



ADELAIDE  
INSTITUTE  
of HIGHER EDUCATION

*Education that works*



2020

Bachelor of Business  
Course Guide

[www.aihe.sa.edu.au](http://www.aihe.sa.edu.au)

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# ||| Welcome to AIHE

Adelaide Institute of Higher Education is located in the heart of Adelaide. Our goal is to deliver premium education and give students an enriching education experience.

AIHE offers a Bachelor of Business that is designed to prepare you for a career in business. We believe that education provides you with personal and professional growth and that it benefits not only you, but your family and community.

We are committed to helping you take your first steps towards your future career.

*We look forward to  
welcoming you to  
AIHE.*



Associate Professor Susan Lambert  
Head of School  
Adelaide Institute of Higher Education



# Why Choose AIHE?

AIHE's Bachelor of Business is designed to prepare graduates for a career in business. AIHE is committed to providing small, innovative, friendly learning environments where all students can truly engage in active and inquiry-based learning. To ensure students receive a balanced business education, students have direct access to qualified academic staff with valuable business experience and we use a wide range of methods to assess knowledge and skills gained during studies.

## Innovative learning and intensive support

AIHE tailors our classes and programs to establish an innovative, inspiring and open learning environment.

**English language support:** AIHE offers students up to five hours free English language support per week during study periods. All new students sit an English Language Diagnostic Test during Orientation Week. Test results are used to design individual language assistance programs as required.

**Learning and academic support:** Learning advisers are provided to help students in their studies and achievement of academic goals. Specialist support develops student's study and time management skills including referencing, essay writing, time management, undertaking course assessments and preparing for exams. Students can access up to five hours per week of free learning and academic support during study periods.

## Globalisation orientation and international focus

AIHE is an inclusive and multicultural environment embracing diversity and respecting individual difference. We recognise various groups of under-represented students in higher education, including students from a non-English speaking background and students who are the first in their family to attend a higher education institution.

## Academic integrity values

Integrity is at the core of who we are and what we do. At AIHE we promote and uphold academic integrity and ethical behaviour. We are committed to the six fundamental values: honesty, trust, fairness, respect, responsibility, and courage in all the work we do.

## Career readiness and building networks

The AIHE Bachelor of Business is a broad professional business degree, designed to prepare graduates for careers across all industries and sectors with an emphasis on international business environments. Students will be supported to research career options, develop their personal profile, and develop networks throughout their course and during the core work integrated learning subject. AIHE will invite guest speakers to share with you their rich industry or entrepreneurship experiences. Moreover, we guide students to attend Career EXPOs and industry field trips to build their networks.

# Adelaide

## The best destination for international students

Adelaide provides a quiet, safe and convenient environment for international students to learn and socialise. Adelaide has been delivering quality education programs for over 170 years, helping individuals fulfil their potential both academically and professionally.

The State has a proud reputation for being the home of a number of Nobel Laureates and Rhodes Scholars including Sir William Henry Bragg for his work in physics, Sir Howard Walter Florey known for his role in extracting the lifesaving penicillin, and more recently J Robin Warren for rediscovering the bacterium *Helicobacter pylori*.



# Living in Adelaide

Adelaide is regularly ranked as one of the world's most liveable cities by the Economist Intelligence Unit, making us the ideal place to live and study. The friendly, and safe environment makes students feel welcome and at home allowing them to focus on their studies.

With large open spaces, clean air, beautiful hills, park lands and beaches, as well as over 400 festivals and events held throughout the year, Adelaide is an ideal place to live. Adelaide is also 19% more affordable than Sydney and Melbourne, further reinforcing the attractiveness of the state.

Located in the heart of the city of Adelaide, Adelaide Institute of Higher Education gives you direct access to key facilities such as libraries, shopping centers, food courts, art gallery, museum and public transport. The campus is spacious, comfortable and safe with everything you need to make your study at AIHE enjoyable and rewarding.



# Convenience



## Food

Australian, European and Asian cuisines



## Accommodation

Student apartment, Private rental, Residential, and Homestay



## Events

Adelaide Fringe Adelaide Festival of Arts Theatre shows, Exhibitions, major sporting events and exciting markets, Festivals and Student Clubs



## Transportation

Metro Adelaide (Train, Bus, Tram), FREE City Buses and Tram service



# Our Commitment

AIHE is committed to providing academic courses and learning opportunities that develop graduates who are:

1. Knowledgeable and lifelong learners
2. Autonomous, analytical, critical thinkers
3. Able to apply their skills and knowledge to their discipline or profession
4. Able to contribute effectively to their discipline or profession as collaborative team members and leaders
5. Effective communicators and collaborators
6. Adept in culturally diverse and global environments
7. Innovative and creative problem solvers
8. Socially responsible contributors in their communities



# Scholarships

Adelaide Institute of Higher Education (AIHE) offers scholarships to international and domestic students.

We recognise deserving students come from diverse cultural, social and economic backgrounds. AIHE scholarships\*\* aim to encourage and support students with different life experiences and stories to achieve their goals and future aspirations.

To be eligible for a Scholarship, you must:

- meet the course entry requirements
- show commitment to completing studies, and
- have plans for your career or further studies.

Applications will be assessed on your:

- passion for learning
- financial circumstances
- desire to enrich lives and communities.

Scholarships may be available for eligible applicants.

Please contact us at [info@aihe.sa.edu.au](mailto:info@aihe.sa.edu.au) for further information.

\*\* Value of the scholarship comes directly off tuition costs.

# Why Study the Bachelor of Business

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Knowledge and skills in business management and operations are necessary to make a start in any business-related career. The AIHE Bachelor of Business will develop your awareness of theories and regulations that impact on business practices and decision making and give you opportunities to apply this newly found knowledge and skills to simulated and real workplace scenarios. Throughout the AIHE Bachelor of Business you will be asked to consider the challenges of taking part in contemporary global business environments and will be encouraged to develop knowledge and skills to embrace cultural diversity and recognise it as an asset to business and the broader community.

## How to apply

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Direct to the institution

Apply directly to Adelaide Institute of Higher Education. Information and Application Forms can be found via the 'Apply Now' button at [aihe.sa.edu.au](http://aihe.sa.edu.au).



# Credit transfer, RPL and pathways

## Credit transfer and recognition of prior learning (RPL)

AIHE will recognise prior learning and grant credit for learning that is relevant, current and equivalent to the learning required for AIHE courses. More information can be found via the link below:

<http://aihe.sa.edu.au/international-students-information/credit-transfer-and-recognition-of-prior-learning/>

## Articulation Pathways

Satisfactory completion of the following courses from any Australian Registered Training Organisation or equivalent overseas qualifications, will attract the credits as per the table below.

Course of study to which articulation and/or credit arrangements apply:		
Name of Course	Maximum of	Articulation and/or credit transfer
Diploma of Business	8 subjects*	Articulation and credit transfer
Advanced Diploma of Business	12 subjects*	Articulation and credit transfer

\*Total of 24 subjects required to complete the course

Details of subjects for which credit will be granted will be determined on a case by case basis depending on the units of competency completed.

Students wishing to apply for credit transfer for completed qualifications should complete the Application for Credit Form and submit it with their application. Refer to Credit and Recognition of Prior Learning Policy and Procedure for further information available at <http://aihe.sa.edu.au/quick-links/policy-and-procedure-directory>.

Also refer to AIHE Admission Policy and Procedure for further relevant information.

## Exit Pathways

The AIHE Bachelor of Business is an AQF Level 7 award therefore graduates will be eligible to enrol in business programs at AQF Level 8 (Masters) provided they meet the specific entry requirements of the program.

Students may choose to continue their studies through an MBA program or a specialist Masters program such as Accounting, Marketing Information Systems, Project Management or Entrepreneurship.

# About the Bachelor of Business

## Duration

3 years full time study or 6 years part time study.

Note: International students are required to undertake full time studies

## Fees\*

AUD x 1 year full time	International	Domestic	Enrolment Fee	GTE Application Fee for International Students
	\$21,000	\$16,000	\$250	\$250

\* Fees quoted are for 2020 and are subject to change.

## Important dates

Semester 1: Monday 16 March – Friday 26 June 2020

Mid-semester assessment and catch-up week: Monday 4 May – Friday 8 May 2020

Semester 2: Monday 24 August – Friday 4 December 2020

Mid-semester assessment and catch-up week: Monday 12 October – Friday 16 October 2020

## Learning Methodology

Seminars, lectures, group activities, case studies and practical support sessions

Includes, but is not limited to, group and individual assignments, exams and tests, role plays and participation, quizzes and presentations

Credit Transfer and Recognition of Prior Learning (RPL) available on application

## English language requirements

For admission to an Adelaide Institute of Higher Education program, international applicants are expected to be proficient in English, as demonstrated by:

- passing an approved test;
- completing an Academic English program; or
- meeting an approved alternative requirement.

In some cases, students may be required to successfully complete an AIHE approved English language test prior to admission. For more information visit [www.aihe.sa.edu.au](http://www.aihe.sa.edu.au).



# Entry Requirements

Minimum age for admission is 18 years at time of enrolment

## Academic entry requirements:

Students should satisfy, at a minimum, one of the following academic prerequisites:

Academic Requirements	Minimum Score
An Australian Tertiary Admission Rank	ATAR of 60
A qualification from an overseas institution equivalent to an Australian secondary education qualification	
One year of Australian University studies with a specified GPA	GPA 3.5 out of 7
Special Tertiary Admissions Test (STAT) score	STAT of 120
Successful completion of an Australian Certificate IV, Diploma, or Advanced Diploma, or equivalent qualification from an overseas institution	
A completed foundation studies or preparatory program that is recognised for admission purposes	

Note: There is no assumed knowledge for entry into this course

## English language requirements for this course:

Students should satisfy one of the following English Language requirements or an equivalent:

English Language Requirements	Minimum Score*
Successful completion of an Australian Year 12 Program	
International English Language Testing System (IELTS) – Academic	Overall 6.0 (min. sub-score 5.5)
Test of English as a Foreign Language (TOEFL) – Paper Based Test	500 (min. 4.5 TWE – Test of Written English)
Test of English as a Foreign Language (TOEFL) - Internet Based Test (iBT)	60 (min.18 in writing)
Pearson Test of English (PTE)	50 (no skill score < 42)
Cambridge English Advanced (CAE)	Level B2 (169)

\*Achievement of the minimum requirements in an approved English language tests must be within 24 months of commencement of studies at AIHE.

# Course Structure

## Bachelor of Business

### First Year Level Core Subjects (6 compulsory core subjects)

ACC1001	Accounting for Managers
ECO1001	Business Economics
BUS1001	Language in Business
BUS1003	Business Mathematics and Statistics
BUS1002	Perspectives in International Business
MKT1001	Marketing Fundamentals

### First Year Level Elective Subjects (Choose 2 out of 3 electives)

BUS1004	Business Systems and Internal Controls
ICT1001	Business Information Systems
HRM1001	Human Resource Management

### Second Year Level Core Subjects (5 compulsory core subjects)

FIN2001	Business Finance
LAW2001	Australian Business Law
BUS2002	Understanding Contemporary Organisations
BUS2001	Careers and Networking
BUS2003	Managing Across Cultures



### Second Year Level Elective Subjects (Choose 3 out of 4 electives)

ACC2001	Management Accounting
ICT2001	Information Technology and Decision Making for Business
MKT2001	International Marketing
PRJ2001	Project Management Concepts

### Third Year Level Core Subjects (5 compulsory core subjects)

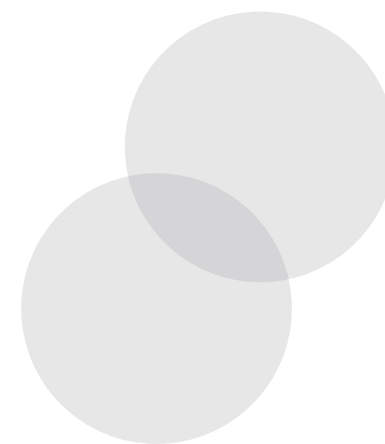
BUS3005	International Trade
BUS3003	Business Research and Strategy
BUS3001	Corporate Social and Environmental Responsibility
BUS3002	Work Integrated Learning
BUS3004	Business Models, Innovation and Entrepreneurship

### Third Year Level Elective Subjects (Choose 3 out of 4 electives)

BUS3006	International Study Tour
ICT3001	Building a Successful E-Business
LAW3001	International Business Law
PRJ3001	Project Management in Practice

## To be awarded the Bachelor of Business students must

- successfully complete 16 core and 8 elective subjects
- successfully complete no more than 10 first year level subjects
- successfully complete at least 6 third year level subjects





# Contact Us

Adelaide Institute of Higher Education

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☎ Phone : +61 8 8470 0156

✉ Email : [info@aihe.sa.edu.au](mailto:info@aihe.sa.edu.au)

🌐 Website : [www.aihe.sa.edu.au](http://www.aihe.sa.edu.au)

Information is correct at time of publication (February 2020).

Adelaide Institute of Higher Education reserves  
the right to alter details without prior notice.

# Entry Requirements

## Acceptance of offer

Students will receive information about acceptance and enrolment procedures with their Letter of Offer. To formally accept their offered place, an applicant is required complete, sign and return the Acceptance of Offer form. Applicants are requested to carefully read through the documents to ensure their personal and intended course of enrolment details are correct and that they understand the conditions of enrolment at Adelaide Institute of Higher Education. If an applicant has any questions or concerns, they are encouraged to contact the Admissions Team to clarify before accepting their offer to study.

## Deferment

Deferment is available to applicants for up to one year. Deferment of study may have ramifications for an international student's visa, so international students may only defer studies through formal agreement in certain limited circumstances.

## Orientation

Orientation Day is held in the week prior to each semester. Orientation activities provide students with crucial information to prepare them for their studies as well as the chance to meet teaching staff and fellow students.

### Fees and charges

All students must pay the tuition fee for the course. Administrative charges and incidental fees are applied for various services including an enrolment fees and a Genuine Temporary Entrant application fee for international students. For more information visit [aihe.sa.edu.au](http://aihe.sa.edu.au).

