



School of
Commerce

**University of South Australia
School of Commerce
Division of Business**

Undergraduate Handbook 2011

Bachelor of Business (Property) Program-DBPY



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Welcome From the Head of School

Welcome to the School of Commerce!

The School of Commerce comprises the disciplines of Accounting, Applied Finance, Property, International Business/Economics and Business Administration with a total enrolment of over 5000 students and over 90 permanent members of academic and support staff.



The staff are dedicated professionals and the School provides a high quality teaching and research environment for students.

The purpose of this handbook is to acquaint you to the services that UniSA and the School of Commerce provides; to advise you of some important information relating to your program; and to inform you of the opportunities for further study and career planning.

I trust that you will find this handbook useful and will enjoy your studies with the School of Commerce. I look forward to seeing you on your graduation day!

Best Regards,

A handwritten signature in blue ink, which appears to read 'Janek Ratnatunga'. The signature is stylized and includes a horizontal line underneath the name.

Janek Ratnatunga
Head: School of Commerce

Program Director's Contact Details

Name: Wayne Marano
Location: Way Lee Building, WL3-38
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Telephone: 8302 0523

School Location and Contacts

Location

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University of South Australia
City West Campus
Level 2 Way Lee Building
North Terrace, Adelaide

Telephone 08 8302 0436
Facsimile 08 8302 0992
Email cmr.enquiries@unisa.edu.au
Website www.unisa.edu.au/commerce/

Postal Address

School of Commerce
University of South Australia
GPO Box 2471
ADELAIDE SA 5001

Contacting Academic Staff:

There are a variety of ways to contact academic staff:
During Consultation Hours (specific to each staff member):

- in person;
- by telephone.

Outside Consultation Hours:

- via email;
- via online discussion groups;
- by leaving a message in their pigeonhole or
- by leaving a message on their voicemail.

Many lecturers prefer email or online contact, as this is an efficient way to assist large numbers of students. If phoning or meeting in person contact your lecturers and tutors in the consultation hours that they specify (displayed on their office door or advised at the beginning of each study period).

To see lecturers and tutors outside these times you will need to make an appointment. You cannot expect that staff will be able to see you if you "drop in" without notice. Use the time with your lecturer effectively.

Important Dates for 2011

The majority of UniSA courses are scheduled during study periods 2 and 5.

For information about summer school and the other study periods please visit <http://www.unisa.edu.au/future/study/2011calendar.asp>

Study Period Two – FIRST HALF OF YEAR	
Core teaching 28/02/2011 to 1/07/2011*	
<i>*(Students should consult their timetable for exact teaching dates. Core teaching dates are approximate and will vary in a small percentage of courses).</i>	
Orientation to UniSA for International Students	14-18 Feb
Orientation Activities	21-25 Feb
Enrolment add deadline	11 Mar
Due date for payment – Study Period 2 (Domestic/ International 1 st instalment)	17 Mar
Due date for payment – Study Period 2 (International 2 nd instalment)	17 Apr
Census date	31 Mar
Teaching Break	11-22 Apr
Final date for Withdraw Without Fail (W)	29 Apr
Final date for Withdraw Fail (WF)	13 May
Study Period Five – SECOND HALF OF YEAR	
Core teaching 25/07/2011 to 25/11/2011*	
<i>*(Students should consult their timetable for exact teaching dates. Core teaching dates are approximate and will vary in a small percentage of courses).</i>	
Enrolment add deadline	5 Aug
Due date for payment – Study Period 5 (Domestic/ International 1 st instalment)	17 Aug
Due date for payment – Study Period 5 (International 2 nd instalment)	17 Sep
Census date	31 Aug
Final date for Withdraw Without Fail (W)	16 Sep
Teaching Break	20-30 Sept
Final date for Withdraw Fail (WF)	14 Oct
Examinations	
Mid Year	18 Jun -2 Jul
Deferred Mid Year Exams	21Aug-6 Aug
End of Year	12-26 Nov
Deferred End of Year (2010) Exams	6 Feb-11 Feb 2012
Major Study Breaks	
Mid Year Break	4 -22 July
End of Year Break	Dec 2011-Feb 2012
Please note: These dates may vary depending on the study periods you enrol in.	

Study Modes

The School of Commerce programs are generally available in both internal and external study modes. It is possible to change between internal and external study and to undertake a combination of internal and external study.

Internal Teaching Mode

The internal teaching mode employs the traditional techniques which include lectures, tutorials, seminars, workshop and project work as applicable to individual courses.

External Teaching Mode*

This mode enables students to study at a distance without attending classes and relies mainly on the provision of printed matter. A typical package of printed materials would include:

- a Course Information Booklet encompassing administrative aspects, assessment requirements, reading lists and content elaboration;
- a Study Guide providing structured learning guidance, supplementary materials, self-assessment questions and review;
- course articles or excerpts from the literature which may otherwise be difficult for external students to obtain;
- where appropriate, other materials provided on the web or CDs.

*International Students

Please consult an international student advisor at the Learning and Teaching Unit. Studying externally may breach your visa conditions. International student advisors are located on each metropolitan campus at Learning and Teaching Unit. You can see an international student advisor at a drop-in session or by making an appointment, a list of current international student advisors can be found here:

<http://www.unisa.edu.au/ltu/contact/default.asp>

Open Universities Australia (OUA)

Students wishing to enrol into courses via OUA **MUST** seek prior approval from the relevant Program Director or Program Advisor (Lyn Nipperess):

Lyn Nipperess
Program Advisor: Undergraduate
School of Commerce
Telephone: 08 8302 0294
Email: lyn.nipperess@unisa.edu.au

Graduate Qualities

All UniSA programs and courses are designed around a unique set of seven (stated below) Graduate Qualities which ensure that UniSA students graduate with the skills and knowledge required of a modern, global professional.

A graduate of the University of South Australia:

1. operates effectively with and upon a body of knowledge of sufficient depth to begin professional practice
2. is prepared for life-long learning in pursuit of personal development and excellence in professional practice
3. is an effective problem solver, capable of applying logical, critical, and creative thinking to a range of problems
4. can work both autonomously and collaboratively as a professional
5. is committed to ethical action and social responsibility as a professional and citizen
6. communicates effectively in professional practice and as a member of the community
7. demonstrates international perspectives as a professional and as a citizen.

Each of the qualities has indicators which serve as a guide to their development. You can learn more about UniSA's Graduate Qualities at this website:

www.unisanet.unisa.edu.au/gradquals/

Important Academic Information

Attendance Expectations and Requirements

Students are expected to attend the lectures, tutorials and practicums of each course in which they are enrolled. Please refer to the Course Information Booklet for each lecturer's expectations.

International Students: You must attend at least 80 percent of the contact hours for each study period of your program. For further information about mandatory student obligations and visa conditions please visit the Department of Immigration and Multicultural Affairs (DIMIA)

www.immi.gov.au/students/students/573-2/obligations-student.htm

Learning Approach

For internal students, the program may involve lecture and tutorial classes, practicums in the computer labs, seminars, project work and assignments. Students are expected to develop their abilities to work in groups and to present effectively in both oral and written forms. Part of the assessment may require team work and formal presentations in tutorials.

Program Load

One of the big differences between studying at university and studying at school or TAFE is the way your study time is organised.

The School of Commerce programs are designed as 3 year full-time or part-time equivalent for single degrees and 4 years full-time or part-time equivalent for double degrees.

Full-time students will normally undertake up to 12 hours per week of class contact time while part-time students will normally undertake up to 6 hours per week of classes.

Contact time or time that you spend in formal classes, is only about a quarter of your total study workload. Non-contact time or time that you spend preparing for tutorials, reviewing lectures, researching, preparing assignments etc, is about three times as much as your contact time.

Students will need to work at least two to three times as many hours in private study in order to cope with the requirements of their program. This means you will have 8-9 hours out-of-class time for a 3 – hour class, which is a total of 11-12 hours per week for the course. For a full-time load this adds up to 44 hours each week or 22 hours for a half time load. Unless you consistently make this commitment of time you will find it hard to keep up, achieve high grades or be prepared for exams at the end of study period.

International Students: To comply with your student visa conditions you must remain enrolled on a full-time basis while studying at UniSA.

Planning Your Time

As a University student you are totally responsible for your own study program and habits. In order to succeed, you will need to plan your study time carefully and systematically.

In estimating the time and effort required for individual assignments, some students find the consideration of the following factors useful:

- the complexity (for you) of the topic to be addressed;
- the expected length for written assignments;
- how many marks the assignment is worth (not always a good indicator as some assignments are set with a low value but are required to be completed to ensure that you understand the material so far).

Remember that one of the characteristics of a successful student is how effectively he or she can organise and use the non-contact study time (see above). For further information on time management and study skills, please refer to the Learning and Teaching Unit website: <http://www.unisa.edu.au/ltu/students/default.asp>

Sometimes difficulties arise which are beyond your control. In these situations approach academic and student support staff for help as early as possible.

Academic Review of Student Progress

The University regularly monitors the progress of every student. This is called “academic review”. If you fail a course for a second time, have a grade point average that is less than 2.80 for a study period or fail a practicum or field placement, you will be referred to Learning and Teaching Unit, required to attend group academic counselling or have a discussion with your Course Coordinator or Program Director. If your grades do not improve, further action will be taken by the University in an attempt to assist you.

If your progress does not improve after these interventions, you may be denied permission to continue with your studies. Full details of policies related to academic review are available in the *Assessment Policies and Procedures Manual* at: www.unisa.edu.au/policies/manual/default.asp

International Students: To comply with your student visa conditions you must have satisfactory academic results for each study period of your program.

Glossary of Academic Terms

A list of useful information and terminology used within the University of South Australia can be found at: www.unisa.edu.au/sas/glossaryacadterms.asp

Charter of Student Conduct

The University of South Australia is committed to ensuring that students are offered a quality teaching and learning environment that recognises and places priority on their needs as adult learners. To achieve this and to enable students to have access to the best possible experience, the University recognises the importance of a supportive and flexible educational environment.

The above ideals are reflected in the University's 'student centred' approach to teaching and learning. Student centred learning encourages students to be actively involved in the planning and managing of their learning opportunities. Thus, a student centred approach to teaching and learning enables students to exercise some measure of control over how, when and what they learn. At the same time, adoption of this framework means that students must also take personal responsibility for their learning. For these reasons it is important for both staff and students to be aware of their mutual obligations under the University's student centred approach to teaching and learning.

The Student Charter of Conduct for the School of Commerce provides guidance on this set of mutual obligations. First, it establishes the *expectations* that students are reasonably entitled to hold with regard to the teaching and learning environment provided to them. Second, it establishes the *responsibilities* placed upon students within this teaching and learning environment over the course of their studies. The expectations described in this document are drawn from various University policies and procedures, which are referenced throughout.

It is an expectation that provision of clear guidance of the expectations and responsibilities associated with being a student within the School of Commerce at UniSA will facilitate a cooperative and productive relationship between staff and students of the School. Additionally, by focusing attention on and upholding those standards of ethical behaviour outlined in the University's Code of Ethical Conduct, it is hoped that students will be encouraged to attempt to gain maximum benefit from their experience of the teaching and learning environment at UniSA. The Code of Ethical Conduct can be found here: <http://www.unisa.edu.au/policies/codes/ethics/ethics.asp>

Student Expectations	Student Responsibilities
<i>Students can expect:</i>	<i>Students have a responsibility to:</i>
1 Equity and Ethics	
To be treated with courtesy and with respect.	Always treat staff and other students politely, courteously and with respect in all interactions.
That attempts will be made to address their reasonable needs in a timely and appropriate manner regardless of gender, age, ethnicity, disability, sexual preference, religious orientation or any other personal attribute. All students regardless of their backgrounds or characteristics are provided with an equal opportunity to learn. See University Teaching , Equal Opportunity , Anti racism , Students with disabilities	Not discriminate against or harass fellow students or staff on the basis of gender, age, ethnicity, disability, sexual preference or religious beliefs and customs.
To be provided with a safe and stimulating environment. See OHSW and Damage to University Property , By-law 7 disorderly or offensive behaviour	Respect University property, observe rules and contribute to campus life.

To be allowed to communicate informed judgments and perspectives freely through rational debate within appropriate forums. See Equal Opportunity	Respect the rights of others to hold different views to your own, and to handle disagreement responsibly.
That any personal information obtained by the University is kept confidential subject to the student's request and that personal privacy is respected. See Integrity and Confidentiality	Always respect the personal privacy of others.
2 Program and Course Information, Delivery and Support	
2.1 Information about Courses and methods of communication	
That accurate and up to date information is provided and is readily available on all aspects of a course or program, including information on admissions, enrolment, course content and aims, assessment requirements and relevant University policies. See Course Information Booklets and The University's Online Environment	Be aware of any information relevant to your course or program. This may mean accessing electronic material or attending information/orientation sessions.
That the requirements of the course and expectations of students will be clearly defined, communicated and adhered to by teaching staff at the beginning of the semester. See Course Information Booklets and The University's Online Environment	Be aware of course requirements and expectations including meeting all attendance requirements, actively participating in class discussions, preparing for classes by completing assigned reading or tasks, etc. (e.g. preparation for tutorials). Read course information booklets and check course home pages, myUniSA , and your email for updates. Be aware that the official method of communication at UniSA is via email and that your lecturers will also often communicate via websites and discussion groups that are linked to course homepages
2.2 Staff Access and Support	
To have reasonable access to quality teaching staff for individual consultation outside of dedicated class times (in person or by other means, including web-based discussion forums). University Teaching	Respect that teaching staff, like students, have many competing demands on their time, in the form of teaching, research and administration, and that student access to individual staff reflects the provision/allocation of a fixed level of workload hours for this purpose. Note that as many teaching staff work part-time, this may further limit their availability for in person contact outside of class time.
That staff will be respectful of and give reasonable and timely consideration to extenuating circumstances, as defined by and allowed for under University Policy, which are affecting academic performance or progress. See University Teaching .	Make sure that teaching staff are advised of any extenuating circumstances that are affecting your academic performance as soon as possible.
That information on and reasonable access to any additional support required, such as disability or language support, is provided. See Disability services	Be familiar with the many support services available to students, and take responsibility for seeking help if needed.
The University's primary method of communication with students is electronic, and includes email. See Assessment Policies and Procedures	Regularly check your email and myUniSA announcements to ensure that you are aware of all current information relating to your course/s and the University in general.

To study in a harmonious learning environment, in which concerns are addressed as quickly as is practical and freedom of expression is respected. See Behaviour and Violence on Campus	Not disrupt the learning of others, whether in the classroom or on discussion boards. Be polite and courteous in all interactions, including in the classroom and via email.
Be free to pursue studies, research, duties or lawful activities in the University and to participate in the life of the University. See Student Misconduct	Behave responsibly and courteously both in class and on campus generally.
2.3 University Facilities	
That equipment and facilities are safe and adhere to Occupational Health and Safety guidelines. See OHSW and Damage to University Property	Treat University facilities and equipment appropriately and follow safety guidelines.
To have reasonable access to any resources and facilities required for successful completion of studies. See Computer Pools and Library Loans Guidelines for students on the use of IT facilities	Plan use of resources such as library books, computers etc. and allow fair access for fellow students. Students are not to abuse their IT privileges.
3 Assessment	
That course assessment requirements are clearly communicated by the teaching staff responsible for the course. See Course Information Booklets and Code of good practice: principles of student assessment	Be familiar with the assessment requirements set out in your Course Information Booklets and in the Assessment Policies and Procedures .
That both a reasonable timeframe and adequate resources are provided for the completion of assessments. See Submission of Assignments , the Library , The University's Online Environment and UniSAnet .	Meet assessment deadlines or seek extensions well before the due date , if needed.
That feedback on assessment is fair, impartial, valid and constructive and is received within a reasonable timeframe from the date of submission. See Feedback	Use assessment feedback constructively to help your learning and your work in future assignments.
Students will be advised of the scheduled date for course examinations via the University web site and Student portal. See Examination Arrangements	Find out when and where course exams are scheduled and attend the appropriate venue(s) at the set time(s).
Students with disabilities are entitled to be assessed in ways that ensure a fair opportunity to demonstrate their knowledge. See Disability services	Be aware of the support that is available and seek assistance from staff when necessary and appropriate.
4 Intellectual Property and Plagiarism	
That matters relating to intellectual property and plagiarism are clearly communicated to students and consequences for non-compliance with guidelines are defined. See Academic Integrity	Comply with intellectual property (IP) and plagiarism guidelines and be aware of the consequences for non-compliance.
Students have the right to have their intellectual property rights recognised and respected. See Ownership of Intellectual Property created by Students	Be respectful of the IP rights of others, including staff and students, and always acknowledge the contribution of others in your assignments.

5 Feedback on Courses and Teaching	
To be given opportunities to provide feedback on teaching staff, course content or any other aspect of their experiences without fear of retribution. See Quality Assurance & Improvement	Provide constructive feedback on teaching staff, course content and any other relevant aspect of study (e.g. in the CEI and SET surveys). Such feedback should reflect consideration of the University's teaching and learning environment (i.e., student centred learning), be mindful of its policies on University Teaching , and recognise constraints under which both individual staff and the School operate (eg, buildings and IT facilities).
6 Problems and complaints	
That their grievances are dealt with in a timely and fair manner. That appropriate procedures for dealing with complaints and grievances are in place, that they are clearly defined, transparent as to process, and easily accessible. See Policy and Procedures for the resolution of student grievances , Discrimination and Harassment Grievance Procedures and Student Ombud	Be aware of University procedures for complaints and grievances and utilise these procedures appropriately. Attempt to resolve concerns through informal discussion with staff before making a formal appeal.

Source: Adapted from Division of Education, Arts and Social Sciences, Draft: *Charter of Student Conduct*, September 2006.

Bachelor of Business (Property) DBPY - Program

Program overview

The study of property is concerned with the valuation, management, sale, leasing, development, investment and administration of land and improved properties. It is also about the interaction of people with land and improvements to land.

Property professionals need to be able to make informed decisions on the use and management of real property, and solve land resource allocation problems. The Bachelor of Business (Property) aims to equip graduates with such understanding and skills, as well as the academic qualifications necessary to practice in specialist property areas.

What will I study?

The program provides students with an understanding of geographic, economic, legal, business and management principles, and provides them with skills in economic, statistical, financial and operational analysis.

Central to every business degree within UniSA are core courses in business and management in the first year. These equip students with a solid foundation in business essentials, providing the critical knowledge, skills and experience required for specialist studies in property.

The 14 property core courses include Introduction to Property and Valuation, Introduction to Property Economics, Property Investment, Property Utilisation and its Sustainability, Property Market Analysis, Property Agency, Property Research, Advanced Property Valuation, Property Management, Statutory Valuations, Property Development, Property, People and the Political Economy, Fundamentals of Property Law, Building and Evaluation for Property. They will cover the physical, economic and legal aspects of property as well as conveying an understanding of valuation, property investment, real estate agency practice, property development and property management.

Students have the unique opportunity to take part in a mentoring scheme, which gives them first-hand experience in the property industry. Students are assigned to a mentor who introduces them to the workings of the property profession. Students are mentored on the opportunities a property career provides and gain firsthand experience on how to go about making day to day property decisions. Students are exposed to valuable industry links, which can improve job prospects upon graduation. The program can be studied on campus or off campus in external mode in both a part-time or full-time capacity. Students working full-time usually take two courses per study period (semester).

Who will employ me?

Graduates of the program possess skills relevant to valuation; asset portfolio and corporate real estate management; property investment and development analysis; sales consultancy and property marketing. As the program provides graduates with knowledge and analytical skills that are generally useful in business, graduates also find that they are comfortable practising in a non-property business environment.

The majority of property graduates obtain employment within the private sector working for financial institutions, property firms, property owners and property managers. They are also employed in local, state and federal government departments.

Aim

To prepare graduates for a professional level career in property valuation, management, development, investment, research and sales.

Structure

Students undertake the division core courses all the required courses in Property and appropriate electives. The program requires completion of courses totalling 108 units.

Professional recognition

Graduates who complete the program are eligible for Provisional Membership of the Australian Property Institute (API). Subsequently upon meeting the valuation practice experience requirements set out by the API provisional members can apply for Certified Practising Valuer Graduates upon completion of the program are also eligible to act as a real estate salesperson and can apply for membership of the Real Estate Institute of South Australia.

Bachelor of Business (Property) DBPY – Program Schedule

Program code	Area + Cat No	Prerequisites
FIRST YEAR		
First Half (Study Period 1, 2 or 3)		
Introduction to Property and Valuation	BUSS 1055	Nil
Business in Society	BUSS 1057	Nil
Principles of Economics	ECON 1008	Nil
Communication and Information Systems in Business	BUSS 1058	Nil
Second Half (Study Period 4, 5 or 6)		
Foundations of Business Law	COML 1001	Nil
Accounting for Business	ACCT 1008	Nil
Quantitative Methods in Business	MATH 1053	Nil
Introduction to Property Economics	ECON 1005	Nil
SECOND YEAR		
First Half (Study Period 1, 2 or 3)		
Marketing Principles: Trading and Exchange	MARK 1010	Nil
Fundamentals of Property Law	COML 2003	Nil
Property Utilisation and Sustainability	AGEN 2002	
Building Evaluation for Property	BUIL 2026	Nil
Second Half (Study Period 4, 5 or 6)		
Property Market Analysis	ECON 2011	MATH 1053 and BUSS 1055
Property Investment	BANK 3007	MATH 1053 and BUSS 1055
Property Agency	BUSS 2050	COML 1001 or LAWS 1002 and BUSS 1055
Management Principles	BUSS 1054	Nil
THIRD YEAR		
First Half (Study Period 1, 2 or 3)		
Property Research	ECON 3003	MATH 1052
Advanced Property Valuation	BUSS 3057	ECON 2011 and BANK 3007
Property Management	BUSS 3058	BUSS 1055, ECON 1005, BANK 3007, ECON 2011, COML 2003 OR LAWS 2003, AGEN 2002 and BUSS 2050
Elective		*
Second Half (Study Period 4, 5 or 6)		

Statutory Valuations	MGMT 3002	BUSS 1055 and ECON 2011
Property Development	BUSS 3032	BUSS 1055, ECON 1005, BANK 3007, ECON 2011, COML 2003 OR LAWS 2003 and AGEN 2002
Property, People and the Political Economy	BUSS 3059	BUSS 1055, ECON 1005, BANK 3007, ECON 2011, COML 2003, LAWS 2003, AGEN 2002 and BUSS 2050
Elective		*
* Elective courses may have prerequisites, please check prior to enrolment		

Rules

This program comprises:

- a division core of eight courses;
- one elective from any division in the university;
- two business electives which may be used for a minor;
- fourteen property related courses.

Notes

1. All division core courses are offered in both Study Period 2 and Study Period 5.

The division core comprises:

BUSS 1057	Business in Society
ECON 1008	Principles of Economics
BUSS 1058	Communication and Information Systems in Business
COML 1001	Foundations of Business Law
ACCT 1008	Accounting for Business
MATH 1053	Quantitative Methods for Business
MARK 1010	Marketing Principles: Trading and Exchange
COMM 1054	Management Principles

2. Students who have completed the Bachelor of Business (Property) degree may undertake the postgraduate course *Real Estate Business and Marketing Management G (BUS5223)* in order to meet the educational requirements for registration as a Land Agent in South Australia. This postgraduate course can be taken as either a non award postgraduate course or as part of a Graduate Certificate in Property and will only be offered subject to demand, and may be offered externally only, or as an intensive short course. Students should note that to do the course as a non-award student cost considerably more than if taken as part of a Graduate Certificate in Property.

3. Students who achieve a grade lower than Pass Level 2 (P2) in the following courses will not receive professional recognition and will not be eligible for the professional membership/accreditation with the Australian Property Institute (as of November 2005).

Introduction to Property and Valuation

Property Research

Property Development

Advanced Property Valuation

Statutory Valuations

Therefore to meet the professional accreditation requirements set by the Australian Property Institute TPs and CPs are not available in these courses.

Course Descriptions

Division Core Courses for Bachelor of Business (Property)

All undergraduate programs in the Division include the eight division core courses. Each core course is offered in Study Period 2 and Study Period 5 and is also available externally.

Study Period	Area	Catalogue Number	Course ID	Course Description
SP2/SP5	BUSS	1057	105458	Business and Society
SP2/SP5	ECON	1008	105460	Principles of Economics
SP2/SP5	BUSS	1058	105459	Communication and Information Systems in Business
SP2/SP5	COML	1001	105394	Foundations of Business Law
SP2/SP5	ACCT	1008	105457	Accounting for Business
SP2/SP5	MATH	1053	101178	Quantitative Methods for Business
SP2/SP5	MARK	1010	010704	Marketing Principles: Trading and Exchange
SP2/SP5	COMM	1054	100973	Management Principles

1. Business and Society

Course Code BUSS 1057

Business and society provides an introduction to the relationship between society, business, government, and the not-for-profit sector. It considers the historical and cultural influences on that relationship and the responsibilities of professionals as managers, practitioners, employees and customers. It provides the foundation for future study in Division of Business courses.

2. Principles of Economics

Course Code ECON 1008

This course must not be attempted by Commerce degree students who have passed or have credit/recognition of prior learning for Microeconomics or Economic Principles.

The economic decisions faced by individuals, households, firms and governments and the role of a mixed market economy in resource allocation decisions in the macroeconomy; analysis of prices and output determination in the context of markets and incentives; market structures, competition policy and its implication for the general economy; the strengths and weaknesses of the market mechanism and the role of public policy; Australia and the fundamental relationships in its macroeconomy; Gross Domestic Product, unemployment and inflation; business cycles; significance of international trade; introductory macroeconomic models; the role of government and economic policy; and economic analysis of contemporary economic issues.

3. Communication and Information Systems in Business

Course Code BUSS 1058

The course will include the following content;

- the influence of globalisation and cultural diversity on communication in organisations
- the influence of communication theories on organisations namely; non-verbal, interpersonal, intrapersonal, intercultural, group, organisational communication, effective listening and oral presentations,
- the management of organisational communication and information systems,
- the impact of technology and the internet in the global business environment,
- the strategic value of information and business intelligence in key enterprise systems,
- creating, managing and sharing information and knowledge in business through the effective use of technologies and systems.

4. Foundations of Business Law

Course Code COML 1001

This course must not be attempted by students who have passed or have credit/recognition of prior learning for Introduction to Law Topics will be drawn from the following:

- Introduction to the Australian legal system and functions of law in the business environment;
- Dispute resolution outside of the courts including ethical considerations related to business disclosures and confidentiality and business ethics in relation to legal problems;
- The development of legal problem-solving skills;
- Business contracts including forming and interpreting contracts;
- Dealing with suppliers including the concepts of good faith and unconscionability;
- Marketing of goods and services including product safety and consumer protection law, misleading and deceptive conduct and other Trade Practices Act considerations;
- Legal risk management including potential remedies for breach of obligations;
- Employing staff and/or agents;
- Choosing a business vehicle;
- Liability for negligence;
- Corporate social responsibility;
- Dealing with financial difficulty.

5. Accounting for Business**Course Code ACCT 1008**

This course must not be attempted by students who have passed or have credit/recognition of prior learning for Accounting Decisions and Accountability.

- Accounting and the business environment
- Accounting information and its role in decision making for management and external stakeholders
- Recording, reporting and analysing business transactions within the accounting cycle
- Analysis and interpretation of financial statements and cashflow for business users
- Use of accounting information for business planning.

6. Quantitative Methods for Business**Course Code MATH 1053**

Business Mathematics and Statistics for decision making: time value of money and net present value calculations with applications, working with equations and graphs of straight lines, linear programming, quantitative research principles in collecting, summarising and displaying business data, index numbers, relations in categorical data, measures of association, fitting straight lines, elementary probability concepts, the normal distribution and its business applications, elementary estimation and hypothesis testing, elementary decision making with Excel spreadsheets.

7. Marketing Principles: Trading & Exchange**Course Code MARK 1010**

This course introduces students to the role and contribution of Marketing Principles and thinking to achieving positive outcomes for most organisations and enterprises today. Marketing and marketing people are used in, and by, most types of organisations both big and small; for example, commercial, government, educational, artistic and social. The course will cover the main concepts and principles that underlie marketing thinking and practice. It will require students to understand these and also find out how they are applied in a range of enterprises. As part of the course, students research a nominated organisation over the study period and present their findings as to how the organisation uses marketing. The course also covers issues pertaining to group collaboration as well as oral presentation skills.

8. Management Principles**Course Code BUSS 1054**

This course must not be attempted by students who have passed or have credit/recognition of prior learning for Introduction to Management.

The nature and meaning of management, work and work organisation; influence of changing technology on management processes and practices; the motivation of people to achieve organisational objectives; social relations in the work place; organisational culture and control; conflict, its regulation and management; cross-cultural dimensions; global trends.

Property Major Courses Snapshot

Course name	Area + Catalog No.
Introduction to Property and Valuation	BUSS 1055
Introduction to Property Economics	ECON 1005
Property Investment	BANK 3007
Property Utilisation and its Sustainability	AGEN 2002
Property Market Analysis	ECON 2011
Property Agency	BUSS 2050
Property Research	ECON 3003
Advanced Property Valuation	BUSS 3057
Property Management	BUSS 3058
Statutory Valuations	MGMT 3002
Property Development	BUSS 3032
Property, People and the Political Economy	BUSS 3059
Fundamentals of Property Law	COML 2003
Building Evaluation for Property	BUIL 2026

Property Major Courses Detailed

Introduction to Property and Valuation

Course Code BUSS 1055

The nature of real property and property markets; the legal, economic and physical environment for real property; data collection procedures; site and building inspection; valuation strategies and processes, value and market value, productivity and most probable use; comparison, income and summation approaches; national and international valuation standards.

Introduction to Property Economics

Course Code ECON 1005

Introduction to property economics; urbanization and urban growth; characteristics and function of the urban property market; demand and supply factors influencing urban property markets; concepts of highest and best use; theory of urban land rent, land use and land value; models of urban structure; nature of housing markets; retail trade area analysis; provision of transport and infrastructure; role of government in urban planning, land management and development; patterns of inter and intra urban mobility.

Property Investment

Course Code BANK 3007

The valuation of cash flows, freehold and leasehold valuation models, mortgages and amortisation, the term structure of interest rates; investment decision techniques, sources of real estate returns; distributional characteristics of real estate returns; risk, return and diversification; valuation smoothing and its effect on property indices; the efficiency of the property market; inflation hedging; property financing and negative gearing, construction of property portfolios.

Property Utilisation and Sustainability

Course Code AGEN 2002

Sustainability concepts: implications for rural landscapes and cities landuse classification and land capability. Land and water degradation and contaminated land. Landuse systems: cropping, horticulture, forestry, grazing, aquaculture, mining and park reserves. Urban landuse: commercial, retail and housing. Climate change and its implications.

Property Market Analysis

Course Code ECON 2011

Cross-sectional and time series property databases; measuring relationships using categorical and continuous data; correlation and simple regression models; multiple regression; application of regression to property market research, automated valuation models and grid adjustment valuation techniques; evaluation of models using IAAO standards; development and analysis of property price indices; distributed lag models, univariate time series models; time series smoothing and seasonality; methods used to develop property indices; application of appropriate computer software.

Property Agency

Course Code BUSS 2050

Structure of real estate industry; why we have real estate agencies and what role they play in the property market; the legislative requirements of selling and leasing property; ethical behaviour expected locally and in selected international regions; appraisal of simple residential property; marketing and promotion of real estate including methods of sale; personal selling and negotiation techniques; documentation required in sale and leasing of property.

Property Research

Course Code ECON 3003

The research process; Property research paradigms, domains and practice; Property research design; Conducting a property research literature search; Data sources; Questionnaire design; Sampling and survey methods; Introduction to multi-variate analysis; Application of factor analysis and cluster analysis to property research; Behavioural and qualitative property research; Housing market research; Retail market analysis; Commercial property research; Property research reports.

Advanced Property Valuation

Course Code BUSS 3057

Valuation concepts and definitions; income and expenditure estimation; cash flow projections; lease analysis; incentives and tax treatments; real estate, business and economic cycles; risk and return assessment and analysis, partial interests; comparison of traditional and contemporary valuation methods; application of valuation methods.

Property Management

Course Code BUSS 3058

Introduction to property management, marketing/legal. Management planning. Leases, consumer protection legislation. Leases, practical application. Tenant management and relations. Financial management and computerised accounting and reporting systems, theory and practical applications. Building maintenance. Building operations. Risk management and insurance. Retailing and shopping centre management. Rental reviews, processes and valuations.

Statutory Valuations

Course Code MGMT 3002

Rating and taxing; land defined; the distinction between fittings and fixtures; the rating and taxing bases, legal definitions and case law; computer assisted mass appraisal; ratio studies. Compulsory acquisition: compensation principles and practice, 'piecemeal' and 'before and after' approach; heads of compensation; reinstatement; solatium; easements. Insurance valuations: indemnity; reinstatement; legal definitions and case studies. Valuations for financial reporting purposes; business goodwill. Expert witness.

Property Development

Course Code BUSS 3032

Introduction to the property development process and participants; inception and refinement of the development idea through market research; the public roles and development approvals; the formal feasibility study; DCF applications in feasibility and lifecycle analysis; valuation of development land and incomplete property developments; financing the development contracts; commitment and construction; completion, marketing and management; development of residential land subdivisions; development of retail property; development of hotel and mixed use property; development of office and industrial property; trends and issues in property development.

Property, People and the Political Economy

Course Code BUSS 3059

Introduction to politics and the political economy of land history and theory of land ownership. Land rights and customary tenure. Land development and public policy. Property taxation. Heritage rights and individuals/community. Infrastructure and public private partnerships. Transport and the impact of land use. Housing affordability and role of public/private partnerships. Sustainable cities, impact of state planning, regional and use of footprint analysis.

Fundamentals of Property Law

Course Code COML 2003

The definition of "property" and the ability of the law to protect it. The distinction between real and personal property and choses in action; fixtures and fittings. The nature of estates in land. An outline of the operation of the Torrens system of land titles together with an explanation of the role of legal and equitable interests in this area of law (including brief examples of the relevance and operation of the law of trusts); indefeasibility of title; caveats. Leases and tenancies, including statutory protection of residential and shop leases. Encumbrances, mortgages and charges. Easements and restrictive covenants. Adverse possession. Strata and community title. Crown lands. Matters touching on property law: wills and intestacy, gifts, torts, consumer law relating to real estate practice. New developments in the law of property.

**Building Evaluation for Property
2026**

Course Code BUIL

The building industry organisational structure; building regulations and the application of the Building Code of Australia; evaluation of structures and finishes of domestic and large-scale buildings; electrical services and energy management in large scale buildings; HVAC; telecommunications and building operations technology; hydraulic services; vertical transport; active and passive life safety systems; domestic and commercial building faults.

Elective Courses

Terminology Explained:

Minor

A stream of related elective courses in a single discipline area that students can choose to complete to reflect their interests and which comprises up to 18 units (commonly four courses).

Major

A stream of related courses in a single discipline area that students can choose to complete to reflect their interests and which comprises 36 units (commonly eight courses).

Elective Options Available to You:

You have a range of options on how you use your elective courses to structure your study.

1. A Range of Electives

You can choose each of your elective courses from a different discipline area if you wish. This choice provides you with the opportunity to broaden your business studies experience as much as possible.

2. Minor/s

A minor enables you to use your elective courses to develop some expertise in one or two other discipline areas. You can use your elective courses to build two minors or one minor and a selection of courses in other topics.

Some planning is required in advance to ensure that you are able to complete your courses in the correct order, as some courses will have prerequisites, and are not offered in every Study Period or year. You may need to seek advice from your program director or program advisor.

The following is a suggestion of some minors that could be undertaken:

Property Marketing

Marketing Principles: Trading and Exchange
Market Research
Personal Selling
Marketing for Services

Property Economics

Macroeconomics
Introduction to Property Economics
Principles of Economics
International Economics

Property Finance

Accounting for Business
Property Investment
Financial Planning
Portfolio and Funds Management

For further information about Electives associated with the property degree please visit/contact:

<http://www.unisanet.unisa.edu.au/majorminor/DisplayMajor.asp>

Lyn Nipperess
Program Advisor: Undergraduate
School of Commerce
Telephone: 08 8302 0294
Email: lyn.nipperess@unisa.edu.au

Work Placement Scheme

The Work Placement Scheme offers support to students who wish to undertake an unpaid work placement relevant to their program of study. You must be enrolled for the duration of the placement or between study years in accordance with the University's insurance policy. The Work Placement Scheme is aimed at final and penultimate year undergraduate students. However, other students may take up a WPS placement if they hold skills at a relevant level, have the approval of their Program Director and have been successful in an application.

There are two ways you can obtain a placement:

1. By sourcing your own placement. This allows you to target the organisations, roles, or industries that interest you most. Also, you don't need to worry about competing with other students for the placement position. The [Work Experience](http://www.unisa.edu.au/careers/students/default.asp) (<http://www.unisa.edu.au/careers/students/default.asp>) section of the Career Services website provides information about how to find work experience opportunities.
2. By applying for Work Placement Scheme projects advertised on [MyCareerPlan](https://mycareerplan.unisa.edu.au/Login.chpx?ReturnUrl=%2fDEFAULT.CHPX) (<https://mycareerplan.unisa.edu.au/Login.chpx?ReturnUrl=%2fDEFAULT.CHPX>) These positions are displayed under **jobs** with the prefix WPS (see *Vacation/Internship/Cadetship/Work Experience* and *Voluntary/Community*). You will need to contact the Career Services staff member nominated in the advertisement, who will provide you with the application instructions.

How long are WPS placements?

If you source your own placement, you can negotiate the timeframe with the host organisation. Placements advertised on [MyCareerPlan](https://mycareerplan.unisa.edu.au/Login.chpx?ReturnUrl=%2fDEFAULT.CHPX) (<https://mycareerplan.unisa.edu.au/Login.chpx?ReturnUrl=%2fDEFAULT.CHPX>) will indicate the timing for the project. For example, some may be for one day a week for two months or for an entire week during a semester break, up to 16 consecutive weeks. No placement can require students to work more than two days a week during the study period.

Can I be assessed on my placement?

Work Placement Scheme placements are undertaken in your own time, and are not a formal part of your program. This means that you can negotiate your hours with your host organisation. The only involvement of your academic staff will be that your Program Director will have to sign an insurance form agreeing to your participation in the placement and confirming that the placement is relevant to your program.

Career Services

Your career starts here with your UniSA studies and by using your university experience wisely you can graduate ahead of the pack with a great start to your career. Plan Your Study.

Create a career plan for your study time that includes research into employment options for your degree, a plan for gaining experience and knowledge in the field, and a strategy for targeting and winning your first graduate role.

Visit Unisa.edu.au/Careers for online hints and tips, attend Careers Workshops advertised on MyCareerPlan and through your weekly Careers emails, and book a Career Consultation at your Learning and Teaching Unit (LTU) Manage Your Resources

Always check your Careers emails for events, workshops, work placements and employment. Emails are always targeted to discipline areas and are a valuable resource to researching graduate employment and paid vacation internships too. Create an account on MyCareerPlan, save searches that match your current needs, track your experiences, skills and achievements and use these to build your resume. Seek out Work Placement Scheme opportunities, study related employment and graduate career options as well as browse through a range of graduate employer profiles.

Get connected

Use the Employment and Careers Expo, International Careers Day (for International students) and Work Experience Fair to connect you directly with employers, alumni and work placement providers. In many cases you will be able to speak with the Human Resources staff (the people who will judge your application) and recent graduates who can tell you about their road to success.

Attend Employer Presentations, listed on MyCareerPlan and emailed directly to your inbox, this is your chance to speak with employers about opportunities and how to win the position. Make the most of Careers Forums and all opportunities to connect with employers and alumni – and ask questions on how to use your time at UniSA for success in your career!

Where to find us:

LTU at each campus (City West next to Campus Central)

UniSA.edu.au/careers

MyCareerPlan – under “My Services” in “My UniSA”

Other Study Options

Business Double Degree DBDD - Program

Why Choose a Different Business Double Degree?

The Business Double Degree gives you complete flexibility - you are no longer bound by tradition, or what the University specifies. If you can see an opportunity in the work environment, you can select the degree combination which will help you take advantage!

Interest in double degree programs is on the increase - why? Having a good degree is essential in today's competitive graduate job market. The number of students enrolling in university programs is at its highest rate ever, so what will make you stand out from the crowd when employers are looking at your CV? A Business Double Degree at UniSA!

Aim

This program provides a high degree of flexibility for students to combine any two single degrees in the Division of Business. A double degree provides a number of benefits, in particular:

- Wider career options, now and in the future
- Shows dedication to studies, which is a good indication to employers of your work ethic
- Gaining a significant range of skills and knowledge which employers value
- Becoming multi-skilled
- Gaining a broad outlook

Key Benefits to You

- YOU decide what combination of degrees you want to study of any B. Business, B. Applied Finance, B. Commerce, B. Management and B. Arts (International Studies, Aboriginal Policy and Management, Aboriginal Studies, Australian Studies) degrees. There are over 100 possible combinations.
- YOU will receive two parchments - one for each degree you study.
- YOU only need to study for a minimum 4 years full time (or the equivalent part-time).
- YOU will be able to choose wider career options and greater opportunities now and further down the track.
- YOU will have accelerated career prospects as increasingly employers are looking for multi skilled employees.

Program Length

The Business Double Degree can be completed in a minimum of 4 years full-time or part time equivalent. More information on the Business Double Degree can be found at <http://www.unisanet.unisa.edu.au/programs/program.asp?Program=DBDD&Year=2011>

Services for Students

Email

Each student will receive an email address. You will receive information via email throughout the year. Course Coordinators may choose to distribute course administrative information this way. You are advised to check your email daily and to keep your email account maintained.

Library

The University Library provides reference material and services to all Schools of the University of South Australia. On the City West Campus, the Library is located in the Catherine Helen Spence Building. The Library conducts tours early in the first half of the year, students are encouraged to attend.

Computer Facilities

There are computer facilities and terminals available for the use of students and staff. The main computer pool for the School of Commerce students is located in the George Kingston Building, City West Campus.

In addition, computer pools on other campuses of the University are available for use by University of South Australia students. However, there is a range of specific software installed in each pool, and students should check with the software listings on the noticeboards of each pool to determine whether the computers have the software they require.

Rules require that students do not eat or drink in the computer rooms. The use of computers is restricted to study-related work. Students using them for personal use, especially for games, will be asked to leave. The display of offensive or pornographic material may lead to penalties.

Further details of the computing facilities at the University are presented at the Computer workshops during Orientation.

Learning and Teaching Unit

The Learning and Teaching Unit provides a wide range of services for students including: counselling, learning support, welfare and careers advice, referral and general information. The Learning and Teaching Unit is located in the Yungondi Building, Ground Floor (City West), <http://www.unisa.edu.au/ltu/default.asp>
Phone: 8302 0022 or 1300 656 377(cost of a local call).

Submission and Return of Assignments (*AssignIT*)

All text based assignments are required to be submitted via *AssignIT*. *AssignIT* is an online service allowing assignments to be submitted directly to the Course Coordinator. Please note that **submission opening and closing times apply** (this means that you cannot submit your assignment before or after the specified submission date and time), refer to your relevant Course Coordinator for the nominated submission times.

Once marking is completed, you will be informed by email and can collect your assignment or feedback and grade via *AssignIT*. All assignments must use the Assignment Cover Sheet. Copies of the Assignment Cover Sheet can be obtained via *AssignIT* when you are submitting your assignment.

Full instructions on how to use *AssignIT* are available in the 'Students' section of this web site: www.unisa.edu.au/helpassignIT/students/default.asp

For other general information regarding the submission of assignments, please refer to *Extra Course Information* at www.unisanet.unisa.edu.au/extracourseinformation/default.asp

Student Administration Forms

The University's administration system requires you to complete a relevant form in order to enable such requests as: leave of absence, internal transfer between programs, or application for credit, efficiently and effectively. All student administration forms can be found at: www.unisa.edu.au/student/forms/default.asp

Security and Callpoints

Several locations on campuses are equipped with emergency wall phones for direct contact with Security staff. These are distinguished by a sign overhead and will automatically dial direct to Security. Exact location details can be found here: <http://www.unisa.edu.au/facilities/security/citywest.asp>

When calling from call boxes please state call box number you are calling from. Directions for the use of the call boxes are clearly marked on the front of the call box. Make yourself familiar with the locations of these call points - if you don't, it might be too late in an emergency. To obtain a brochure listing the locations of all call points contact your local Security office.

Campus Security in City West is located in Yungondi Building, Room Y1-55 tel: 8302 0000 (if dialling from outside telephone). Alternatively dial Security (all hours) 1 800 500 911 - free call. Security staff are responsible for the opening and closing of buildings, and all security on campus. They are available to escort students and staff through the University grounds and to the Car Park. Arrangements for the escort service may be made by contacting direct the on-duty security officer on your campus. Security is maintained over a 24 hour shift, seven days a week.

Campus Central – Information Centre

Campus Central staff will assist you with completing administrative procedures such as organising your student card, obtaining enrolment advice and timetable, purchasing readers and accessing safe and affordable accommodation options. Campus Central is located in the Yungondi Building, Ground Floor (City West), telephone: (08) 8302 0511 or 1300 301 708 (cost of a local call), www.unisa.edu.au/campuscentral/

Final Grades & GPA

Final Grades Awarded by the University of South Australia:

Grade	Notation	Notational %
High Distinction	HD	85 - 100
Distinction	D	75 - 84
Credit	C	65 - 74
Pass level 1	P1	55 - 64
Pass level 2	P2	50 - 54
Fail level 1	F1	40 - 49
Fail level 2	F2	below 40
Conceded Pass	CP	
Terminating Pass	TP	
Non-graded pass	NGP	
Non-graded pass	NG	
Satisfactory	S	

Note: Students who are granted more than 10 courses credit may only be eligible for one Conceded Pass and one Terminating Pass.

There are also some interim notations that are used where no final grade has been given. These are detailed in the following table.

Name	Interim notation on MyUniSA	Explanation Refer to Assessment and results in the <i>Assessment Policies and Procedures Manual</i> *
Supplementary assessment	S	Often referred to as a "supp". This indicates that your work is below pass level but that you have been granted another assessment on academic grounds.
Deferred assessment	D	Indicates that you have been granted, on medical or compassionate grounds, permission to complete the assessment at a later time.
Incomplete assessment	I	Indicates that the assessment for the course is not completed and an extension of time has been allowed.

*<http://www.unisa.edu.au/policies/manual/default.asp>

What is a Conceded Pass?*

If you fail the course with a mark between 45% and 49%, and achieve a grade point average (GPA) for the study period of at least 3.75, you may be eligible for a 'conceded pass' as part of the Academic Review of student progress. A conceded pass permits you to use the course as a pre-requisite for another course.

What is a Terminating Pass?*

As part of the academic review of student progress for undergraduates, you may be given a terminating pass if the marks achieved are between 45-49%. This can only be done when your overall results for the study period are considered as well as other course-specific rules for terminating passes. A terminating pass does not permit you to use the course as a pre-requisite for another course. Other conditions apply and are available in the policy documents.

*Please note:

CPs and TPs are not available in most Commerce degree courses. Students who achieve a grade lower than Pass Level 2 (P2) in the following courses, will not receive a professional recognition and will not be eligible for the professional membership/accreditation with the Australian Property Institute (as of November 2005).

- Introduction to Property and Valuation
- Property Research
- Property Development
- Advanced Property Valuation
- Statutory Valuations

Therefore to meet the professional accreditation requirements set by the Australian Property Institute TP's and CP's are not available in these courses.

Calculating Grade Point Average (GPA)

What is GPA?

The Grade Point Average (GPA) is the average of all your grades for the study period by using the following formula:

Formula

GPA = Sum of (grade points) divided by the sum of number of courses undertaken per study period

$$\text{GPA} = \frac{\text{Sum of (grade points)}}{\text{Sum of the number of courses undertaken per study period}}$$

When is a Grade Point Average used?

The Grade Point Average (GPA) is used to determine your eligibility for:

- internal transfer between Programs
- prizes and awards
- a Terminating Pass (TP)
- a Conceded Pass (CP)
- alternative entry (other than SACE) into Program

Grade Point Average Weighting System		
Grade Description	Grade	Grade Point Weighting
High distinction	HD	7
Distinction	D	6
Credit	C	5
Pass level 1	P1	4.5
Pass level 2	P2	4
Supplementary pass	SP	3.5
Conceded pass	CP	3
Terminating pass	TP	3
Fail level 1	F1	1.5
Fail	F	1.5
Fail level 2	F2	1
Withdraw Fail	WF	1.5
Non-graded pass	NGP	Value of 4 points, but are included in the calculation only if GPA is less than 4.
Satisfactory	S	

Example:

A student receives the following grades over two terms:

Course 1: Distinction Course 3: Pass level 1

Course 2: Credit Course 4: Pass level 1

$$\text{GPA} = \frac{(6 + 5 + 4.5 + 4.5)}{4 \text{ (courses)}}$$

$$\text{GPA} = \frac{20}{4}$$

$$\text{GPA} = 5$$

Academic Integrity

The University's academic policies are the rules which govern student enrolment in, and academic progress through, the University. They provide a clear statement of the University's position on academic and student issues and the procedures to be followed. It is your responsibility to be aware of all these policies. These policies can be found at: www.unisa.edu.au/policies/policies/default.asp

Academic Integrity

The University considers academic misconduct to be very serious. The penalties for students who are involved in academic misconduct can be quite severe.

From clause 9.2.1 of the 2010 Assessment Policies and Procedures Manual, academic misconduct includes:

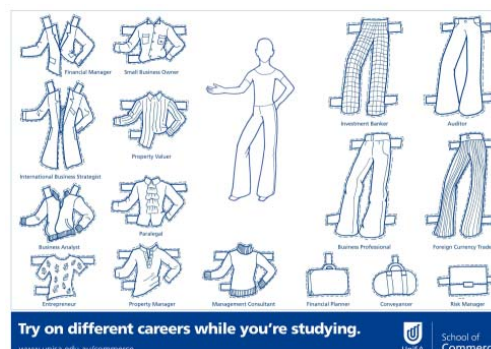
- a) plagiarism (see clause 9.2.2);*
- b) breaches of the examination procedures specified in Section 6: Examination Procedures,*
- c) presentation of data with respect to laboratory work, clinical placements, practicums, field trips or other work, that has been copied, falsified or in any other way obtained improperly;*
- d) inclusion of material in individual work that has involved significant assistance from another person, where such assistance is not expressly permitted in the course information booklet;*
- e) providing assistance to a student in the presentation of individual work, where such assistance is not expressly permitted in the course information booklet;*
- f) falsification or misrepresentation of academic records; and*
- g) any other actions that contravene the principles of academic integrity.*

More information on Academic Integrity can be found at www.unisa.edu.au/policies/manual/default.asp

Career Options

What are my career options?

UniSA's Bachelor of Business (Property) graduates are ready for a career in the fast paced and progressive property industry - dealing with the evaluation, management, transfer, development and administration of what is arguably one of the most valuable assets of our time – land.



Property is a dynamic, growing and global industry. Increasing professionalism and growth in this area means that continuing employment options for graduates exist in an enormous range of areas – nationally and internationally. Combined with your core skills and knowledge in business and management, your degree will take you to places where there is a demand for specialists in valuation; residential and commercial real estate management, sales and leasing; property investment and development analysis and property research, consultancy and property marketing. Your specialist skills will provide you with opportunities for entry into public and private sector organisations that deal directly with property development, management or valuation and your core skills provide the basis for position that involve business and/or management ability.

Property graduates can enjoy the freedom of seeking work across a wide range of industries.

Starting in a graduate entry position, this degree gives you the opportunity to progress towards roles in management, offering you an upward career path that can be both challenging and rewarding. A degree in Property provides wide career choices extending to a wide range of areas and roles, graduates may also take up or work towards positions such as Building Managers; Property Portfolio Officers; Real Estate Agency Managers, Salesperson or Sub-agents; Real Estate Agents; Property Managers; Valuers; Auctioneers or property professionals. As the program provides the knowledge and analytical skills that are generally useful in business, graduates may also find opportunities in non-property business environments.

In Australia, nearly 93% of graduates who work as real estate agents and property managers will be employed in the Property and Business Services sector, 2.2% in Construction and 1.4% in Government Administration and Defence. For Valuers and Land Economists in Australia, nearly 80% will find employment in Property and Business Services, 11.3% in Government Administration and Defence, 9.4% in Construction and nearly 4% in the Electricity, Gas and Water Supply industries.

Visit *UniSA's Career Services* for information about business administration and other graduate positions, recruitment timetables, and assistance with resume preparation and honing of interview skills at www.unisanet.unisa.edu.au/careers/

Also, visit *Division of Business: Careers* service committed to providing career support and assistance to students <http://www.unisa.edu.au/business/alumni/careers/>

Further Study in the School of Commerce

Honours Programs

Bachelor of Business (Honours), Bachelor of Management (Honours), Bachelor of Commerce (Honours) – DHBB Program

It is possible to undertake an Honours year. By providing graduates with opportunities for advanced study in various business and management discipline areas, this program is designed to develop in graduates the ability to undertake academic research and proceed to PhD work.

The program is available in three options:

- A. Bachelor of Business (Honours)
- B. Bachelor of Management (Honours)
- C. Bachelor of Commerce (Honours)

Students may enrol in the option of their choice. The program of study for each option is identical. There are two intakes per year, Study Period 2 and Study Period 5.

Program overview

The Honours program provides an advanced year of study through coursework and a thesis in Business, Commerce, Marketing or Management for students who have completed an undergraduate degree with superior grades in a business-related discipline. It can be taken in any area of business under qualified supervision, and is intended to develop research skills and the ability to carry out research, in preparation for either an academic career or a career in business and/or government.

Successful completion of the Honours program is rewarded with a prestigious undergraduate qualification which gives a competitive edge to graduates on seeking professional employment and is also recognised worldwide as a direct entry path to a PhD. The honours year is a unique opportunity to learn and develop your research skills, while also acquiring expertise in a specialist area of research interest within a single year of study.

What will I study?

The first study period of the Honours program involves classes/workshops in Research Methods and Data Analysis. Students also participate in and provide a critique of seminars by visiting researchers and undertake a literature review on a topic of their interest. The second study period is devoted to developing and writing a thesis under supervision of a senior academic in one of the fields of accounting, economics, finance, business law, business education, human resource management, entrepreneurship, marketing or sport & recreation management.

Who will employ me?

UniSA Honours graduates are either employed in high-status roles within government, banking, professional firms and other prominent corporations, or have gone on to successfully complete PhD studies.

An honours degree develops advanced thinking and analytical capabilities that give honours graduates a competitive advantage when initially seeking a professional position and also over their longer-term career.

For further information about DHBB Programs please contact:

Dr Brianne Hastie
Program Director - Honours
Office: DP2-37
Telephone: 08 8302 0289
Fax: 08 8302 0904
Email: brianne.hastie@unisa.edu.au

School of Commerce (Honours) Scholarships

About Scholarships¹

The School of Commerce (Honours) Scholarships are open to candidates who are enrolled in (or are considering admission into) the Bachelor of Business (Honours)/Bachelor of Commerce (Honours) (DHBB) Program in Study Period 2, 2010 academic year with a research focus in any discipline² offered by the School of Commerce. To be eligible for these scholarships, students must study their honours year internally in Australia (onshore).

The scholarships will be awarded to candidates considered most likely to succeed at producing research in the area of the School of Commerce.

The awarding of a scholarship is conditional upon meeting the following criteria:

- the scholarship will be available for candidates who are enrolled in (or are considering admission into) the Bachelor of Business (Honours)/Bachelor of Commerce (Honours) (DHBB) Program
- the candidate must provide a covering letter
- the candidate must provide an essay of up to 1000 words outlining the area of their proposed research topic

Scholarship Value

Up to six Scholarships will be awarded each year, and will provide payment of \$10,000 (each) for a single year. The scholarships will be paid after the census date of Study Period 2, each academic year.

Selection Panel

Shortlisted candidates will be interviewed by a panel comprising:

- the Head of School (Commerce)³ and
- two relevant academic staff members of the School of Commerce.

Selection Interview

At the interview candidates will be invited to give a short presentation and may be asked to answer questions by the panel. The selection panel will consider the following:

- academic merit
- merit of the proposed research topic and
- communication skills

Scholarship Conditions

- It is a condition of the scholarship that recipients will be supervised by a relevant academic member of the School of Commerce.
- Students who suspend their studies, may be asked to repay the scholarship.

¹ Scholarships are subject to change and are awarded based on conditions current at the time of award

² Commerce (Accounting), Applied Finance, International Business/Market Regulation, Property and Business Administration

³ The Head of School reserves the right to amend the interview panel if required

Other Scholarships, Prizes and Awards offered by the School of Commerce

The School offers a number of Grants and Scholarships, relating to the various programs. Details of these scholarships can be found on:

http://www.unisa.edu.au/scholarship/undergraduate/ug_bue.asp

The School of Commerce also offers a number of Prizes and Awards for high academic achievement by high profile institutions each year, more details can be found on:

<http://www.unisa.edu.au/student/awards/bue.asp>

Below is a table outlining all the prizes and awards for courses taught by the School of Commerce.

Prize	Description	Prize
Australian Tax Office Award	Awarded to the student with the most outstanding academic performance in Taxation Law 1, Taxation Law 2	\$1,000
BankSA Prize for Finance and Investment	Awarded to the student who obtains the highest mark for the course BANK 2005 Finance and Investment.	\$500
BankSA Prize for Business Finance	Awarded to the student who obtains the highest mark for the course BANK 2007 Business Finance.	\$500
Business SA Award	Awarded to the student who obtains the highest mark for the course BUSS3011 Enterprise and Business Creation.	\$600 voucher to attend any Business SA Training courses, workshops or forums plus a commemorative certificate.
Colliers International Second Year Property Prize	Awarded to the student with the most outstanding academic performance in AGEN 2002 Property Utilisation and Sustainability, ECON 2011 Property Market Analysis, BUSS 2050 Property Agency.	\$500
CPA Australia - Jack Harrison Memorial Award	Awarded to student who obtains the highest marks for the courses ACCT 1008 Accounting for Business and ACCT 1006 Financial Accounting 1	\$500
CPA Australia Prize for Global Issues for Accounting and Issues in Accounting Theory	Awarded to the student with the most outstanding academic performance in BUSS 3017 Global Issues in Accounting and ACCT 3003 Issues for Accounting Theory.	\$500
CPA Australia Prize for Young Professionals	Awarded to the student who obtains the highest mark fo the course ACCT 3007 Financial Accounting 3.	\$500
CPA Australia Prize Taxation Law 1	Awarded to the student with the most outstading academic performance in ACCT 3002 Taxation Law 1.	\$500
CPA Australia Postgraduate Prize	Awarded the student who obtains the highest grade point average upon completion of DBMS Master of Business (Professional Accounting) program.	\$500
Deloitte Touche Tohmatsu Prize	Awarded to the student who obtains the highest mark for the course BUSS 3017 Global Issues for Accounting.	\$500
Ernst & Young Prize	Awarded to the student who obtains the highest mark for the course ACCT 1008 Accounting for Business.	\$500

Financial Services Institute of Australasia (FINSIA) Award	Awarded to the student who obtains the highest marks for the courses BANK 3004 Portfolio and Fund Management and BANK 3009 Corporate Valuation and Risk Management.	\$500
Gary Lindblom Memorial Prize	Awarded to the student with the highest grade point average over three years of the Bachelor of Business (Property) program.	\$500
John Wiley & Sons Australian Book Prize	Awarded to the two students who obtain the highest marks for the course BANK 2008 Financial Planning.	\$500 book voucher
Knight Frank Prize	Awarded to the student who obtains the highest mark for the course BANK 3007 Property Investment.	\$600
LexisNexis Prize for Property Law	Awarded to the student who obtains the highest mark for the course COML 2003 Fundamentals of Property Law.	7 month subscription to online law dictionary
McGraw-Hill Australia Prize	Awarded to the student who obtains the highest mark for the course ACCT 3003 Issues in Accounting Theory.	\$500 book voucher
Pearson Australia Prize	Awarded to the student who obtains the highest mark for the course BANK1005 Derivatives and Securities Markets.	\$500 book voucher
Pitcher Partners Prize	Awarded to the student who obtains the highest marks for the courses ACCT 1006 Financial Accounting 1, ACCT 2005 Financial Accounting 2 and ACCT 3007 Financial Accounting 3.	\$500
PwC Prize	Awarded to the student who obtains the highest mark for the course ACCT 2005 Financial Accounting 2.	\$500
Property Council of Australia Prize	Awarded to the student who obtains the highest mark for the course BUSS 3032 Property Development.	\$500
Real Estate Institute of South Australia Prize	Awarded to the student who obtains the highest mark for the course BUSS 2050 Property Agency	\$500
RP Data Prize	Awarded to the student who obtains the highest mark for the course BUSS 1055 Introduction to Property and Valuation.	Subscription to RP Data Property Information
South Australian Auditor-General's Department for Auditing Theory and Practice	Awarded to the student who obtains the highest mark for the course ACCT 3005 Auditing Theory and Practice.	\$500
South Australian Auditor-General's Department Prize for Government and not for Profit Accounting	Awarded to the student who obtains the highest mark for the course ACCT 2008 Government and not for Profit Accounting.	\$500
The Chartered Institute of Management Accountants Prize	Awarded to the student who obtains the highest mark for the course ACCT 2006 Management Accounting.	\$500

Postgraduate Programs

The School offers the following postgraduate programs:

Master of Business:

- Accounting Professional Accounting
- Professional Accounting and Finance
- Professional Accounting and Specialisation
- Property

Graduate Diploma in Business:

- Professional Accounting
- Property

Graduate Certificate in Business:

- Professional Accounting
- Property

Enquiries on these programs can be directed to the School office.

Why Continue Studying with Us?

1. We have a long and proud history of providing **quality professional postgraduate education in accounting dating back to the 1940's** and our programs have earned a high reputation within the industry.
2. **Our teaching staff has relevant industry experience and close connections with the professional and qualifying programs of both CPA Australia and the Institute of Chartered Accountants in Australia (ICAA).**
3. We ensure that **course content is constantly up-to-date through regular reviews, taking into account changes in industry standards.** This means our students learn a combination of theory and practical application of models and methods that can be used to help make better decisions or develop better strategies within the workplace.
4. **Our postgraduate property program is the only postgraduate valuation accredited program run in South Australia** that offers accreditation for membership to the Australian Property Institute and satisfies the SA Office of Consumer and Business Affairs education requirements for valuers.
5. **Our postgraduate students undertake industry-based projects** providing for study and learning about a topical property issue with direct relevance to the modern workplace.
6. **Our nested Property and Accounting programs provide multiple entry and exit points,** offering flexibility to study.
7. **Our courses have been designed to allow for flexibility** for those working full time and are offered both on campus and online.
8. Our Postgraduate programs will help to develop:
 - Analytical and methodical skills
 - High level communication skills
 - General business management skills
 - Problem solving skills
 - International perspective

Notes:

Further information

School of Commerce

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The University of South Australia reserves the right to alter, amend or delete any program, fee, course, admission requirement, mode of delivery or other arrangement without prior notice.

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