

2009 Course Summary Sheet – Continuing Students

■ Bachelor of Business/Bachelor of Education (Secondary) (IX03)

Students who have previously completed tertiary study and who may be eligible for credit should contact either the Course Coordinator or the Administration Officer listed below prior to completing their on-line enrolment.

This document will assist you with the selection of your study program and completion of your enrolment. Other useful information can be found on the Student Services website studentservices.qut.com/, which can also be accessed via the Online Enrolment portlet.

This course was discontinued in 2006. However, students who are currently enrolled in the course will be able to transfer to the appropriate program or continue with their enrolment to the completion of this course.

Location: Gardens Point and Kelvin Grove campuses

Course Duration: 4 years full-time

Total Credit Points: 432

Course Coordinators:

Business: Mr Andrew Paltridge, a.paltridge@qut.edu.au, ph 3138 2343, Room Z1116 GP

Major Coordinators:

Accountancy: Ms Ros Kent; 3138 2403; B330; r.kent@qut.edu.au

Economics: Dr Radhika Lahiri, Room Z841 GP, ph 3138 2753

School Administration Officers:

Business Enquiries: Faculty of Business Student Enquiries Centre on Level 1, B Block, Phone: (07) 3138 2050, Fax (07) 3138 1537 or email: bus@qut.com

Education: Ms Jo Wakefield, Email: jo.wakefield@qut.edu.au Ph: 3138 3948, Room A215, Kelvin Grove

IMPORTANT COURSE SPECIFIC ENROLMENT ADVICE

Students are expected to enrol as per the standard structure outlined on this Course Summary Sheet, and are responsible for ensuring their unit selection is correct.

Blue Card Requirement - Prior to commencing the Education units in this course you will be required to hold a valid Blue Card and have that Blue Card registered with QUT to enable you to complete the Field Studies requirements of the course. Blue Card applications may take up to 16 weeks to process and it is therefore essential that you ensure you submit your application for the card at least a semester before you are scheduled to undertake any Field Studies units.

If you do not hold a valid card registered through a QUT Student Centre at the commencement of the Field Studies you will be unable to participate in the required activities and will need to be withdrawn from the unit(s). This may incur both financial and academic penalty depending on the date the application was submitted. The application form is available at http://www.studentservices.qut.edu.au/enrol/course/spec_req/bluecard.jsp

The Faculty of Education reserves the right not to finalise Field Studies placements for students who fail to take appropriate action to ensure they have a current Blue Card authorized with QUT to cover every semester in which they have a Queensland-based Field Studies unit.

Underloads – it is not expected that a student should underload – i.e. undertake less credit points than the standard semester load. If, however, your circumstances require you to undertake less units than the standard load, it may lead to difficulties in undertaking units in a timely manner later in the course.

Overloads – it is not expected that a student should overload – i.e. undertake more credit points than the standard semester load. If, however, your circumstances require you to overload you should be aware of the possible academic consequences of an increased study load. A GPA greater than 4 is required to undertake an overload. Please consult the Course Coordinator.

Course Progression – students should attempt to follow the standard course progression as outlined on the Course Summary Sheet. Failure to do so could result in difficulties in unit selection. It is a student's responsibility to ensure they have met pre-requisite and co-requisite requirements when they select their enrolment program.

Field Studies - you should be aware that 5 periods of field experience, each of 4 continuous weeks duration, occur through the program. Each field experience requires your full-time attendance at a school or other educational institution at the programmed time. You should plan ahead to ensure that work and other events and commitments do not impinge on your field experiences. Also note that it is not possible to study discipline units in semesters that include field studies unless the combination is incorporated in the standard course progression. The schedule of field experience units with their set dates can be found at: <http://education.qut.edu.au/students/calendar/epc.jsp>

Designated Units – Field Studies units are also designated units which students are required to complete in order to continue with their award course. Student performance in these units is reviewed at the end of each year. Students who do not successfully complete the practicum requirements of these units will have their progress in the course reviewed.

Internship - you are required to undertake an Internship unit as the final unit of study in this course. Permission to undertake this internship must be granted by the Queensland College of Teachers (QCT). If you have units other than those listed on the CSS for Year 4 semester 2 to complete prior to the start of your Internship you must seek course progression advice from the Education Course Administration Officer.

Prerequisites - Prerequisite requirements are provided in the unit synopsis and it is the student's responsibility to ensure they are correctly enrolled. Copies of Faculty of Business Rules and Procedures are available from the Faculty of Business Enquiries Centre at Gardens Point in B110, or Carseldine in C303. They are also distributed at Faculty orientation to all commencing students.

Maximum Number of Grades of Three: 4* **Maximum Time to Complete Degree:** 11 years
(* with a maximum of three Grades of 3 in either the discipline or education component)

Course Design

Students are required to complete 240 credit points from the Faculty of Business plus 192 credit points in units offered by the Faculty of Education. Teaching areas for students completing this award are Accounting and Economics.

Field Studies

You should be aware that 5 periods of field experience, each of 4 continuous weeks duration, occur through the program. Each field experience requires your full-time attendance at a school or other educational institution at the programmed time. You should plan ahead to ensure that work and other events and commitments do not impinge on your field experiences. Also note that it is not possible to study discipline units in semesters that include field studies. The schedule of field experience units with their set dates can be found at: <http://education.qut.edu.au/students/calendar/epc.jsp>

ACADEMIC CREDIT - Students who have previously completed tertiary study and who may be eligible for credit should contact either the Course Coordinator or the Administration Officer listed on page 1 prior to completing their on-line enrolment.

CONTINUING STUDENTS – BUSINESS COMPONENT

All continuing students must refer to the 'Course Updates' on page 7 to ensure that course requirements are met. Students who cannot determine an enrolment program should contact the School of their primary major.

	YEAR 1		YEAR 2		YEAR 3 <i>Knowledge creation: inclusive curriculum and pedagogical practices</i>		YEAR 4 <i>Induction into the profession</i>		TOTAL
	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2	
PROFESSIONAL, FIELD AND CURRICULUM STUDIES	EDB002 Teaching and Learning Studies II: Development and Learning (12)	EDB031: Secondary Field Studies I: Development & Learning in the Field [20 days Pattern of field studies to be negotiated with Unit Coordinator.] ^{1, 2} (12)	CLB051 Business Ed C Studies 1 (12) (replaces CLB009 ABM C. Studies 1)		Education elective (12)	EDB003: Teaching and Learning Studies III: Practising Education (12) EDB032: Secondary Field Studies II: Practising Education in the Field ² [20 days] (12)	EDB004: Teaching and Learning Studies IV: Inclusive Education (12) EDB033: Secondary Field Studies III : Inclusive Educational Practices ² [20 days] (12)	EDB005: Teaching and Learning Studies V: Professional Work of Teachers (12) (6TP4 format) EDB034: Secondary Field Studies IV: Prof Work of Teachers: Induction into the Field ² [20 days] (12) EDB035: Internship (Secondary) [20 days] (12) EDB007 Culture Studies: Indigenous Education(12) (replaces Education elective) (6TP4 format)	192
DISCIPLINE STUDIES	BSB110 Accounting (12) BSB113 Economics (12) BSB122 Quantitative Analysis and Finance (12)	AYB121 Financial Accounting (12) BSB111 Business Law and Ethics (12) EFB101 Data Analysis for Business (12) EFB102 Economics 2 (12)	AYB220 Company Accounting (12) EFB202 Business Cycles and Economic Growth (12) EFB210 Finance 1 (12) EFB211 Firms, Markets and Resources (12)	AYB221 Computerised Acc. Systems (12) AYB225 Management Accounting (12) BSB119 Int. & Elec. Business (12) EFB314 International Trade and Economic Competitiveness (12) EFB329 Contemporary Applications of Economic Theory (12)	AYB301 Auditing (12) BSB114 Government, Business and Society (12) BSB115 Management, People & Organisations (12) BSB126 Marketing (12)				240
TOTAL	60	60	60	60	48	48	48	48	432

¹Field Studies will be scheduled outside the normal teaching period and may be undertaken prior to the beginning of the semester or after the end-of-year examination period. Students should contact the Unit Coordinator early in semester 1 to arrange Field Studies days.

² **Designated Units.** At the end of each year students who have failed to achieve a satisfactory level of performance in a designated unit will be eligible for exclusion. Please refer to the unit outlines for more information and/or <http://www.studentservices.qut.edu.au/assess/performance/performance/designated/>

The Faculty reserves the right not to finalise Field Studies placements for students who fail to take appropriate action to ensure they have a current Blue Card authorized to QUT to cover every semester in which they have a Queensland-based Field Studies unit.

	YEAR 1		YEAR 2		YEAR 3 <i>Knowledge creation: inclusive curriculum and pedagogical practices</i>		YEAR 4 <i>Induction into the profession</i>		TOTAL
	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2	
PROFESSIONAL, FIELD AND CURRICULUM STUDIES					EDB002 Teaching and Learning Studies II: Development and Learning (12)	EDB003: Teaching and Learning Studies III: Practising Education (12)	EDB004: Teaching and Learning Studies IV: Inclusive Education (12)	EDB005: Teaching and Learning Studies V: Professional Work of Teachers (12) (6TP4 format)	192
					EDB031: Secondary Field Studies I: Development & Learning in the Field [20 days Pattern of field studies to be negotiated with Unit Coordinator.] ¹ (12)	EDB032: Secondary Field Studies II: Practising Education in the Field ¹ [20 days] (12)	EDB033: Secondary Field Studies III : Inclusive Educational Practices ¹ [20 days] (12)	EDB034: Secondary Field Studies IV: Prof Work of Teachers: Induction into the Field ¹ [20 days] (12)	
					CLB051 Business Ed C Studies 1 (12)	CLB010 ABM C. Studies 2 (12)	CLB053 Business Ed C Studies 3 (12)	EDB035: Internship (Secondary) [20 days] (12)	
					Education elective (12)	CLB016 Economics C. Studies 2 (12)	Education elective (12)	EDB007 Culture Studies: Indigenous Education(12) (6TP4 format)	
DISCIPLINE STUDIES	BSB110 Accounting (12)	AYB121 Financial Accounting (12)	AYB220 Company Accounting (12)	AYB225 Management Accounting (12)					240
	BSB113 Economics (12)	BSB111 Business Law and Ethics (12)	AYB221 Computerised Acc. Systems (12)	AYB301 Auditing (12)					
	BSB119 International. & Electronic. Business (12)	BSB115 Management, People and Organisations (12)	BSB114 Government, Business and Society (12)	EFB210 Finance 1 (12)					
	BSB122 Quantitative Analysis and Finance (12)	EFB101 Data Analysis for Business (12)	EFB202 Business Cycles and Economic Growth (12)	EFB314 International. Trade and Economic Competitiveness (12)					
	BSB126 Marketing (12)	EFB102 Economics 2 (12)	EFB211 Firms, Markets and Resources (12)	EFB329 Contemporary Applications of Economic Theory (12)					
TOTAL	60	60	60	60	48	48	48	48	432

Designated Units. At the end of each year students who have failed to achieve a satisfactory level of performance in a designated unit will be eligible for exclusion. Please refer to the unit outlines for more information and/or <http://www.studentservices.qut.edu.au/assess/performance/performance/designated/>

The Faculty reserves the right not to finalise Field Studies placements for students who fail to take appropriate action to ensure they have a current Blue Card authorized to QUT to cover every semester in which they have a Queensland-based Field Studies unit.

Important Note: please ensure you select the correct teaching period, class and location code for all units you are enrolled in.

LECTURE AND TUTORIAL TIMES

The times you have been allocated for all lectures and tutorials in the Faculty of Business are available through the Internet on QUT Virtual. Please refer to the *Student Computing Guide* for information on how to access QUT Virtual. For further assistance please contact the Faculty of Business Student Enquiries Centre located at Level 1, B Block, GP (ph: 3138 2050) or via bus@qut.edu.au

Note: Business Faculty Core units are only available at GP campus in Semester 3.

Students who commenced studies in 2003, 2004 and 2005 should refer to the course progression tables on page 3.

Full-time Course Structure	Location Code	Class Code	Credit Points	Contact Hrs/wk	Semester of Offer
Year 1, Semester 1					
BSB110 Accounting	GP	INT	12	3	1, 2 & 3 ¹
BSB113 Economics	GP	INT	12	3	1, 2 & 3 ¹
BSB119 International & Electronic Business	GP	INT	12	3	1, 2 & 3 ¹
BSB122 Quantitative Analysis and Finance	GP	INT	12	3	1, 2 & 3 ¹
BSB126 Marketing	GP	INT	12	4	1, 2 & 3 ¹
Year 1, Semester 2					
AYB121 Financial Accounting (<i>BSB110</i>)	GP	INT	12	3	1, 2 & 3 ¹
BSB111 Business Law & Ethics	GP	INT	12	3	1, 2 & 3 ¹
BSB115 Management, People & Organisations	GP	INT	12	3	1, 2 & 3 ¹
EFB101 Data Analysis for Business (<i>BSB122</i>)	GP	INT	12	4	1, 2 & 3 ¹
EFB102 Economics 2 (<i>BSB113</i>)	GP	INT	12	3	1, 2 & 3 ¹
Year 2, Semester 1					
AYB220 Company Accounting (<i>AYB121</i>)	GP	INT	12	3.5	1 & 2
BSB114 Government, Business & Society	GP	INT	12	3	1, 2 & 3 ¹
EFB202 Business Cycles & Economic Growth (<i>EFB102</i>)	GP	INT	12	3	1
EFB211 Firms, Markets & Resources (<i>EFB102</i>)	GP	INT	12	3	1
AYB221 Computerised Accounting Systems (<i>BSB110</i> & <i>BSB122</i>)	GP	INT	12	3	1, 2
Year 2, Semester 2					
AYB225 Management Accounting (<i>BSB110</i>)	GP	INT	12	3	1, 2
AYB301 Auditing (<i>AYB220</i> & <i>AYB221</i>)	GP	INT	12	3	1, 2 & 3 ¹
EFB314 International Trade & Economic Competitiveness (<i>EFB202</i> & <i>EFB211</i>)	GP	INT	12	3	2
EFB329 Contemporary Applications of Economic Theory (<i>192 cp of study, including EFB202 and EFB211</i>)	GP	INT	12	3	2
EFB210 Finance 1 (<i>BSB122 completed from sem 2,2004; or BSB110 & BSB113</i>)	GP	INT	12	3	1, 2
Year 3, Semester 1					
CLB051 Business Education Curriculum Studies 1 (Prereq: 24 credit points of discipline units)	KG	INT	12	3	1
EDB002 Teaching and Learning Studies II: Development and Learning	KG	INT	12	3	1
EDB031 Secondary Field Studies I: Development & Learning in the Field ¹	KG	INT	12	-	2
Education elective (see list overleaf)	KG	INT	12	3	1,2
Year 3, Semester 2					
EDB003 Teaching & Learning Studies III: Practising Education	KG	INT	12	3	2
EDB032 Secondary Field Studies II: Practising Education in the Field ³ (Prereq: EDB031 Coreqs: EDB003, CLB010 and CLB016)	KG	INT	12	-	2
CLB010 Accounting/Business Management Curriculum Studies 2 (Prereq: CLB009)	KG	INT	12	3	2
CLB016 Economics Curriculum Studies 2 (Prereq: CLB015)	KG	INT	12	3	2

³ **Designated Units.** At the end of each year students who have failed to achieve a satisfactory level of performance in a designated unit will be eligible for exclusion. Please refer to the unit outlines for more information and/or <http://www.studentservices.qut.edu.au/assess/performance/performance/designated/>

	Location Code	Class Code	Credit Points	Contact Hrs/wk	Semester of Offer
Year 4, Semester 1					
EDB004 Teaching & Learning Studies IV: Inclusive Education	KG	INT	12	3	1
EDB033 Secondary Field Studies III: Inclusive Educational Practices ³ (Prereq: EDB032, Coreqs: EDB004, CLB011 and CLB017)	KG	INT	12	-	1
CLB053 Business Education Curriculum Studies 3 (Prereq: 24 credit points of Business Ed curriculum studies)	KG	INT	12	3	1
Education elective (see list below)					
Year 4, Semester 2					
EDB005 Teaching & Learning Studies V: Professional Work of Teachers* ⁶	KG	INT (6TP4 – see note below)	12	3	2
EDB034 Secondary Field Studies IV: Professional Work of Teachers: Induction into the Field ³ (Prereq: EDB033)	KG	INT	12	-	2
EDB035 Internship (Secondary) (Prereq: Successful completion of all other coursework including EDB034)	KG	INT	12	3	2
EDB007 Culture Studies: Indigenous Education* (replaces Education elective)	KG	I-NET (6TP4 – see note below)	12	3	2

LIST 4: EDUCATION ELECTIVES

Units listed as **I-NET** mode will be conducted through the QUT Blackboard site with no on-campus attendance.

	Location Code	Class Code	Credit Points	Contact Hrs/Wk	Semester Offering
CLB049 The Global Teacher	KG	INT	12	3	1
CLB347 Teaching English as an Additional Language	KG	INT	12	3	2
CLB403 Gender and Sexuality Issues for Teachers	KG	INT/I-NET	12	3	1
MDB021 Mathematics Curriculum Studies 1	KG	INT	12	3	1
SPB004 Teaching Students with Learning Difficulties	KG	INT	12	3	1,2
SPB006 Educational Counselling	KG	INT/BLK ³ BLK ⁴	12 12	3 3	1 2
SPB012 Classroom and Behaviour Management	KG	INT/I-NET	12	3	1
	KG	I-NET	12		2
SPB018 Teaching Strategies	KG	INT	12	3	1
SPB020 Classroom Assessment Practices	KG	I-NET	12		1, 2
SPB022 Middle Years Curriculum, Pedagogy and Assessment	KG/CB	INT	12	3	1/2

³Semester 1 Block Dates for SPB006 will be 5 to 9 January 2009

⁴Semester 2 Block Dates for SPB006 will be 29 June to 3 July 2009

* Offered in a 6 week teaching period (6TP4) to accommodate students who are also undertaking EDB034 Secondary Field Studies 4: Professional Work of Teachers and EDB035 Internship (Secondary). EDB007 is offered in Internet mode with no on-campus attendance. **Students need to be aware that these units have early commencement and withdrawal dates and need to refer to this student fees site for more information** <http://www.studentservices.qut.edu.au/info/dates/census/>

Enrolment in EDB035 – Internship (Secondary) requires students to have completed all discipline course requirements and all core units prior to the commencement of this final semester, as shown in the standard course progression.

³ **Designated Units.** At the end of each year students who have failed to achieve a satisfactory level of performance in a designated unit will be eligible for exclusion. Please refer to the unit outlines for more information and/or <http://www.studentservices.qut.edu.au/assess/performance/performance/designated/>

⁶ This unit involves compulsory attendance at a 3 day “Stepping Out conference” from 13-15 July 2009.

COURSE UPDATES FOR THE BACHELOR OF BUSINESS

IMPORTANT ENROLMENT INFORMATION FOR CONTINUING STUDENTS

The information below is to inform students of changes to course information. Students should read the course requirements information that applies to all continuing students and any other information below that pertains to their program of study (listed by major, double major, and specialisation where applicable). Students who require further advice should consult the School of their primary major to ensure that course requirements are met.

COURSE REQUIREMENTS:

Nil updates.

FACULTY CORE UNITS

From Semester 2, 2004, the unit BSB122 Business Information Analysis and Communication is called Quantitative Analysis and Finance.

ECONOMICS UNITS

From Semester 1, 2006 the unit EFB323 Financial & Monetary Economics has been replaced by EFB329 Contemporary Applications of Economic Theory. Students who have already completed EFB323 are not required to undertake EFB329.