
- Organisational and Workplace studies;
- Accounting, Economics and Computing skills.
**Program Map - Associate Degree in Business Administration (Aboriginal and Torres Strait Islander Studies)**

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ACCT104 Business Accounting</td>
<td>BUSO102 Office Administration</td>
<td>ECON105 Economics for Business</td>
</tr>
<tr>
<td></td>
<td>ACCT104 Business Accounting</td>
<td>BUSO102 Office Administration</td>
<td>ECON105 Economics for Business</td>
</tr>
<tr>
<td></td>
<td>ACCT104 Business Accounting</td>
<td>BUSO102 Office Administration</td>
<td>ECON105 Economics for Business</td>
</tr>
<tr>
<td></td>
<td>LEGL102 Business Legal Environment (BUS0102)</td>
<td>PERS204 Business HRM (MGMT203)</td>
<td>MGMT203 Managing Organisations (BUS0102)</td>
</tr>
<tr>
<td></td>
<td>MGMT206 Indigenous Leadership (MGMT203)</td>
<td>BUSO207 Ethics and Social Responsibility (BUS0102)</td>
<td>MGMT207 Business Decisions (MGMT203)</td>
</tr>
<tr>
<td></td>
<td>Professional Experience 1 BIPX100</td>
<td>Professional Experience 2 BIPX200</td>
<td></td>
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</tbody>
</table>

Prerequisite units are shown in parentheses. These units must be completed before the chosen units.
### 3. Units Offered in 2008

#### OFFERED SEMESTER 1

<table>
<thead>
<tr>
<th>Unit Code / Number</th>
<th>Unit Title</th>
<th>Location - Delivery Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSO109</td>
<td>Business Communication Skills</td>
<td>Brisbane – Mixed Mode</td>
</tr>
<tr>
<td>ETHN108</td>
<td>Indigenous Lifestyles - Past and Present</td>
<td>Brisbane – Mixed Mode</td>
</tr>
<tr>
<td>ETHN219</td>
<td>Post-Contact Indigenous History</td>
<td>Brisbane – Mixed Mode</td>
</tr>
<tr>
<td>INFO118</td>
<td>Business Information Technology</td>
<td>Brisbane – Mixed Mode</td>
</tr>
<tr>
<td>LEGL102</td>
<td>Business Legal Environment</td>
<td>Brisbane – Mixed Mode</td>
</tr>
<tr>
<td>MGMT203</td>
<td>Managing Organisations</td>
<td>Brisbane – Mixed Mode</td>
</tr>
<tr>
<td>PERS204</td>
<td>Business HRM</td>
<td>Brisbane – Mixed Mode</td>
</tr>
<tr>
<td>STAT103</td>
<td>Applied Statistics</td>
<td>Brisbane – Mixed Mode</td>
</tr>
</tbody>
</table>

#### OFFERED SEMESTER 2

<table>
<thead>
<tr>
<th>Unit Code / Number</th>
<th>Unit Title</th>
<th>Location - Delivery Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT104</td>
<td>Business Accounting</td>
<td>Brisbane – Mixed Mode</td>
</tr>
<tr>
<td>BUSO208</td>
<td>International Business</td>
<td>Brisbane – Mixed Mode</td>
</tr>
<tr>
<td>ECON105</td>
<td>Economics for Business</td>
<td>Brisbane – Mixed Mode</td>
</tr>
<tr>
<td>MGMT206</td>
<td>Indigenous Leadership</td>
<td>Brisbane – Mixed Mode</td>
</tr>
<tr>
<td>MGMT207</td>
<td>Business Decisions</td>
<td>Brisbane – Mixed Mode</td>
</tr>
<tr>
<td>MKTG101</td>
<td>Business Marketing</td>
<td>Brisbane – Mixed Mode</td>
</tr>
<tr>
<td>BUSO207</td>
<td>Ethics and Social Responsibility</td>
<td>Brisbane – Mixed Mode</td>
</tr>
<tr>
<td>BUSO102</td>
<td>Office Administration</td>
<td>Brisbane – Mixed Mode</td>
</tr>
</tbody>
</table>

**Delivery Modes:**
- **On Campus** - Offered face-to-face or with a WebCT component at any one of the six ACU National campuses.
- **On Site** - The unit is offered face-to-face at any location other than one of the six ACU National campuses.
- **Distance** - The unit is offered wholly through the provision of printed material to the student. These units may include a WebCT component but the printed material is the primary source of teaching.
- **Online** - The unit is offered wholly through ACU National Online.
- **Mixed mode** - The unit is offered as a combination of distance and either on campus or on site delivery modes.
4. 2008 RESIDENTIAL DATES

Semester 1, 2008

First Residential 11 February to 14 February
Bridging course 9 February and 10 February
Second Residential 19 May to 23 May

Semester 2, 2008

Third Residential 21 July to 25 July
Bridging Course 19 July and 20 July
Fourth Residential 27 October to 31 October 2007