OZFORD COURSES COMBINE THEORY WITH PRACTICE TO SET YOU UP FOR A SUCCESSFUL CAREER.

CONTENTS

Your Success is Our Success .............................. 1
Melbourne – The World’s Most Liveable City .................. 2
Your Journey Starts Here .................................. 3
Bachelor of Business ......................................... 4
Bachelor of Business (Accounting) .......................... 5
Unit List ........................................................ 6
Entry Requirements and Important Dates ..................... 7
How to Apply .................................................. 8
Plan Your Study .............................................. 9

For the latest information, check www.ozfordhe.edu.au
A message from our Institute Director

We invite you to study at Ozford Institute of Higher Education, an innovative educational institute located in the heart of Melbourne.

Our outstanding staff, first class facilities and practical learning programs will provide you with the tools to achieve your study and professional goal. We offer two Bachelor Degree Courses in Business.

- Bachelor of Business – Where you can specialise in Management, Marketing or Accounting (or choose to take two specialisations)
- Bachelor or Business (Accounting)

At Ozford you will get the exciting opportunity to live in a new city, make new friends and immerse yourself in a supportive and vibrant environment.

A comprehensive range of student services are on offer to support you in your journey towards a successful and Fulfilling career.

We look forward to welcoming you to Ozford Institute of Higher Education.

Dr Jeffrey Faux
Institute Director
Melbourne – The World’s Most Liveable City

Melbourne was voted the world’s most liveable city by the Economic Intelligence Unit’s annual survey for the fourth year in a row in 2014.

Students from all over the world choose to study in Melbourne because of its high standard of living, safe environment and efficient public transport.

The activities for students to seek out in Melbourne are endless, from art, music and culture to sporting events, multi-cultural festivals and an incredible restaurant and cafe scene.

Melbourne is a leading, global city and Ozford is located right in the centre, so you will get to experience the best of what the city has to offer.
Your Journey Starts Here

Oxford Institute of Higher Education offers degrees that will lead you to a successful professional career. Our reputation is built on providing our students with the opportunity to take their study to the next level, within a flexible model of three intakes each year; March, July and November.

On campus our spacious classrooms are bursting with natural light and are equipped with the latest technology to provide a dynamic learning environment. Students also have access to a wide-ranging library and online resources, computers, WiFi and internet, printing and kitchen facilities.

We also provide our students with dedicated and caring Welfare Officers who are on-hand to offer support through counselling for personal issues, academic stress or any health problems.

With our encouragement we find that students quickly make new friends from all over the world and start to enjoy the diversity and opportunities offered at Oxford. Study requires commitment and time but we also help students participate in extra-curricular activities such as sporting, social and cultural events and experiences to ensure that they have a good balance of life and studies.

International students on a student visa are able to work 40 hours per fortnight during term and our Job Placement and Career Centre helps our students understand how to identify employment opportunities, prepare a resume and practise interview skills. We know how important it is to help students get ready and gain practical, "real world" experience.
A Diploma of Business qualification can lead to a variety of opportunities in today’s global economy in the public service, education, health, manufacturing, service industries, e-commerce, mining and retail.

Course Outline
The Diploma of Business program is designed to provide a range of diploma level study options for students who either do not seek, or are unable to extend the time required, to complete a full undergraduate degree.

As well as having value in its own right as a stepping-stone into a number of career opportunities, students can also gain a streamlined pathway from the Diploma into the Bachelor of Business and Bachelor of Business (Accounting) degrees through credit exemptions. That is, once students successfully complete the core diploma units, they can gain direct entry into the second year of the Bachelor degrees.

<table>
<thead>
<tr>
<th>COURSE DURATION</th>
<th>REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time, 1 year</td>
<td>8 core units (as per 1st year Bachelor of Business)</td>
</tr>
</tbody>
</table>

Bachelor of Business
CRICOS Code: 088192D

The Bachelor of Business suite of units allows students to undertake studies in business and management related fields, preparing you for a variety of career opportunities, including marketing, general management, human resource management and accounting.

Course Outline
The Bachelor of Business allows students to choose two specialisations from management, marketing and accounting which should increase your employability potential. The program provides you with essential knowledge, skills and application in these areas opening up opportunities for personal development as well as broadening your career options.

Students have the opportunity of membership pathways to the Marketing Institute of Australia and the Australian Institute of Management, ensuring that they receive recognition of their skills and knowledge within their chosen profession. Students should consult the relevant membership body about membership pathways.

<table>
<thead>
<tr>
<th>COURSE DURATION</th>
<th>REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time, 3 years OR 2 years fast track</td>
<td>8 core units (1st year) PLUS 8 units Management specialisation OR 8 units Marketing specialisation OR 8 units Accounting specialisation* PLUS 8 elective units (which can be a second specialisation)</td>
</tr>
</tbody>
</table>

* This specialisation is not designed for CPAA/CAANZ accreditation, but students should contact the relevant professional body for membership pathways.
Bachelor of Business (Accounting)

An accounting qualification is sought after in today’s global economy. The contemporary professional accountant is a multi-skilled, dynamic professional, well-positioned to offer value in most aspects of business.

Course Outline
The Bachelor of Business (Accounting) course prepares students for a career in a variety of accounting and financial related positions in accounting practices large and small – from SME and large corporations to financial institutions and government agencies.

Accountants have a wide range of career opportunities in areas such as public accounting, taxation, assurance services, consulting services, strategic management, forensic accounting, international accounting and financial services.

The Bachelor of Business (Accounting) is not accredited by CPA Australia or Charted Accountants Australia and New Zealand. The Ozford Institute is currently in the process of seeking professional accreditation by the professional accounting bodies.

All students have the opportunity to apply for membership of the professional bodies. Students should consult the relevant professional body about membership pathways.

<table>
<thead>
<tr>
<th>COURSE DURATION</th>
<th>REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time, 3 years OR 2 years fast track</td>
<td>8 core units (1st year)</td>
</tr>
<tr>
<td></td>
<td>PLUS</td>
</tr>
<tr>
<td></td>
<td>10 Accounting units</td>
</tr>
<tr>
<td></td>
<td>PLUS</td>
</tr>
<tr>
<td></td>
<td>6 elective units</td>
</tr>
</tbody>
</table>
# Unit List

Diploma students are required to successfully complete a core of 8 units. Students continuing to the second year of the degree will select from the three specialisations (management, marketing and accounting) required for their chosen degree.

## Core Units - (Diploma and 1st year)
- Business Information Systems (ICT1100)
- Marketing Principles (MKT1100)
- Accounting for Decision Making (ACC1100)
- Economic Principles (ECO1100)
- Commercial Law (LAW1100)
- Business Statistics (STA1100)
- Management Principles (MGT1100)
- Organisational Behaviour (HRM1100)
- OR Consumer Behaviour (MKT1110)
- OR Accounting Principles (ACC1110)

## Specialisation Units - (2nd and 3rd year)
### Management specialisation
- Human Resource Management (HRM2100)
- Operations Management (MGT2100)
- Quality Management (MGT2110)
- International Management (MGT2120)
- Project Management (MGT3100)
- Strategic Management (MGT3150)
- Innovation and Entrepreneurship (ENT3100)
- Ethics, Sustainability & Social Responsibility (MGT3200)

### Marketing specialisation
- Marketing Research (MKT2100)
- Internet Marketing (MKT2120)
- Brand Management (MKT2125)
- Integrated Marketing Communications (MKT2130)
- International Marketing (MKT3100)
- Services Marketing (MKT3150)
- Strategic Marketing (MKT3200)
- Ethics, Sustainability & Social Responsibility (MGT3200)

### Accounting specialisation
- Financial Accounting (ACC2100)
- Corporate Finance (FIN2100)
- Management Accounting (ACC2110)
- Accounting Information Systems (ACC2120)
- Corporate Accounting (ACC3100)
- Taxation Law (LAW3100)
- Auditing & Assurance (ACC3200)
- Ethics, Sustainability & Social Responsibility (MGT3200)

## Accounting 10 units
- Accounting Information Systems (ACC2120)
- Corporations Law (LAW2100)
- Financial Accounting (ACC2100)
- Management Accounting (ACC2110)
- Corporate Finance (FIN2100)
- Accounting Theory (ACC3300)
- Auditing & Assurance (ACC3200)
- Taxation Law (LAW3100)
- Corporate Accounting (ACC3100)
- Ethics, Sustainability & Social Responsibility (MGT3200)

## Assessment
Assessment methods used for each course will vary depending on the individual unit of study. Generally, assessment will comprise one or more of the following methods with different percentage weightings being applied to each:

- Class Test
- Online Test or Quiz
- Written Assignment
- Oral Class Presentation
- Examination

For example the unit, Marketing Principles (MKT1100) has the following assessment:

- Class presentation (Individual class presentation based on group assignment; Topics 5-10) – 10%
- Group Assignment (Topics 5-10) (2500 words written) – 30%
- Exam (All topics; 3 hours duration) – 60%

The assessment requirements are detailed in the Unit Profiles.
Entry Requirements

<table>
<thead>
<tr>
<th>STUDENT COHORT</th>
<th>ENGLISH LANGUAGE REQUIREMENTS</th>
<th>ACADEMIC REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic school leavers</td>
<td>n/a</td>
<td>Successful completion of Australia Year 12 or equivalent</td>
</tr>
<tr>
<td>International Students</td>
<td>IELTS (Academic Module):</td>
<td>Successful completion of Year 12 in Australia or equivalent. An approved University</td>
</tr>
<tr>
<td></td>
<td>Overall score of 6.0</td>
<td>Foundation or formal Australian Certificate IV program can also be taken to meet this</td>
</tr>
<tr>
<td></td>
<td>(no band less than 5.5)</td>
<td>entry requirement.</td>
</tr>
<tr>
<td></td>
<td>or equivalent.</td>
<td></td>
</tr>
</tbody>
</table>

Important Dates

**2016**

<table>
<thead>
<tr>
<th>INTAKES</th>
<th>TRIMESTER DATES</th>
<th>ORIENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trimester 1</td>
<td>15 March - 15 July</td>
<td>07 March</td>
</tr>
<tr>
<td>Trimester 2</td>
<td>01 August - 09 December</td>
<td>18 July</td>
</tr>
<tr>
<td>Trimester 3</td>
<td>28 November - 24 February</td>
<td>14 November</td>
</tr>
</tbody>
</table>

**2017**

<table>
<thead>
<tr>
<th>INTAKES</th>
<th>TRIMESTER DATES</th>
<th>ORIENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trimester 1</td>
<td>06 March - 14 July</td>
<td>20 February</td>
</tr>
<tr>
<td>Trimester 2</td>
<td>31 July - 15 December</td>
<td>17 July</td>
</tr>
<tr>
<td>Trimester 3</td>
<td>04 December - 02 March</td>
<td>20 November</td>
</tr>
</tbody>
</table>

Fees

Please check our website: www.ozfordhe.edu.au/fees/
How to Apply

Your application
- Read through the Ozford Institute of Higher Education (OIHE) Course Guide and course information at www.ozfordhe.edu.au.
- Choose your course - Diploma of Business, Bachelor of Business, Bachelor of Business (Accounting).
- Download the OIHE Application Form from www.ozfordhe.edu.au/apply-now/. Complete, sign and date the conditions of enrolment.
- Attach certified copies of supportive documents required in English.
- Forward all documents to OIHE directly info@ozford.edu.au or to your local education agent.

Application assessment
Upon receiving your application, OIHE will assess the application according to the admissions policies. Student may be required to attend the Genuine Temporary Entrants (GTE) interview at this stage.

Offer letter
You will be provided with a written Offer Letter and Student Acceptance Agreement if your application is successful and this will generally take 1 to 3 working days for OIHE programs.

Accepting offer
- To accept the offer, sign the Student Acceptance Agreement.
- Complete the Homestay and Airport Reception Application Form (if required).
- Send the above documents to OIHE or your local education agent.

Making payment
Make payment amount according to student acceptance agreement.
Please include your student ID, full name and date of birth as a reference for payment.
Fee Payment Methods:
- Online Payments*
- Telegraphic Transfer
- Direct Deposit
- Visit Our Account Office
- Pay by Mail

Account Name: Ozford Institute of Higher Education
Bank: National Australia Bank
BSB No.: 083-144
Account No.: 247 534 960
Branch Address: 500 Bourke St, Melbourne VIC 3000, Australia
SWIFT Code: NATAAU3303M

*MasterCard and Visa are accepted. Visit www.ozfordhe.edu.au/pay-now/
It is important to provide the deposit evidence and student enrolment details to the Ozford Accounts Office for identification purposes.

Electronic Confirmation of Enrolment
Electronic Confirmation of Enrolment (eCoE) will be issued upon receipt of the completed Student Acceptance Agreement and relevant tuition fee payment.

Visa application
- Include the eCoE(s) with your visa application.
- Please consult with your local education agent about visa application matters or visit the Department of Immigration and Border Protection (DIBP) website for more details on visa application to Australia: www.border.gov.au

Homestay & Airport pickup
OIHE finalises the Homestay and Airport Pickup process (if applicable).

Arriving in Melbourne
- Contact OIHE as soon as you arrive in Australia.
- Attend orientation (bring your eCoE, offer letter or evidence of payment, passport and copy of your visa to the orientation). For orientation date, visit www.ozfordhe.edu.au/intakes/