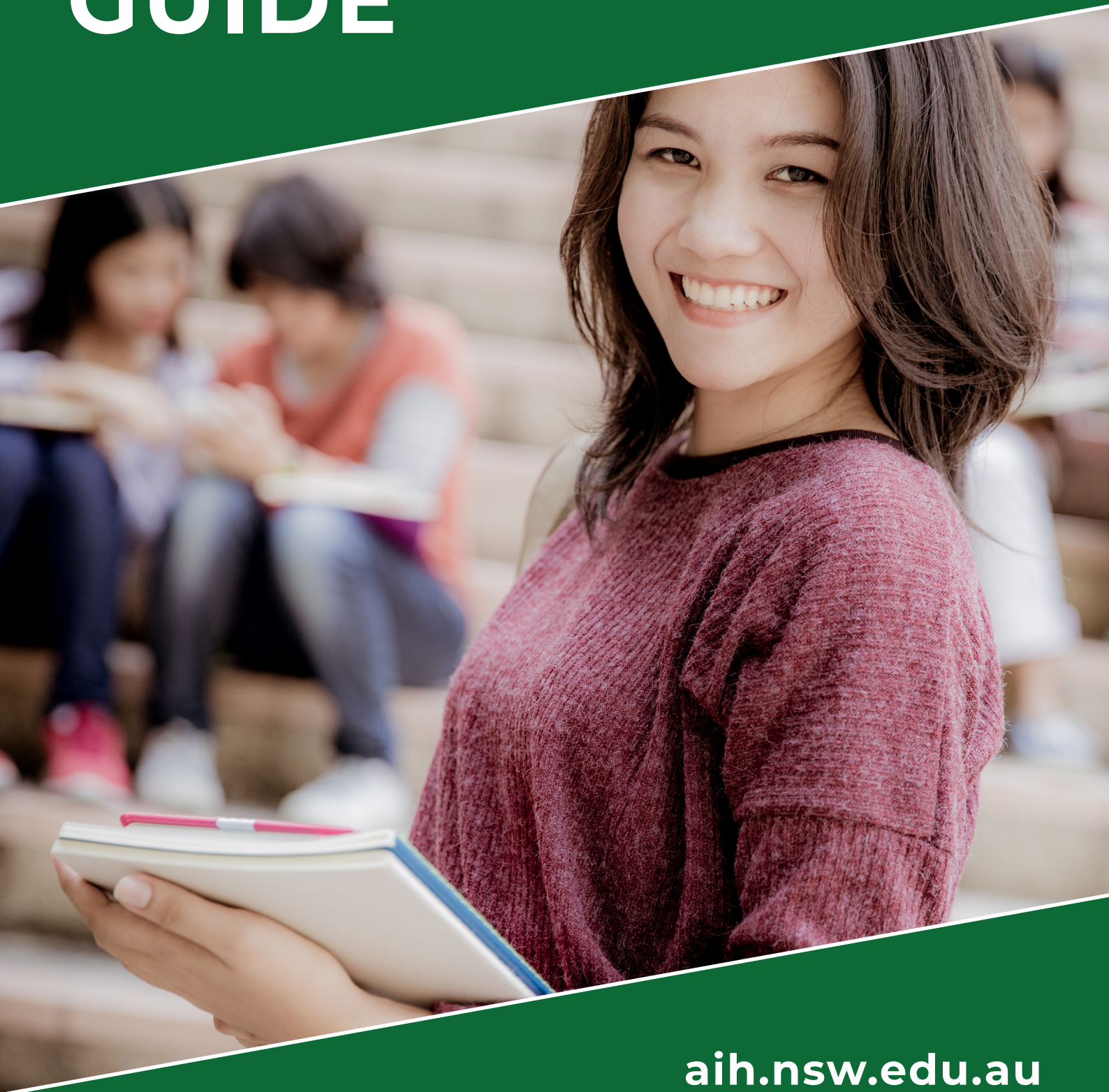




**AUSTRALIAN INSTITUTE  
OF HIGHER EDUCATION**

# **COURSE GUIDE**



**[aih.nsw.edu.au](http://aih.nsw.edu.au)**





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# WELCOME TO THE AUSTRALIAN INSTITUTE OF HIGHER EDUCATION

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I understand the important decision you make when choosing where to study in Australia.

You are central to everything we do at the Australian Institute of Higher Education. We want to help you realise your potential through an educational experience that is practical, engaging and relevant to your career goals.

Our programs encourage you to use the skills required in the real world: problem-solving, critical thinking, communication and collaboration.

Our dedicated team of academic staff offer a stimulating, inclusive and supportive environment. We can do this by providing more personalised learning and accredited courses which will ensure you develop the attributes that make you an industry-ready graduate.

I'd like to personally welcome you to the Australian Institute of Higher Education and look forward to following your academic achievements through to graduation.

**Dr Jess Oliver**

Principal

Australian Institute of Higher Education





# WHY STUDY AT AIH?

Level 3 & 4, 545 Kent Street, Sydney NSW 2000  
p +61 2 9020 8050 f +61 2 8004 9286  
CRICOS Provider Code: 03147A



## Central Location

A boutique Higher Education provider in Sydney, minutes from Central, Museum and Town Hall stations. The World Square shopping centre is just one minute's walk from the campus. Chinatown, the Korean precinct and Darling Harbour are all close by



## Your Investment

Affordable tuition fees, allowing you to complete an accredited degree program for less



## Accredited Accounting

The Accounting degree is recognised by leading peak bodies – CPA, Institute of Public Accountants, ACCA, Chartered Accountants of Australia and New Zealand and the Global Accounting Alliance



## ACS Membership

Students in their final year of the Bachelor of Business Information Systems gain student membership of the Australian Computer Society, giving them access to professional and career development



## Highly Qualified Staff

Industry experienced and academically qualified lecturers and tutors, providing a real-world learning experience



## Student Services

Student services and engagement are our priority. All students receive free e-books for each subject and also have access to study skills and support both online and face-to-face



## Fast Track

Three intakes per year, allowing students to fast-track their degree if they wish



## Active Campus

Regular student activities and an active Student Council, ensuring your extra-curricular experience is rewarding



## The Place to Be

Friendly environment and excellent student services with students from many nationalities. We encourage peer-to-peer support and personal contact with academic staff

## Accreditations and memberships



ACCREDITED  
PROGRAM

Think Ahead



Partner



# BACHELOR OF ACCOUNTING

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Accounting can be described as the 'language of business'.

Almost every organisation has a demand for someone with accounting skills, from basic bookkeeping to high level strategic planning and analysis. The Bachelor of Accounting provides its graduates with the skills, knowledge and attributes required by accountants to perform effectively in modern business environments.

The degree is designed in accordance with the Australian Qualifications Framework (AQF) and the requirements

of relevant professional associations.

At the core of the Bachelor of Accounting degree are units that provide the financial accounting, management accounting and auditing skills necessary to obtain professional accreditation and employment in the discipline of accounting.

In modern business environments, accountants need to interact with professionals from a range of functional areas. Hence, the Bachelor of Accounting degree also provides education and learning outcomes in

the areas of information technology, marketing, organisational behaviour and operations, as well as allowing students the freedom to choose from a number of business-based electives.

Finally, the Bachelor of Accounting degree provides scope for the development of critical thinking and problem solving skills whilst also emphasising the importance of corporate responsibility, ethics and governance.



# BACHELOR OF ACCOUNTING

## COURSE STRUCTURE AND UNITS OF STUDY



### Year 1

Accounting for Business Decisions	Foundations of Information Technology	Business Communication	Economics for Management	Foundations of Human Resource Management
Marketing Fundamentals	Organisational Behaviour	Statistics for Professionals		

### Year 2

Introductory Accounting	Accounting Information Systems	Business and Corporations Law	Financial Accounting and Reporting 1	Management Accounting
Business Finance	<b>Choose two electives</b>			

### Year 3

Auditing	Strategic Management Accounting	Financial Accounting and Reporting 2	Tax Law	The Accounting Research Project (Capstone)
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### Choose three electives

### Electives

<p>Introduction to Hospitality &amp; Tourism Management</p> <p>Services Marketing</p> <p>Innovation &amp; Entrepreneurship Fundamentals</p> <p>New Product Development</p> <p>Innovation &amp; Creativity</p> <p>Foundations of Workplace Success</p> <p>Systems Analysis &amp; Design</p> <p>Information Systems Networking Essentials</p> <p>Project Management</p> <p>Enterprise Systems</p> <p>Management Information Systems</p> <p>International Business</p> <p>Managing Operations</p> <p>Contemporary Organisations &amp; Human Resource Management</p> <p>Consumer Behaviour</p> <p>Marketing Communications</p> <p>Marketing Research</p>	<p>Hospitality &amp; Tourism Management</p> <p>Events Management</p> <p>Financing New Business Ventures</p> <p>Commercialisation</p> <p>Internship*</p> <p>Governance and Business Ethics</p> <p>Strategic Management</p> <p>Managing Change</p> <p>Strategic Marketing</p> <p>Digital Marketing</p> <p>Brand Management</p> <p>Data Mining &amp; Business Intelligence</p> <p>E-Commerce &amp; E-Business Applications</p> <p>Knowledge Management</p> <p>Information Security</p>
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\* This elective unit includes work-integrated learning which may be off-campus

### Graduate with Bachelor of Accounting



ACCREDITED  
PROGRAM



CHARTERED ACCOUNTANTS  
AUSTRALIA • NEW ZEALAND



INSTITUTE OF PUBLIC  
ACCOUNTANTS



Think Ahead





# BACHELOR OF ACCOUNTING

## CAREER OPPORTUNITIES

- Financial Accountant
- Management Accountant
- Auditor Professional Recognitions
  - Business Analyst
- Management Consultant
  - Payroll Officer
  - Tax Accountant
- Accounts Receivables/  
Payables Officer

## Learning Outcomes:



### Apply Accounting Standards

Demonstrate understanding of the regulatory environment for which accounting operates globally and apply accounting processes in a manner that complies with applicable accounting standards



### Perform Management and Financial Accounting

Evaluate and apply suitable business (financial and non-financial) tools to assess the effectiveness and efficiency of the organisation, its performance and position in a manner useful for managerial decision-making



### Evaluate Problems and Implement Solutions

Apply relevant principles to evaluate business problems and develop creative and competitive solutions to achieve strategic objectives



### Communicate Effectively

Apply varied communication tools and techniques to effectively manage relationships and communicate with other management professionals and business stakeholders



### Contextualise Accounting Practice

Analyse the broader social, legal, economic and business context within which the discipline operates to develop professional ethical practices

# BACHELOR OF BUSINESS

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The Bachelor of Business prepares students for a wide range of careers in the world of business.

The course is designed to provide a broad general education relating to business management, which brings together the sub-disciplines of accounting and finance, operations, people and organisations and marketing and strategy.

While the introductory units are each dedicated to one of these areas and

collectively provide a balance of specialised treatments, the higher level units tend to provide a more integrated treatment of all areas in each unit.

Some of the higher level units are generic to management, including those dealing with strategy and governance. Others develop a theme-based approach considering issues around globalisation and the internationalisation of business. These studies are designed to produce graduates who have effective and

industry relevant knowledge and skills and who demonstrate capabilities for leadership in the business area.

To achieve this aim the Bachelor of Business requires graduates to demonstrate both educational and professional outcomes.



# BACHELOR OF BUSINESS

## COURSE STRUCTURE AND UNITS OF STUDY



### Year 1

Accounting for Business Decisions	Foundations of Information Technology	Business Communication	Economics for Management	Foundations of Human Resource Management
Marketing Fundamentals	Organisational Behaviour	Statistics for Professionals		

### Year 2

Business and Corporations Law	<b>Choose seven electives</b>
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### Year 3

The Business Research Project (Capstone)	<b>Choose seven electives</b>
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### Electives

Introductory Accounting	Managing Operations
Accounting Information Systems	Contemporary Organisations & Human Resource Management
Financial Accounting and Reporting 1	Consumer Behaviour
Management Accounting	Marketing Communications
Business Finance	Marketing Research
Introduction to Hospitality & Tourism Management	Governance and Business Ethics
Services Marketing	Strategic Management
Innovation & Entrepreneurship Fundamentals	Managing Change
New Product Development	Hospitality & Tourism Management
Innovation & Creativity	Events Management
Foundations of Workplace Success	Financing New Business Ventures
Systems Analysis & Design	Commercialisation
Information Systems Networking Essentials	Internship*
Project Management	Strategic Marketing
Enterprise Systems	Digital Marketing
Management Information Systems	Brand Management
International Business	

\*This elective unit includes work-integrated learning which may be off-campus

**Graduate with Bachelor of Business**



# BACHELOR OF BUSINESS

## CAREER OPPORTUNITIES

- Public, Private or Non-Government sector Management
- Management Consulting
- Analyst, Business Administration Management, Corporate Services Management

## Learning Outcomes:



### Strategise

Think strategically, using a range of tools and models that have been identified within the academic and professional literature



### Plan

Develop plans which form a synthesis of accounting and finance, operations, marketing, people and organisational issues and capabilities



### Communicate

Communicate persuasively across cultures and across the boundaries of the sub-disciplines within the management sphere



### Optimise Efficiency

Optimise the efficiency and effectiveness of the organisation



### Manage Risks and Opportunities

Manage risk and exploit opportunities that arise from the core competencies and positioning of the organisation



### Apply Capabilities

Apply these capabilities across a range of organisations that might be encountered in a typical career and adapt knowledge of management and leadership to new problems and opportunities as yet unforeseen

# BUSINESS INFORMATION SYSTEMS

## DIPLOMA | ASSOCIATE DEGREE | BACHELOR

This program is a great choice for a secure future. Behind every innovation is an information system.

The Business Information Systems courses have been designed to prepare students for careers in Information and Communications Technology (ICT) focusing on managing information systems in organisations.

Business information systems is an essential element in bringing together technology, people (individuals, groups, or organisations), and data/information to effectively manage organisations. Such systems are used to analyse and facilitate strategic and operational activities in organisations. The courses aim to provide students with cognitive and technical skills to create and manage cohesive business solutions for diverse organisations.

The courses prepare students for entry-level management positions where technical skills in systems analysis, IS service provision, and project management are combined with cognitive skills in core business concepts, problem-solving, communication and team work to produce graduates who understand the role and contribution of information systems in driving and enabling the achievement of business goals and objectives.

Graduates of the Bachelor's degree will be capable of evaluating, designing, implementing, managing, and utilising systems to generate solutions to improve the efficiency and effectiveness of core business operations. They will have a well-balanced knowledge of organisations, ethical issues, people management

and communication skills along with technical and problem solving skills.

Graduates of the Diploma and Associate Degree in Business Information Systems will be able to enter the ICT industry with technical skills in systems analysis, IS service provision, with cognitive skills in core business concepts, problem-solving, communication and team work to contribute to the overall information systems objectives of an organisation. They will be capable of utilising their skills to enhance the efficiency and effectiveness of business information systems in a range of organisational and business environments.



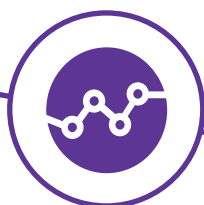
Partner



# BUSINESS INFORMATION SYSTEMS

## DIPLOMA | ASSOCIATE DEGREE | BACHELOR

### COURSE STRUCTURE AND UNITS OF STUDY



#### Year 1

Accounting for Business Decisions	Foundations of Information Technology	Business Communication	Professional and Ethical Practice	Database Management for Business
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Foundations of Programming	Organisational Behaviour	Statistics for Professionals
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#### Graduate with Diploma of Business Information Systems

#### Year 2

Systems Analysis & Design	Information Systems Networking Essentials	Information Security	Information Systems Project Management	Enterprise Systems
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Managing Operations	<b>Choose two electives</b>
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#### Graduate with Associate Degree of Business Information Systems

#### Year 3

E-business Fundamentals and Systems	Information Systems Project 1	Information Systems Project 2	E-business Applications	Knowledge Management
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Corporate Responsibility, Ethics and Governance	<b>Choose two electives</b>
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#### Electives

Introductory Accounting Accounting Information Systems Business and Corporations Law Financial Accounting and Reporting 1 Management Accounting Business Finance Introduction to Hospitality & Tourism Management Innovation & Entrepreneurship Fundamentals New Product Development Innovation & Creativity Foundations of Workplace Success International Business Managing Operations	Auditing Strategic Management Accounting Financial Accounting and Reporting 2 Tax Law Hospitality & Tourism Management Events Management Financing New Business Ventures Commercialisation Internship* Governance and Business Ethics Strategic Management Managing Change
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\* This elective unit includes work-integrated learning which may be off-campus

#### Graduate with Bachelor of Business Information Systems



# BUSINESS INFORMATION SYSTEMS

## DIPLOMA | ASSOCIATE DEGREE | BACHELOR

### CAREER OPPORTUNITIES

- Professional, scientific & technical service fields
- Information media & telecommunications fields
  - Business Analyst
  - System design and information management
- IS Integration and internet and telecommunications support

### Learning Outcomes | Bachelor:



#### Acquire Knowledge and Skills

Acquire a depth and breadth of knowledge and skills in information systems and how they support and advance modern business undertakings



#### Apply Information Systems and Solutions

Develop, implement, assess and revise information systems solutions creatively and in awareness of specific business environments



#### Communicate

Communicate technology and business principles and practices to diverse audiences through clear, coherent and independent strategies and practices



#### Evaluate Solutions

Evaluate the role of information systems in contemporary business contexts



#### Analyse and choose solutions

Develop problem-solving skills to analyse problems, design alternative solutions based on business requirements, and make appropriate choices and recommendations



#### Follow Governance and Ethics

Foster a sense of governance and ethical responsibility in the application of Information Systems



#### Analyse and assess solutions

Analyse, assess and consolidate varied stakeholder requirements and synthesise these into a dynamic and applicable system to improve efficiencies



#### Implement and Review Solutions

Think critically, make judgements responsibly, and implement and review information systems solutions professionally and ethically



#### Continue Professional Development

Acquire professional knowledge, skills, attributes and behaviours and a commitment to lifelong learning

# BUSINESS INFORMATION SYSTEMS

## DIPLOMA | ASSOCIATE DEGREE | BACHELOR

### CAREER OPPORTUNITIES

- Professional, scientific & technical service fields
- Information media & telecommunications fields
- Business Analyst
- System design and information management
- IS Integration and internet and telecommunications support

### Learning Outcomes | Diploma:



#### Understand Fundamentals

Understand the fundamental theoretical and technical knowledge about ICT and business areas



#### Conduct Research and Provide Solutions

Have an ability to conduct basic research, analyse, evaluate problems and plan for solutions in an organisation



#### Support Applications

Support the application of IS technologies in a business



#### Apply Solutions

Apply IS solutions, theories and concepts to resolve a range of basic business tasks and ICT problems

### Learning Outcomes | Associate Degree:



#### Develop Knowledge

Understand the theoretical and technical knowledge of information systems theories, information infrastructures, design and analysis of systems and how these are applied to modern business practices



#### Conduct Research and Integrate Solutions

Acquire skills to undertake basic research and evaluate new information for problem-solving, analysis and synthesis within the ICT context



#### Apply Technology in Business

Acquire skills to support critical thinking and judgment in the application of IS technologies in a business



#### Evaluate Technology Solutions

Evaluate critically, compare and justify IS solutions, as well as adapt IS solutions in a business environment



# GRADUATE ATTRIBUTES

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## Communication

The ability to communicate effectively, both orally and in writing, with a diverse range of audiences



## Collaboration

The ability to liaise, cooperate, and work effectively with others



## Research

The ability to conduct thorough, accurate, and targeted research



## Critical Thinking & Problem Solving

The ability to address and solve problems creatively and in a structured and methodical way



## Ethical Behaviour

The ability to understand and identify ethical problems and demonstrate ethical behaviour



## Flexibility

The ability to critically assess and evaluate different approaches to issues and problems





# ENTRY REQUIREMENTS

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- **Successful completion of year 12 or equivalent**
- **English language equivalence requirements:**

Academic IELTS overall band score of 6.0 (with no individual band lower than 5.5)  
or equivalent English language test such as TOEFL or PTE

**OR**

Successful completion of one year of tertiary study in Australia  
(Diploma, Foundation or Higher Education)

**OR**

Direct entry Academic English or IELTS preparation program for  
eligible students with one of our partner institutions

## HOW TO APPLY

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### 1. APPLY

1. Go to the apply now button on the website and follow the prompts
2. Upload your scanned documents
3. For assistance please contact [marketing@aih.nsw.edu.au](mailto:marketing@aih.nsw.edu.au) or one of our authorised representatives

If your application meets entry requirements (including Genuine Temporary Entry) you will receive a letter of offer.

#### **The Letter of Offer will outline:**

- the course you have been accepted into
- the starting date of the course
- the fees payable
- the conditions of offer, if any (e.g. IELTS)

If your application is unsuccessful we will also advise you by e-mail.

### 2. ACCEPT YOUR OFFER

To accept your place at AIH Education, please do the following:

1. Sign the "Offer Acceptance and Payment Advice" form
2. Make a payment of fees as indicated on your offer letter.
3. Forward the above to [admissions@aih.nsw.edu.au](mailto:admissions@aih.nsw.edu.au)

### 3. OBTAIN A STUDENT VISA

Upon receipt of payment and required documentation, AIH Education will issue an electronic "**Confirmation of Enrolment**" (eCOE). Use this document to apply for a student visa as per the guidelines set by the Australian Department of Immigration and Border Protection. [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)

# SYDNEY AND AUSTRALIA

Australia is one of the most popular study destinations among overseas students. As well as enjoying a very high quality of education students have the opportunity to participate in the broader Australian community and its culture. During semester breaks students can travel to experience more of Australia's spectacular natural environment and great physical beauty.

**Sydney, one of the most spectacular cities in the world!**



**Good living conditions**



**Multicultural society**



**Excellent climate**



**Plenty to see and do around the city**



**Relative ease of finding work**



**International students are allowed to work up to 40 hours per fortnight during study weeks**

## Estimate of living costs in Sydney



**Accommodation**  
\$200-\$280 per week



**Public Transport**  
\$40-\$70 per week



**Food**  
\$10-\$30 per meal

**Overall Cost: Statistics estimate that it costs international students approximately AUD21,000 per year for living costs which excludes the tuition and other miscellaneous expenses such as airfare etc.**

Information in this publication is correct at time of printing (June 2019) but is subject to change. The Australian Institute of Higher Education reserves the right to amend, cancel or modify without notice the content of any matter in this publication, and may withdraw any courses offered therein, or impose limitations on enrolment in any course. For up to date information please see [www.aih.nsw.edu.au](http://www.aih.nsw.edu.au). AIH conducts its activities in accordance with the Education Services for Overseas Students Act (ESOS) 2000. <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>







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CRICOS Provider Code: 03147A



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**ACPET**

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PRIVATE EDUCATION AND TRAINING



Australia

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