



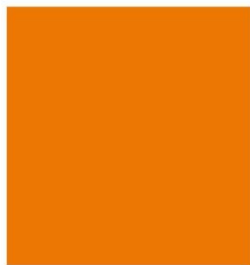
 Charles Sturt  
University



BACHELOR OF BUSINESS  
(ACCOUNTING)

UNIVERSITY CERTIFICATE IN  
BUSINESS

COURSE ORIENTATION  
BOOKLET  
2011 Session 2



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# CSU ORIENTATION WEBSITE

If you haven't already logged on to our [orientation website](#) make sure you visit soon.



It's packed with information to help you become familiar with CSU and all the support services available. It's designed to give you everything you need to know as you begin university life and study and will also be helpful as you progress through your first session.

## COMMUNICATION

### Student Central

Student Central is the first point of contact for enrolled students to access all non-teaching services at CSU. Please submit an online enquiry form or search our knowledge base at: <http://cp-csu.talismaonline.com/> Many of your questions can be answered by the information maintained in our knowledge base. This information is updated weekly by experts across CSU. You can call Student Central on 1800 Ask CSU (1800 275 278) or go to [www.csu.edu.au/student/central](http://www.csu.edu.au/student/central). Internal calls: 37507 Fax: 02 63386599. Calls from outside Australia can be made to +61 2 69337508.

Types of enquiries that enrolled students can make at Student Central include:

- accessing your personal records or changing your details
- assistance changing your enrolment
- HECS/FEE Help
- making counseling and learning skills appointments
- helping to resolve problems accessing your CSU websites
- applications for leave of absence, grade reviews, withdrawals
- accommodation information
- questions on your financial balances
- assistance when DE packages have not been received
- guidance when you don't know where to go or who to speak with

## my.csu

**my.csu** is your personalised portal to the full range of online services and facilities for CSU students and staff. For more information visit the orientation webpage: [Core online learning tools](#)

To access **my.csu** go to CSU student website: <http://my.csu.edu.au>

You will need your username and password to access **my.csu** and all other secure CSU online services.

## eBox

**eBox** is the CSU communications system for sending and tracking official messages or correspondence. For more information visit the orientation essentials webpage: [eBox](#)

# WELCOME

## Dean, Faculty of Business

Welcome to your business studies at Charles Sturt University. The commencement of tertiary studies represents an exciting opportunity for every student and this orientation booklet provides you with the information and contacts which you will need to make the most of your time at CSU.

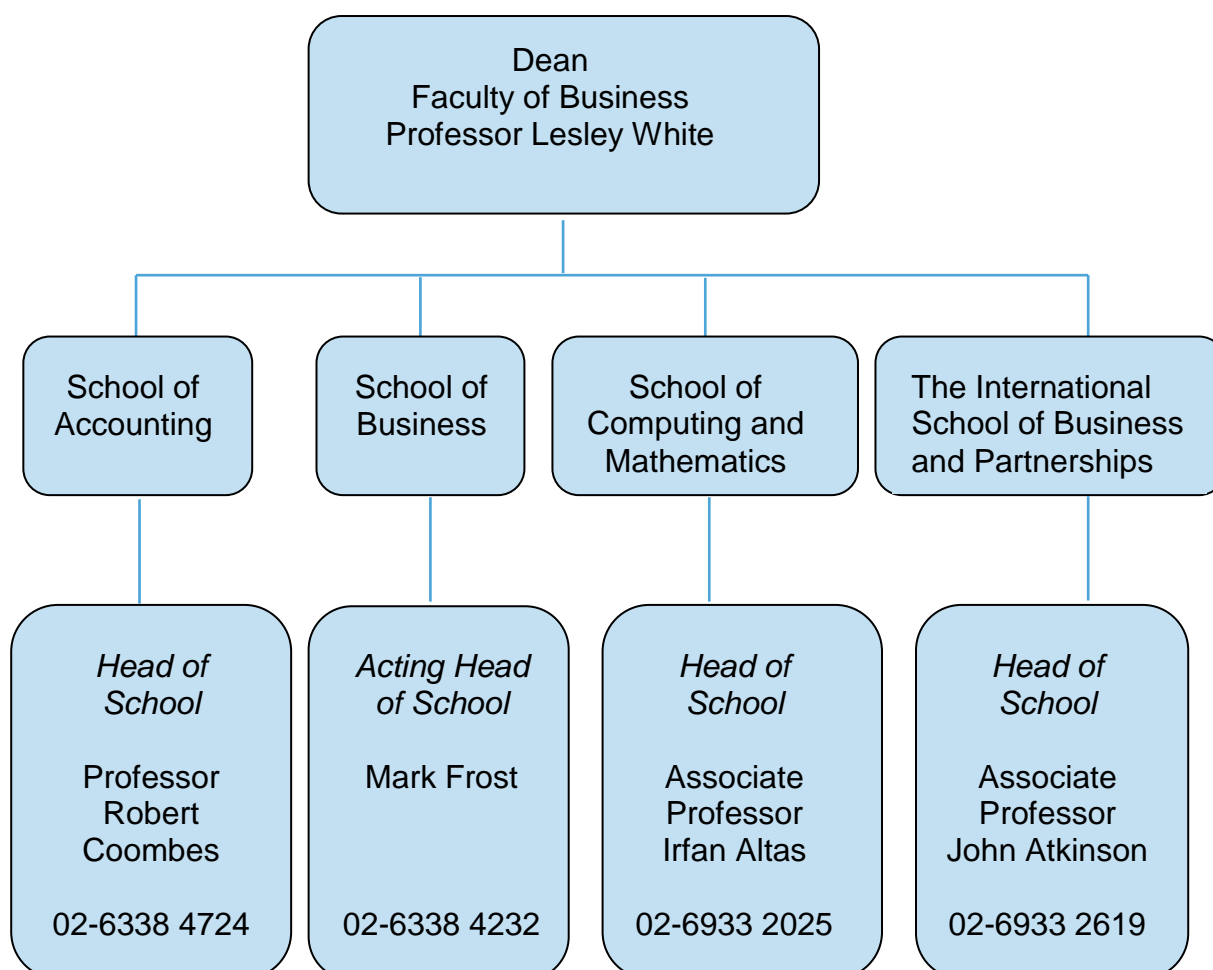
The booklet is a starting point for your studies, providing information on some of our degrees, key policies and staff contact details. All staff, both academic and administrative, are here to assist you, so if you need any further details, don't hesitate to ask.

CSU is a vibrant, progressive university which offers you a range of options in terms of both study and extracurricular activities and we encourage you to investigate the possibilities in order to maximize your achievements and enjoyment.

I wish you all the best for your time with us in the Faculty of Business.

## Professor Lesley White, Dean Faculty of Business

### Structure of the Faculty



# SCHOOL OF ACCOUNTING

## Head of School Welcome

Welcome to the School of Accounting at Charles Sturt University and congratulations on choosing to study the Bachelor of Business (Accounting). Staff in the School of Accounting look forward to supporting you while you complete your course and to ensuring that you are equipped to build a successful career.

Our School's stated objective is 'to serve the community by developing quality accounting and business professionals'. We know that, when you graduate, you will have acquired many of the skills required to become a quality accounting and business professional. Your qualification will help you to pursue many career paths.

CSU staff value their close relationships with all our students, no matter whether you are studying on campus or by distance. We hope that you find your time with us challenging, stimulating and rewarding, but most importantly, enjoyable. Your teachers and the professional staff in the School of Accounting are a great source of advice and are here to help you succeed, so please seek them out. You are now a valued member of the School of Accounting's scholarly community and I encourage you to make the most of your time with us.

Wishing you the very best with your studies.

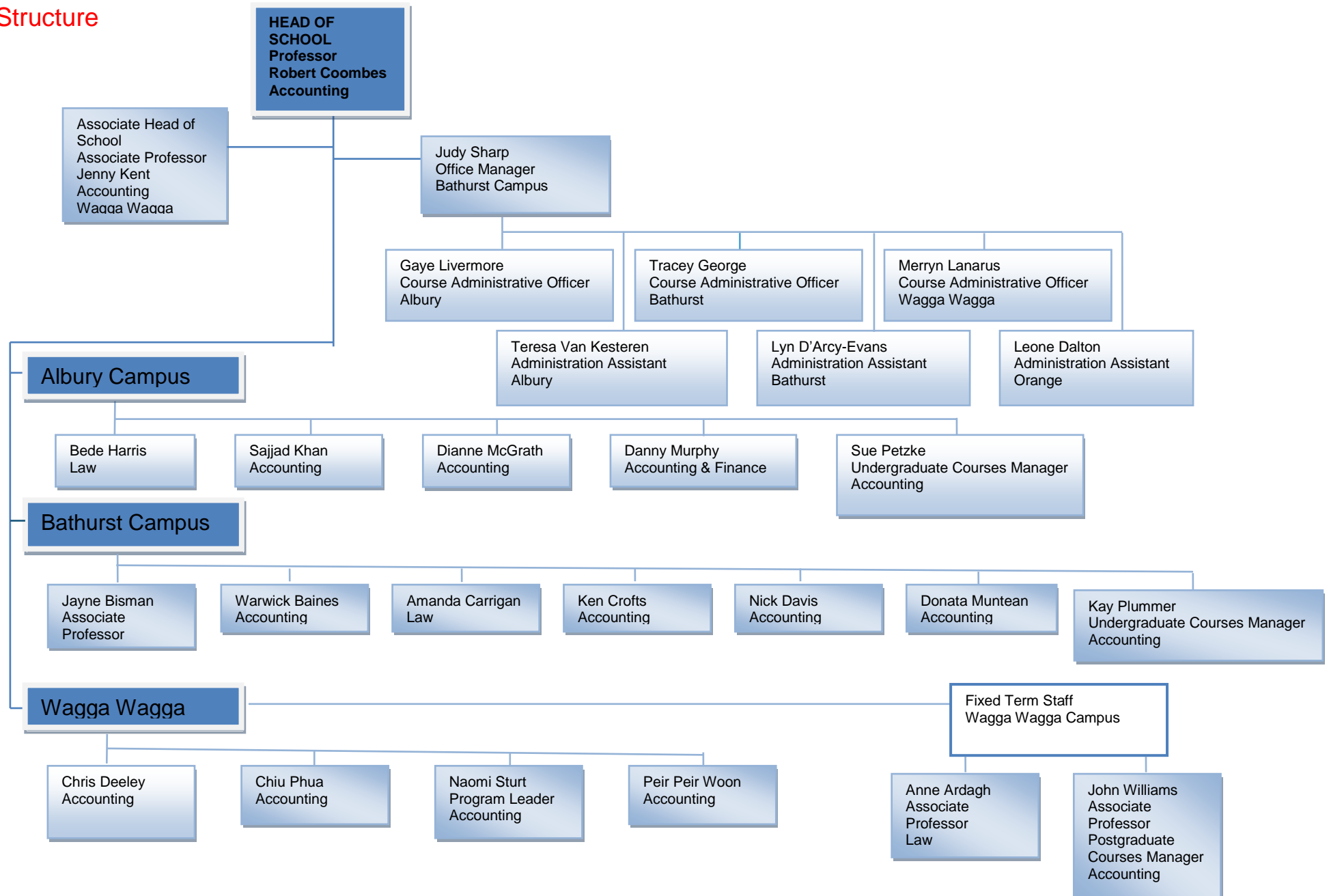


Professor Robert Coombes

## Accounting at CSU

Accounting has been taught at campuses that now make up CSU for several decades. To keep pace with industry and the profession many changes have subsequently been made to the structure and content of our accounting degrees and to the schools that deliver them. On 1 July 2009 all accounting and law staff from across the Faculty of Business combined to form the new School of Accounting. Whether you're studying with us on Albury-Wodonga, Bathurst, Dubbo, or Wagga Wagga campuses or by distance the same high standard, industry relevant and professionally accredited accounting degrees are available to you.

# School Structure



## Academic Staff

|  |   |  |
|--|---|--|
| Professor Robert Coombes<br>Head of School             | Tel: 02 6338 4991<br>Fax: 02 6338 4649<br>Email: rocoombes@csu.edu.au   | Room: 2 6<br>Building: S15<br>Campus: Bathurst       |
| Dr Anne Ardagh   | Tel: 02 6933 512<br>Fax: 02 6933 2790<br>Email: aardagh@csu.edu.au      | Room: 216<br>Building : 28<br>Campus: Wagga Wagga    |
| Warwick Baines   | Tel: 02 6338 4438<br>Fax: 02 6338 4649<br>Email: wbaines@csu.edu.au     | Room: 1.22<br>Building: S15<br>Campus: Bathurst      |
| Associate Professor Jayne Bisman                       | Tel: 02 6338 4101<br>Fax: 02 6338 4649<br>Email: jbisman@csu.edu.au     | Room: 1.17<br>Building: S15<br>Campus: Bathurst      |
| Amanda Carrigan  | Tel: 02 6338 4427<br>Fax: 02 6338 4649<br>Email: acarigan@csu.edu.au    | Room: 1.21<br>Building: S15<br>Campus: Bathurst      |
| Ken Crofts   | Tel: 02 6338 4055<br>Fax: 02 6338 4649<br>Email: kcrofts@csu.edu.au     | Room: 1.18<br>Building: S15<br>Campus: Bathurst      |
| Nicholas Davis   | Tel: 02 63384 608<br>Fax: 02 6338 4649<br>Email: ndavis@csu.edu.au      | Room: 1.15<br>Building: S15<br>Campus: Bathurst      |
| Chris Deeley   | Tel: 02 6933 2694<br>Fax: 02 6933 2790<br>Email: cdeeley@csu.edu.au     | Room: 219<br>Building : 28<br>Campus: Wagga Wagga    |
| Bede Harris  | Tel: 02 6051 9760<br>Fax: 02 6051 9878<br>Email: beharris@csu.edu.au    | Room 115<br>Building 764<br>Campus: Albury-Wodonga   |
| Sajjad Kahn  | Tel: 02 6051 9882<br>Fax: 02 6051 9878<br>Email: sakhan@csu.edu.au      | Room 105<br>Building 764<br>Campus: Albury-Wodonga   |
| Assoc Professor Jenny Kent<br>Associate Head of School | Tel: +02 6933 2378<br>Fax: 026933 2790<br>Email: jekent@csu.edu.au      | Room: 233<br>Building : 28<br>Campus: Wagga Wagga    |
| Dianne McGrath   | Tel: (02) 6051 9861<br>Fax (02) 6051 9878<br>Email: dmcgrath@csu.edu.au | Room: 219<br>Building: 764<br>Campus: Albury-Wodonga |
| Donata Muntean   | Tel: 02 6338 4320<br>Fax: 02 6338 4649<br>Email: dmuntean@csu.edu.au    | Room: 1.19<br>Building: S15<br>Campus: Bathurst      |
| Daniel Murphy  | Tel: (02) 6051 9684<br>Fax (02) 6051 9878<br>Email: damurphy@csu.edu.au | Room: 114<br>Building: 764<br>Campus: Albury-Wodonga |
| Susan Petzke   | Tel: (02) 6051 9874<br>Fax (02) 6051 9878<br>Email: spetzke@csu.edu.au  | Room: 113<br>Building: 764<br>Campus: Albury-Wodonga |

|                                      |  |  |
|--------------------------------------|--|--|
| Chiu Phua                            | Tel: (02) 6933 2693<br>Fax: 02 6933 2790<br>Email: cphua@csu.edu.au  | Room: 151<br>Building:28<br>Campus: Wagga Wagga  |
| Kay Plummer                          | Tel: 02 6338 4447<br>Fax: 02 6338 4649<br>Email: kplummer@csu.edu.au | Room: 1 16<br>Building: S15<br>Campus: Bathurst  |
| Naomi Stuart                         | Tel: 02 6933 2518<br>Fax: 02 6933 2790<br>Email: nstuart@csu.edu.au  | Room: 150<br>Building: 28<br>Campus: Wagga Wagga |
| Associate Professor<br>John Williams | Tel: 02 6933 2520<br>Fax: 02 6933 2790<br>Email: _pwoon@csu.edu.au   | Room: 222<br>Building: 28<br>Campus: Wagga Wagga |
| Peir Peir Woon                       | Tel: 02 6933 4481<br>Fax: 02 6933 2790<br>Email: _pwoon@csu.edu.au   | Room: 152<br>Building: 28<br>Campus: Wagga Wagga |

## KEY STAFF

Within the School our **Course Manager** is responsible to the Head of School for academic and administrative matters related to students enrolled in our courses.

**Program Leaders** provide support to students on campuses where there is no Course Manager.

Course Managers and Program Leaders provide:

- advice about subject/joint study selection, transfers in or out of the degree/ university, course completion, over enrolment.
- advice if you have difficulties and feel that these may impact on your performance, i.e. need to put in a special consideration etc.
- advice about potential employment opportunities, e.g. discussing the difference between employment within industry or the profession
- advice about study pattern e.g. if you get a traineeship and need to do some subjects by distance

Importantly there are **Course Administrative Officers** who can assist with student enquiries in regard to admission, enrolment, credit, progression and graduation. They should be your first point of contact when seeking course related advice.

## Undergraduate Courses Manager (All Campuses – Internal & Distance Education Students)

|                        |             |  |                             |
|------------------------|-------------|--|-----------------------------|
| <b>Albury</b>          | Sue Petzke  | Tel: (02) 6051 9874<br>Fax (02) 6051 9878<br>Email: spetzke@csu.edu.au | Room: 113<br>Building: 764  |
| <b>Bathurst</b>        | Kay Plummer | Tel: 02 6338 4447<br>Fax: 02 6338 4649<br>Email: kplummer@csu.edu.au   | Room: 1.16<br>Building: S15 |
| <b>Dubbo</b>           | Kay Plummer | Tel: 02 6338 4447<br>Fax: 02 6338 4649<br>Email: kplummer@csu.edu.au   | Room: 1.16<br>Building: S15 |
| <b>Wagga<br/>Wagga</b> | Sue Petzke  | Tel: (02) 6051 9874<br>Fax (02) 6051 9878<br>Email: spetzke@csu.edu.au | Room: 113<br>Building: 764  |

## Undergraduate Program Leaders

|                        |              |   |                           |
|------------------------|--------------|---|---------------------------|
| <b>Wagga<br/>Wagga</b> | Naomi Stuart | Tel: 02 6933 2518<br>Fax: 02 6933 2790<br>Email: nstuart@csu.edu.au | Room: 150<br>Building: 28 |
|------------------------|--------------|---|---------------------------|

## Course Administrative Officers

|  |                   |  |                             |
|--|-------------------|--|-----------------------------|
| <b>Albury-<br/>Wodonga</b>                       | Gaye<br>Livermore | Tel: (02) 6051 9866<br>Fax: (02) 6051 9878<br>Email: glivermore@csu.edu.au | Room: 206<br>Building: 764  |
| <b>Bathurst &amp;<br/>Distance<br/>Education</b> | Tracey George     | Tel: (02) 6338 4233<br>Fax: (02) 6338 4233<br>Email: tgeorge@csu.edu.au    | Room: 2.10<br>Building: S15 |
| <b>Dubbo</b>                                     | Tracey George     | Tel: (02) 6338 4233<br>Fax: (02) 6338 4233<br>Email: tgeorge@csu.edu.au    | Room: 2.10<br>Building: S15 |
| <b>Wagga<br/>Wagga</b>                           | Merryn<br>Lanarus | Tel: (02) 6933 2513<br>Fax: (02) 6933 2790<br>Email: mlanarus@csu.edu.au   | Room: 102<br>Building: 28   |

## School Administrative Staff

|   |  |  |
|---|--|--|
| Judy Sharp<br>School Office Manager                     | Tel: (02) 6338 4079<br>Fax: (02) 6338 4769<br>Email: jusharp@csu.edu.au      | Room: 2.9<br>Building: S15<br>Campus: Bathurst         |
| Leone Dalton<br>Administrative Assistant<br>(Part Time) | Tel: (02) 6365 7550<br>Fax: (02) 6365 7785<br>Email: ldalton@csu.edu.au      | Room: A216<br>Building: R.J. Napier<br>Campus: Orange  |
| Lyn D'Arcy-Evans<br>Administrative Assistant            | Tel: (02) 6338 4724<br>Fax: (02) 6338 4769<br>Email: ldarcy@csu.edu.au       | Room: 2.7<br>Building: S15<br>Campus: Bathurst         |
| Teresa Van Kesteren<br>Administrative Assistant         | Tel: (02) 6051 9782<br>Fax: (02) 6051 9878<br>Email: tvankesteren@csu.edu.au | Room: 207<br>Building: 764<br>Campus: Albury – Wodonga |

## Graduate Testimonial

Bachelor of Business (Accounting)

**Kate Sheringham**

Bachelor of Business (Accounting) with a joint study in Finance



### **What attracted you to the Bachelor of Business (Accounting) at CSU?**

Completing an Accounting degree allowed me to develop both practical skills and a strong understanding of accounting theory and concepts. I chose to study accounting as it is a profession in high demand; an essential skill for a multitude of career paths; provides extensive employment opportunities and the ability to undertake the CA or CPA qualification. Charles Sturt University provided the flexibility and support that I needed to be able to succeed in my studies; maintain a high quality of work throughout my cadetship; reduce daily travel time; and be able to still spend time with friends and family.

### **How has your study at CSU shaped your career?**

CSU has provided fantastic support and resources that have paired well with my career progress. The lecturers have provided invaluable feedback through forums, online presentations and personalised emails.

Many lecturers have gone beyond the call of duty to assist their distance education students, fit in with our work commitments and further expand our skills and knowledge. CSU has also assisted in developing my communication and analysis skills which has been an imperative skill in growing my career.

### **Where do you work now and how has your career progressed since you left uni? (how many positions have you had, have you worked interstate or overseas?)**

I have worked at Nexia Court & Co, a mid-tier chartered accounting firm in Sydney's CBD, since 2004 where I commenced as a Business Services Cadet. During this time I have gained a high level of exposure to financial statement preparation for a wide range of entities; management accounting for the hospitality industry; and audit, administration and compliance for Self Managed Superannuation Funds.

Recently, I have accepted a position in Business Services at ESV Chartered Accountants in Sydney where I plan to develop my professional skills and knowledge; take on new challenges; complete my CA studies and deliver a high standard of service to their clients.

### **What is the highlight of your career to date?**

In 2009, a colleague and I entered an innovation competition for the Nexia Australia & New Zealand Affiliation. Our concept of a 'National Recruitment Database and Collaborative Affiliation Strategy' led to a win and an amazing opportunity to present our idea to the Partners at the National Conference in sunny Fiji. This experience assisted us in developing our communication, networking and presentation skills. Since our success in the competition our idea has been adopted by many of the Nexia firms across Australia and New Zealand.

### **What would you say to someone considering study at CSU?**

After having studied at another university, I have found the support, encouragement and subject delivery at CSU to well and truly exceed my expectations. CSU challenges their students; encourages them to achieve their best and get the most out of every subject; and provides practical skills and knowledge that can be applied in the 'real-world'. I would confidently recommend CSU and in particular, their distance education programs to any student looking to receive a quality education.

# SCHOLARSHIPS, AWARDS AND PRIZES

## CSU Scholarships

To support you financially during your time at CSU a large range of scholarships are on offer. The eligibility criteria are generally broader than just academic performance and most scholarships are open to both internal and distance student. You should strongly consider applying.

For information about the full range of scholarships available to Charles Sturt University students please visit the Scholarships webpage [www.csu.edu.au/oncampus/help-with-costs/scholarships](http://www.csu.edu.au/oncampus/help-with-costs/scholarships)

## Faculty and School Awards and Prizes

All students are eligible for our Faculty wide, joint school and cross campus prizes whereas campus specific prizes are awarded on the basis of a student's home campus. Distance students should confirm their home campus by contacting Student Central.

### Faculty-Wide Prizes

Australian Industry Group Prize for Best Graduating Student  
Faculty of Business Award for Outstanding Achievement  
Faculty of Business Outstanding Thesis Prize  
Australian Industry Group Prize for Best Graduating Student

### Joint School Prizes

Sidney Myer Fund Prize (School of Accounting/School of Business)

### School Of Accounting Cross Campus Prizes

Australian Taxation Office (ATO) Award (Cross Campus Prize)  
CSU-NTEU Barrie O'Keeffe Memorial Prize  
Institute of Chartered Accountants Prize for the Most Outstanding Accounting Graduating Student

### Albury-Wodonga-Wodonga Campus Prizes

Association of Taxation and Management Accountants Prize 1  
Association of Taxation and Management Accountants Prize  
BDS Group – Year 2 Best Regional Accounting Student Award  
CPA Australia Prize 1  
CPA Australia Prize 2  
CPA Australia Prize 3  
Financial Accounting Prize  
Institute of Chartered Accountants Prize in First Year Accounting  
Institute of Chartered Accountants Prize in Penultimate Year Accounting  
Institute of Chartered Accountants Prize in Final Year Accounting  
Lexis Nexis Prize 1  
Lexis Nexis Prize 2  
Lexis Nexis Prize 3  
WHK 1<sup>st</sup> Year Accounting Prize

## Bathurst Campus Prizes

Association of Taxation and Management Accountants Prize 1  
Association of Taxation and Management Accountants Prize 2  
Central Western Law Society Prize  
CPA Australia Prize 1  
CPA Australia Prize 2  
CPA Australia Prize 3  
Institute of Chartered Accountants Prize in First Year Accounting  
Institute of Chartered Accountants Prize in Penultimate Year Accounting  
Institute of Chartered Accountants Prize in Final Year Accounting  
Lexis Nexis Prize 1  
Lexis Nexis Prize 2  
Lexis Nexis Prize 3

## Dubbo Campus Prizes

Brian Tobin Prize  
Dubbo City Councillors' Prize 1 for Academic Achievement in Business Subjects  
Dubbo City Councillors' Prize 2 for Academic Achievement in Business Subjects  
Leanne Randall Memorial Prize for Academic Achievement

## Wagga Wagga Campus Prizes

Association of Taxation and Management Accountants Prize 1  
Association of Taxation and Management Accountants Prize 2  
CPA Australia Prize 1  
CPA Australia Prize 2  
CPA Australia Prize 3  
Institute of Chartered Accountants Prize in First Year Accounting  
Institute of Chartered Accountants Prize in Penultimate Year Accounting  
Institute of Chartered Accountants Prize in Final Year Accounting  
Lexis Nexis Prize 1  
Lexis Nexis Prize 2  
Lexis Nexis Prize 3

## Dean's List Award

Exceptional academic performance is recognised and rewarded by inclusion on the Dean's List.

To be included on the Dean's List a student must have:

- achieved a grade of Distinction or High Distinction in all coursework subjects undertaken, or H1 in the case of a Dissertation subject, and
- completed a minimum of 32 points over a maximum of 3 sessions.

**NOTE:** In most cases 32 points constitutes 4 subjects.

## PRINCIPAL DATES

Students should check Interact for each of the subjects they are studying for the due dates of assignments for each subject. <http://interact.csu.edu.au/portal>

The list below is some of the important dates. A comprehensive list of Principal Dates for the

### Session 2 2011

|           |      |    |          |   |
|-----------|------|----|----------|---|
| July      | 2011 | 11 | Monday   | <b>SESSION 2 BEGINS</b><br><b>On campus classes commence</b>  |
|           |      | 15 | Friday   | Deadline for distance education and internal students to add subjects to their Session 2 enrolment (provided places are available in subject quotas)  |
|           |      | 22 | Friday   | HECS-HELP payment date for Session 2  |
| August    | 2011 | 5  | Friday   | <b>CENSUS DATE FOR SESSION 2</b><br>Deadline for applications for automatic withdrawal from Session 2 subjects and to apply for leave of absence<br>Deadline for students who cancel their Session 2 enrolment to receive a refund of their fees. |
|           |      | 19 | Friday   | <b>On campus classes end</b>  |
| September | 2011 | 1  | Thursday | Closing date for on-time applications for courses commencing in Session 3 2011 – domestic and international offshore applicants   |
|           |      | 5  | Monday   | <b>On campus classes resume</b>   |
|           |      | 16 | Friday   | Closing date for students in distance education courses to change their Examination Centre (a late fee applies after this date)   |
|           |      | 30 | Friday   | Deadline for late applications for students in distance education courses to change their Examination Centre  |
| October   | 2011 | 1  | Saturday | Final closing date for late applications for Session 3 2011– domestic and international offshore applicants   |
|           |      | 14 | Friday   | <b>On campus classes end</b>  |
|           |      | 17 | Monday   | Examinations begin  |
|           |      | 28 | Friday   | Examinations end  |
|           |      |    |          | <b>SESSION 2 ENDS</b>   |
| November  | 2011 | 11 | Friday   | Session 2 results available via the internet  |

2011 academic year is located [www.csu.edu.au/about/important-dates](http://www.csu.edu.au/about/important-dates)

## Session 3 2011/2012

|          |      |    |          |  |
|----------|------|----|----------|--|
| November | 2011 | 14 | Monday   | <b>SESSION 3 BEGINS</b><br><b>No on campus classes are offered in Session. All students may enrol in subjects by distance education for Session 3</b>  |
|          |      | 18 | Friday   | Deadline for distance education and internal students to add distance subjects to their Session 3 enrolment (provided places are available in subject quotas)<br>HECS-HELP payment date for Session 3  |
| December | 2011 | 1  | Thursday | Final closing date for late applications for Session 1 2012– domestic and international offshore applicants  |
|          |      | 2  | Friday   | <b>CENSUS DATE FOR SESSION 3</b><br>Deadline for applications for automatic withdrawal from Session 3 subjects and to apply for leave of absence<br>Deadline for students who cancel their Session 3 enrolment to receive a refund of their fees |
| January  | 2012 | 6  | Friday   | Closing date for students in distance education courses to change their Examination Centre (a late fee applies after this date)  |
|          |      | 20 | Friday   | Deadline for late applications for students in distance education courses to change their Examination Centre   |
|          |      | 26 | Thursday | Australia Day  |
| February | 2012 | 6  | Monday   | Examinations begin   |
|          |      | 10 | Friday   | Examinations end<br><b>SESSION 3 ENDS</b>  |
|          |      | 24 | Friday   | Session 3 results available via the internet   |

# COURSE INFORMATION AND STRUCTURES

## BACHELOR OF BUSINESS (ACCOUNTING)

This specialisation in the Bachelor of Business covers theoretical and conceptual accounting matters and teaches you the accounting skills necessary to make you employable in a variety of settings.

**The Bachelor of Business (Accounting)** is widely recognised and valued and the vast majority of graduates obtain positions within a short period of graduating, if not before. Current demands for Accounting graduates in Australia exceeds supply.

You will have a basis for many vocational choices, including:

- Public practice – auditing, business advisory services, taxation, management consulting, insolvency and corporate (business) recovery, information technology, external reporting
- Commerce and industry – management accounting, budget planning and control, taxation planning, information systems design, electronic data processing, financial accounting and financial management, internal auditing, policy formulation, strategic planning, team research, product planning and marketing; and
- Government, semi-government and non-profit organisations – financial accountability, budgeting and performance measurement, accounting control systems, policy formulation, prices surveillance, cost/benefit analysis, cost/effectiveness analysis.

The Bachelor of Business (Accounting) is accredited by both the CPA Australia and the Institute of Chartered Accountants in Australia.

Graduates are eligible for associate membership of CPA Australia (ASA), which is a requirement for entry into the CPA Program. Graduates are eligible to enter the CA Program conducted by the Institute of Chartered Accountants in Australia.

On completion of the degree, graduates can become Associate Members of the National Institute of Accountants (ANIA).

Graduates are also eligible to join the Association of Taxation and Management Accountants at the Member level without further study.

## Full Time suggested study sequence

|        |                  |                                    |   |  |  |
|--------|------------------|------------------------------------|---|--|--|
| Year 1 | <b>Session 1</b> | ECO 110<br>Microeconomics          | MGT100<br>Organisations &<br>Management       | ACC100<br>Accounting 1:<br>Info for Business | LAW110<br>Business Law                     |
|        | <b>Session 2</b> | ECO120<br>Macroeconomic<br>s       | QBM117<br>Business<br>Statistics              | ACC110<br>Accounting 2                       | MKT110<br>Marketing &<br>Society           |
| Year 2 | <b>Session 3</b> | FIN211<br>Financial<br>Management  | 1 ACC210<br>Management<br>Accounting          | ACC200<br>Accounting<br>Systems              | ELECTIVE                                   |
|        | <b>Session 4</b> | ELECTIVE<br>(Level 2 or<br>Higher) | ELECTIVE                                      | ACC222<br>External<br>Reporting              | LAW220<br>Business<br>Organisations<br>Law |
| Year 3 | <b>Session 5</b> | ELECTIVE<br>(Level 2 or<br>Higher) | ACC331<br>Auditing &<br>Assurance<br>Services | ACC322<br>Company<br>Accounting              | LAW301<br>Taxation Law<br>(Principles)     |
|        | <b>Session 6</b> | ELECTIVE                           | ACC310<br>Management<br>Accounting 2          | ACC341<br>Accounting<br>Theory               | ELECTIVE                                   |

## Part-time/distance education suggested study sequence

|               |                   |   |  |                   |  |   |
|---------------|-------------------|---|--|-------------------|--|---|
| <b>Year 1</b> | <b>Session 1</b>  | ACC100<br>Accounting 1:<br>Info for<br>Business | ECO 110<br>Microeconomics              | <b>Session 2</b>  | ACC110<br>Accounting 2                     | LAW110<br>Business Law                  |
| <b>Year 2</b> | <b>Session 3</b>  | MKT110<br>Marketing &<br>Society                | QBM117<br>Business<br>Statistics       | <b>Session 4</b>  | ECO120<br>Macroeconomics                   | MGT100<br>Organisations<br>& Management |
| <b>Year 3</b> | <b>Session 5</b>  | ACC200<br>Accounting<br>Systems                 | FIN211<br>Financial<br>Management      | <b>Session 6</b>  | LAW220<br>Business<br>Organisations<br>Law | ELECTIVE                                |
| <b>Year 4</b> | <b>Session 7</b>  | ACC210<br>Management<br>Accounting 1            | ELECTIVE                               | <b>Session 8</b>  | ACC222<br>External<br>Reporting            | ELECTIVE                                |
| <b>Year 5</b> | <b>Session 9</b>  | ACC322<br>Company<br>Accounting                 | LAW301<br>Taxation Law<br>(Principles) | <b>Session 10</b> | ACC310<br>Management<br>Accounting 2       | ELECTIVE                                |
| <b>Year 6</b> | <b>Session 11</b> | ACC331<br>Auditing &<br>Assurance<br>Services   | ELECTIVE<br>(Level 2 or<br>Higher)     | <b>Session 12</b> | ACC341<br>Accounting<br>Theory             | ELECTIVE<br>(Level 2 or<br>Higher)      |

## THE UNIVERSITY CERTIFICATE IN BUSINESS

To graduate students must satisfactorily complete eight of the available ten core/foundation subjects (64 points).

Students must complete eight (8) of the following subjects:

ACC100 Accounting 1: Information for Business  
BUS220 Business Placement 1  
ECO130 Business Economics  
ITC105 Business and Technical Communication  
LAW205 Legal issues for business  
MGT100 Organisations and Management  
MGT230 Ethics, Sustainability and Culture  
MGT330 Business Strategy  
MKT110 Marketing & Society  
QBM120 Business Research Methods

## TIMETABLE FOR ON-CAMPUS STUDENTS

The on-campus students' timetable is published each session, and is available on [my.csu](http://my.csu) in the quick link "Subject Info" and Schools also display them at the School Office. It is advisable to familiarise yourself with the locations of buildings and rooms prior to attending classes. While every effort is made to ensure students do not experience clashes of times for lectures, workshops and tutorials, no guarantees can be given for elective subjects or for students who are out of sequence (not undertaking the normal course pattern).

If you experience a clash of lecture times, in the first instance you should contact your **Course Administration Officer** on your campus who may be able to suggest an alternative subject for you. You will be given a campus specific timetable for your course based on the normal enrolment pattern for first year students. [On-Campus Timetables](#)

## ONLINE LEARNING

Whether you're studying on campus or by distance education you need to learn how to use CSU's online environment. The Online Learning website is helpful in providing the information and guidance that you may be looking for to function and learn effectively within the University's online environment.

[www.csu.edu.au/division/studserv/online/index.html](http://www.csu.edu.au/division/studserv/online/index.html)

## SUBJECT OUTLINES

For each subject, you will be provided with a Subject Outline which is **available online through your subject Interact sites**. The subject outline will give you details about the subject, its objectives, the assessment items, and contact details for staff etc. This is an important document, which you should read thoroughly. It outlines your formal requirements in the subject.

## SUBJECT AND COURSE FORUMS

As an enrolled student, you have access to subject and course forums which you can connect to through [my.csu](#) or subject interact site. Subject forums are available for each subject in which you are enrolled. These forums are where you can communicate with other students in your subject and with the Subject Co-ordinator. Course forums are available for some courses. These forums are for communication with other students in the same course, as well as your Course Coordinator. Forums are a great way to form networks and to obtain useful information about what is happening in your course or subject. Messages in regard to subject availability, workshops and career opportunities may be posted here. Students often use subject forums to discuss assignment tasks, or to plan attendance at workshops.

## CSU STUDENT GENERAL INFORMATION

### CSU Student Charter

The [Student Charter](#) outlines what students can expect at CSU and what the University expects of students. It aims to help you understand what it means to be a student member of the CSU community and encourages active partnership in all aspects of University life. [www.csu.edu.au/orientation/preparing-for-university-study/what-is-a-university](http://www.csu.edu.au/orientation/preparing-for-university-study/what-is-a-university)

### CSU Graduate Statement

Charles Sturt University has developed the following eight-point graduate statement as the outcomes we seek from our graduates. Charles Sturt University aims to produce graduates who are:

1. Well-educated in the knowledge and skills of their discipline or profession
2. Effective communicators who have problem-solving, analytical and critical thinking skills and can work both independently and in teams
3. Work-ready and able to apply discipline expertise in professional practice
4. Able to develop and apply international perspectives in their discipline or profession
5. Able to engage meaningfully with the culture, experiences, histories and contemporary issues of Indigenous communities
6. Understanding of the responsibilities of global citizenship, value diversity and ethical practice
7. Understanding of financial, social and environmental sustainability
8. Able to learn effectively in a range of environments including online

*Opportunities to develop these outcomes will be provided throughout your studies at CSU in line with our commitment to undergraduates.*

## CSU's Commitment to Undergraduates

Through our educational programs CSU commits to ensuring that all our undergraduates have:

1. A supported transition to the first year of study
2. Opportunities to develop skills in communication, problem-solving and analytical thinking
3. Access to international experiences
4. Opportunities to engage meaningfully with the culture, experiences, histories and contemporary issues of Indigenous communities
5. Education based in practice
6. Opportunities to gain a firm understanding of ethics
7. Understandings of financial, social and environmental sustainability
8. Opportunities to develop online proficiency

## Academic Regulations

The basic philosophy of Charles Sturt University is that students are mature individuals capable of assuming some responsibility for the management of their study programs. **It is, therefore, each student's responsibility to be acquainted with, and comply with, relevant academic regulations.** Basically, the University does not monitor such compliance other than to advise students when they have not followed the appropriate regulations.

If you are having difficulties through illness or personal problems you are **strongly** urged to read these regulations and policies in their entirety, especially Academic Progress and Assessment Regulations. Some of the more important regulations are:

- Special Consideration
- Grade Pending
- Leave of Absence
- Withdrawal from Subjects
- AA and AE grades
- Enrolment Variation
- Examination Regulations
- Review of a Final Grade
- Exclusion
- Student Academic Misconduct Regulations.

If you are still unsure of the procedures to follow use the Student Central **Knowledge Bank** to search for articles on these regulations or contact Student Central directly. [www.csu.edu.au/student/central/](http://www.csu.edu.au/student/central/)

The Academic Regulations are available online:

[www.csu.edu.au/acad\\_sec/regulations.htm](http://www.csu.edu.au/acad_sec/regulations.htm)

[www.csu.edu.au/acad\\_sec/academic-manual/icontm.htm](http://www.csu.edu.au/acad_sec/academic-manual/icontm.htm)

[www.csu.edu.au/adminman/stu/student.htm](http://www.csu.edu.au/adminman/stu/student.htm)

## Academic Advice Website

Information is available on the Student Support website which explains the regulations and the application processes for most of the above regulations. Assistance is available to students from the Student Support Appeals Officers on each campus and students are encouraged to consult with their subject coordinators first to discuss their options before applying for any of the above.

[www.csu.edu.au/division/studserv/support/study/academic-advice/](http://www.csu.edu.au/division/studserv/support/study/academic-advice/)

## Avoiding Plagiarism

Charles Sturt University expects that the work of its students and staff will uphold the values of academic honesty and integrity. The Guide to Avoiding Plagiarism can be found at the website below, and is an important resource that will help you understand these values and apply them in practice.

All scholarly and professional work involves researching, understanding and building on the work of others. Honesty and integrity demand that we recognise and acknowledge that work. In this guide you will find advice and support to enable you to do this properly and well.

Plagiarism is contrary to the values of academic integrity and honesty. The practice of plagiarism within the University could undermine the University's reputation and also that of students and staff who have acted with integrity and honesty. It is important that we all take our share of responsibility for maintaining the best standards and values in the work of our University.

[www.csu.edu.au/division/studserv/learning/plagiarism/](http://www.csu.edu.au/division/studserv/learning/plagiarism/)

**Campus Maps** can be found at: [www.csu.edu.au/orientation/university-life/your-campus](http://www.csu.edu.au/orientation/university-life/your-campus)

## CSU Card

Commencing students will receive their **CSU Card** soon after accepting their offer of admission. Internal students can collect their CSU cards from Student Central during Orientation and Distance Education students will receive their CSU Cards via the post.

CSU Cards contain a contact-less mifare microchip and an antenna that enables access to a number of services across CSU. Such services currently include:

- Identification on CSU campuses including entrance to examinations;
- **NSW Travel concession card** (restrictions apply)
- Dining Hall meals for on-campus students;
- Access to buildings, including 24 hour computer labs;
- Borrowing materials from the library;
- Payment for **photocopying**
- Purchase of goods in most on campus retail food outlets
- Purchase of internet quota

- Bus fares on University operated bus service (Wagga campus)

More information about how to use the CSU Card can be found on the CSU Card website.  
[www.csu.edu.au/csu-card](http://www.csu.edu.au/csu-card)

## CSU Library Services

The CSU **Library** Home page is your gateway to the Library, giving you access to the range of services and resources available for your study through Charles Sturt University. The resources listed below all sit on the Library's Home page and, along with many others, make up your Library anywhere anytime. Use the InfoSkills modules to become familiar with this invaluable virtual library, or explore the Home Page yourself discovering resources such as Online Reference, the Library's Blog, SmartSearch, and find out how to using your library by visiting the frequently asked questions page.

<http://www.csu.edu.au/division/library/how-to/faq>

## Online Learning

Whether you're studying on campus or by distance education you need to learn how to use CSU's online environment. The Online Learning website is helpful in providing the information and guidance that you may be looking for to function and learn effectively within the University's online environment.

[www.csu.edu.au/division/studserv/my-studies/online/home](http://www.csu.edu.au/division/studserv/my-studies/online/home)

## Maintaining Your Personal Details

It is the responsibility of all students to maintain their personal details on their student record. These may include contact address (including out of session and mailing addresses), telephone number, family name, etc. You can change your personal details at the **Online Administration** site.

## HECS/FEE HELP

HECS-HELP refers to the Higher Education Contribution Scheme and is for non fee paying Commonwealth supported students and FEE-HELP is for fee paying non Commonwealth supported students. For each subject you will be charged HECS which you can either pay upfront at a discount, or you can defer it and pay it later (your liability will be recorded and provided to the Australian Tax Office for later calculation in your annual Income Tax return). You can visit the Federal Government HECS/FEE HELP site at

<http://www.goingtouni.gov.au/>

## My Degree Planner

My Degree Planner compares the student record against the scribed course requirements resulting in the creation of a degree audit. An audit identifies what the student has completed and what is yet to be studied to meet the requirement of the course.

My Degree Planner will:

- Allow you to monitor your progress through your course program.
- Check subject availability and pre-requisite study requirements.
- Allow you to plan your future session enrolment and facilitate an easy discussion of that plan with your Course Advisor.
- Check your eligibility to graduate.

[www.csu.edu.au/division/student-admin/current/my-degree-planner](http://www.csu.edu.au/division/student-admin/current/my-degree-planner)

## Online Enrolment

Generally students are pre enrolled in subjects for their first session of study by Student Administration. Students will be required to complete their enrolment in subjects after their first session using the [Online Administration Office](#). In some courses students may have to enrol themselves in elective subject in first session and they should consult with their course director/ manager/coordinator for advice about which electives they should enrol in. Find out more about [How to Enrol](#)

## Terminology

The link below takes you to a comprehensive list of University terminology and to assist your transition into your University study the more common University terminology is listed. [www.csu.edu.au/orientation/key-terms](http://www.csu.edu.au/orientation/key-terms)

You will come across different words at University, some of which might not be familiar to you. The most important of these are provided below. Where relevant, these words are cross-referenced to other pages in this book.

| <b>TERM</b>                          | <b>EXPLANATION</b>  |
|--------------------------------------|---|
| <b>Academic Regulations</b>          | These are the rules that are set by the University to provide advice about the University's processes in regard to students. They can be found online at <a href="http://www.csu.edu.au/acad_sec/manuals/">http://www.csu.edu.au/acad_sec/manuals/</a> . Some of these regulations are provided later in this booklet.  |
| <b>Academic Senate</b>               | This is the principal academic body of the University. Its membership includes the Vice-Chancellor, the Deputy Vice-Chancellor, the Pro Vice-Chancellors and the Deans of the Faculties.  |
| <b>Credits</b>                       | <p>If you have completed post-secondary studies you may be eligible for credits. If you are granted credit for a particular subject it means you do not have to study the subject because it is assumed you have studied it elsewhere. The credit will appear on your transcript indicating the subject has been completed (or credited in this case).</p> <p>Determination of credits is often a complex matter and credits are not automatic. Course Managers are responsible for considering and granting requests for credits subject to University and Faculty policies.</p> |
| <b>Consultation Times</b>            | Each member of the academic staff is required to have consultation times. These are specific times each week when the lecturer or tutor should be in his/her room, available for student consultation. This is useful for you, so you can know when you will be sure to find the lecturer. These consultation times are available for on-campus and distance students so you should be aware that the staff member might also be required to answer telephone calls.  |
| <b>Course</b>                        | The whole program for which you are enrolled eg: Bachelor of Business (Accounting) or Bachelor of Business (Human Resource Management).   |
| <b>Course Administrative Officer</b> | This person can answer queries that are course specific and provide advice about your enrolment, joint studies, credits and other course related matters. You should contact the Course Administrative Officer as your first point of contact before seeking advice from the course manager. You will be referred to the Course Manager if required.  |
| <b>Course Manager</b>                | The person who is responsible for the operation of the course, approving changes to your enrolment, credits, graduation and providing advice about these and other matters pertaining to you course. You may contact your Course Manager about these  |

matters and others including enrolment in joint studies, course transfers, leave of absence, etc.

**Distance Education (DE)**

A large proportion of the students in the University are distance students doing their study via learning materials sent through the post, online forums and sometimes residential schools. These students might come from anywhere in Australia and even overseas.

**Degree Completion Schedule**

A tool to assist you in planning your study. The schedule (one for each course is printed earlier in this booklet) contains information about subjects you are required to complete, their availability and any assumed knowledge enrolment requirements.

**Faculty Board**

The principal academic body of the Faculty of Business is the Faculty Board. The Faculty Board advises the Academic Senate on all matters relating to teaching, scholarship and research delegated to it by the University Council, Academic Senate or Vice-Chancellor.

**Internal**

The word 'internal' refers to students doing their study on-campus in face to face classes.

**Handbook**

The 2011 Undergraduate Handbook is available online at <http://www.csu.edu.au/handbook/> This is the source of much vital information and should be consulted throughout your course and beyond. It provides information about courses and subjects.

**HECS**

This refers to the Higher Education Contribution Scheme. Your undergraduate Business course is a HECS based course. For each subject you will be charged HECS which you can either pay upfront at a discount, or you can defer it and pay it later (your liability will be recorded and provided to the Australian Tax Office for later calculation in your annual Income Tax return). You can visit the Federal Government's HECS site at <http://www.goingtouni.gov.au/>

**Interact**

CSU Interact is an integrated Online Learning Environment. This allows staff and students to access a number of CSU-developed applications, as well as a collection of new teaching and learning tools. CSU Interact was introduced at CSU to support Learning and Teaching. CSU Interact is designed as an overall scholarly environment for CSU and promotes online learning and collaborative activities

**Lecture**

As on campus students, you will attend a series of lectures and tutorials for each subject. This is where the lecturer in charge of the class presents a lesson or presentation to all students enrolled in the subject.

To learn how to make the most of lectures, refer to the 'How Do I' guide on note taking on the Learning Skills <http://www.csu.edu.au/division/studserv/learning/index.html>

**Tutorial**

A tutorial is a smaller class group where students have a class with

a tutor, or the lecturer as tutor, typically dealing with more practical work relating to the subject. In most subjects you are required to attend only one tutorial, although a number of tutorials will appear on the timetable.

|                                    |  |
|------------------------------------|--|
| <b>Workshop</b>                    | In some subjects a special workshop session is required, often involving working in a computer laboratory or in some other special activity. Your subject coordinator will advise if attendance is compulsory.   |
| <b>Mode</b>                        | This refers to the type of study you are doing and includes 'distance' for studies by correspondence, 'internal' for studies done in face to face classes, and 'tutorial' for a mix of the above.  |
| <b>School Assessment Committee</b> | Each School has a School Assessment Committee. This committee considers and recommends grades for approval to Faculty Assessment Committee grades for all subjects taught by the School.   |
| <b>School Board</b>                | Each School has a School Board, which is a committee of the Faculty Board. School Boards are the principal academic bodies of the Schools and they comprise the Head of School as Presiding Officer, teaching staff and student representatives. There may be up to three student representatives on the School Board. These students must be enrolled in subjects taught by the School. A significant responsibility of School Boards is the quality and delivery of subjects. The School Board formulates academic policies of the School; considers course proposals; establishes School Assessment Committees for assessment and grading of students; makes recommendations and acts for the School on matters referred to it. |
| <b>School Liaison Officer</b>      | The School Liaison Officer is a person in Student Administration who is responsible for courses in a particular school. When you contact Student Central, you may be referred to a School Liaison Officer, and an appointment will be made for you.  |
| <b>Session</b>                     | There are three sessions in which you can enrol each year. At Charles Sturt University the first session is called Session 1 (March to June) – it is coded 201130. The second session, Session 2 (July to October) – it is coded 201160. The third session, Session 3 (November to February) – and it is coded 201190. Sessions 1 and 2 are 12 weeks in duration (including a two week intra-session break from classes) and a final two weeks for exams. Session 3 is a shorter session running 11 weeks with a 1 week break and 1 week examination session.  |

|                                      |   |
|--------------------------------------|---|
| <b>Student Administration Office</b> | This section of the University takes care of issues such as keeping records, data entry and administration of your enrolment in conjunction with your course manager. This is where you will find the School Liaison Officer.   |
| <b>Student Central</b>               | Student Central will be the first point of contact for all currently enrolled students to access all non-teaching services. Student Central will work closely with Divisions and Schools to ensure the timely and accurate resolution of enquiries.<br>Student Central will offer a range of communication channels such as phone, email, web, chat or in person situated within each Learning Commons precinct on the Albury-Wodonga-Wodonga, Bathurst, Dubbo, Orange and Wagga Wagga campuses.<br>Student Central can be contacted on 1800 Ask CSU (1800 275 278) or go to <a href="http://www.csu.edu.au/student/central">www.csu.edu.au/student/central</a> or come see us in person. Calls from outside Australia can be made to 61 2 6933 7507. |
| <b>Subject</b>                       | Your course consists of individual subjects (24 in total). It is important to be clear about this as some universities use the word course or unit instead of subject.  |
| <b>Subject Coordinator</b>           | This is the person who is in charge of the subject you are studying. Typically this person is also your lecturer (but not necessarily), and may also be your tutor.   |
| <b>Subject Outline</b>               | In the first week of every session, for each subject, you will be provided with a Subject Outline which is available on-line through Interact. The subject outline will give you details about the subject, outlining objectives, assessment items, contact details for staff etc. This is an important document, which you should read thoroughly and refer to as an indication of your formal requirements in the subject.  |
| <b>Testamur</b>                      | The certificate received at graduation which states the award with which you have graduated.  |
| <b>Transcript</b>                    | This is a printed record of the subjects in which you are enrolled and your progress in the course.   |

## Frequently Asked Questions

### What is the difference between a course and a subject?

A course is the full three or four year program you are undertaking, for example Bachelor of Medical Science. Your course is made up of subjects that must be completed to gain your degree. Each subject has a code and name, e.g. BMS129 Physiological Sciences 1. The first number (i.e. BMS 129) indicates the level of the subject.

### How do I work out my timetable

If you are an internal student you will be advised during O Week of the timetable for students in each course. However, timetables are available online on **my.csu** in the quick link "Subject Info" and a copy is situated on the notice boards in the foyer of the School Building. You should know what subjects you are to undertake in the first session. Find

each of those subjects and write down the **lecture** days and times. In most cases you will have a lecture prior to any tutorial sessions, to enable your Subject Coordinator to explain and identify the particular sessions you are to attend.

#### **What if I fall behind in assessment items?**

First of all **do not panic**, but don't ignore it either. See your Subject Coordinator who will be only too willing to give good advice.

#### **What if I am having difficulties coping?**

Again – do not panic. As University study is so different to studying at school, this is a common problem in the first year of studies. It often helps to talk about your difficulties with your friends and you will be quite surprised to find that you are not the only one who experiences difficulties. There are many avenues for you to follow. Seek out your lecturer or Subject Coordinator. Student Services offers help in the form of counselling, time management and study skills sessions. You should also feel free to make an appointment to see the Head of School at any time.

#### **Do I have to have assignments typed?**

Generally there is a requirement for assessment items in Faculty of Business subjects to be typed in a neat and appropriate format. Check your subject outline for information on the presentation style and format required for your assessments.

#### **What if I don't have the textbook?**

Copies of the textbook should be available and can be purchased from the Co-op Bookshop. If sold out and in the process of being reordered, please bring this to the attention of the Subject Coordinator. The Library also has copies of prescribed textbooks.

#### **Where can I find or contact my lecturer?**

As detailed earlier in this booklet, staff contact details are provided above (include page number). All academic staff have consultation times and usually these are posted on each subject's CSU Interact. Some staff request that you make an appointment and you will therefore need to speak to your lecturer or contact them via phone or e-mail.

#### **What if I fail a subject?**

If you fail a subject, see your Course Administrative Officer as you may not be able to continue with some subjects in the next session if you do not have the required assumed knowledge to enrol in subjects.

#### **Can I buy second-hand textbooks?**

Yes, the **Classified forum** is where students buy and sell second-hand textbooks and other items.

You may be able to buy them directly from other students - use your course contacts. Check noticeboards throughout the campus and your course forums. There is also a website called **textbookexchange.com.au** where students from across Australia can buy and sell second-hand textbooks. Please exercise caution when buying something online

## Important Website Addresses

CSU Orientation [www.csu.edu.au/orientation](http://www.csu.edu.au/orientation)

Student Central [www.csu.edu.au/student/central/](http://www.csu.edu.au/student/central/)

Library Services [www.csu.edu.au/division/library/](http://www.csu.edu.au/division/library/)

Examination Frequently Asked Questions  
[www.csu.edu.au/division/student-admin/faqs/exam.htm](http://www.csu.edu.au/division/student-admin/faqs/exam.htm)

Application Forms [www.csu.edu.au/forms/current.htm](http://www.csu.edu.au/forms/current.htm)

CSU Handbook [www.csu.edu.au/handbook/](http://www.csu.edu.au/handbook/)

CSU Student Card  
[www.csu.edu.au/orientation/the-essentials/login,-ebox-and-csu-student-card](http://www.csu.edu.au/orientation/the-essentials/login,-ebox-and-csu-student-card)

Laptop Subsidy [www.csu.edu.au/oncampus/help-with-costs/laptop-subsidy](http://www.csu.edu.au/oncampus/help-with-costs/laptop-subsidy)

Subject Availability [online.csu.edu.au/subject-availability](http://online.csu.edu.au/subject-availability)

On campus timetables [online.csu.edu.au/student-schedule](http://online.csu.edu.au/student-schedule)

Online Learning [www.csu.edu.au/division/studserv/online/index.html](http://www.csu.edu.au/division/studserv/online/index.html)

HECS/HELP & FEE/HELP (going to Uni) [www.goingtouni.gov.au/](http://www.goingtouni.gov.au/)

Internet charges  
[www.csu.edu.au/division/dit/services/service-catalogue/internet-access-charges/](http://www.csu.edu.au/division/dit/services/service-catalogue/internet-access-charges/)

Student Administration [www.csu.edu.au/division/student-admin/](http://www.csu.edu.au/division/student-admin/)

Student Services [www.csu.edu.au/division/studserv/](http://www.csu.edu.au/division/studserv/)

Counselling - [www.csu.edu.au/division/studserv/counsell/](http://www.csu.edu.au/division/studserv/counsell/)

Disability Services - [www.csu.edu.au/division/studserv/disability/](http://www.csu.edu.au/division/studserv/disability/)

Indigenous Student Services - [www.csu.edu.au/division/studserv/iss/](http://www.csu.edu.au/division/studserv/iss/)

Learning Skills - [www.csu.edu.au/division/studserv/learning/](http://www.csu.edu.au/division/studserv/learning/)

Student Support - [www.csu.edu.au/division/studserv/support/](http://www.csu.edu.au/division/studserv/support/)

Grade point average calculations  
[www.csu.edu.au/division/student-admin/faqs/gpa.htm](http://www.csu.edu.au/division/student-admin/faqs/gpa.htm)

Graduation Frequently Asked Questions  
[www.csu.edu.au/division/student-admin/faqs/graduation.htm](http://www.csu.edu.au/division/student-admin/faqs/graduation.htm)

# NOTES

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