



UTS  
College

UNIVERSITY  
OF TECHNOLOGY  
SYDNEY

2022

# Academic & English Handbook

[utscollege.edu.au](http://utscollege.edu.au)



# Welcome to UTS College

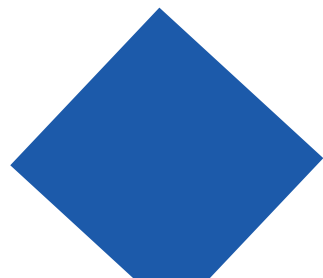


Welcome to your UTS pathway program. Our courses will provide you with the skills and the knowledge needed for your university study and future careers. Students who complete our Academic English programs, the UTS Foundation Studies program or who graduate from our Diplomas and Graduate Certificates go on to achieve strong academic results at UTS. You can look forward to joining other College alumni at UTS when you successfully complete your studies with us.

I wish you every success with your studies. Study well, actively engage with your teachers and other students and enjoy your college experience including our social activities and our range of support programs. This is your first step in an exciting university experience.

**Tim Laurence**

Dean of Studies  
UTS College



# Covid-19 – A Pandemic

From 2020 onwards, COVID-19 has presented a global challenge in Covid-19. It has affected your studies, whether that be due to border closures and completing your studies Live Online or living in Sydney and observing government health guidelines and social distancing. UTS College is a registered COVID Safe workplace, which means we've lodged a COVID-19 Safety Plan with NSW Health and we're taking appropriate steps to keep our community, and you, safe. Your health and safety are extremely important to us, no matter where you are. You can keep up to date with government changes and UTS College rules. Information, advice and updates can be found on our website: [utscollege.edu.au/welcome-back](https://utscollege.edu.au/welcome-back)

Observing simple health practices will help keep you, your fellow students, friends and teachers, safe.

## Simple Steps To Help Stop The Spread



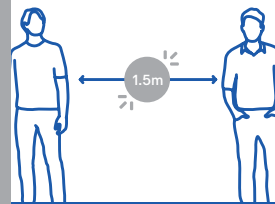
Cough or sneeze  
into your arms



Use a tissue and  
throw in a bin



Wash your hands  
for 20 seconds



Keep a safe distance  
of 1.5 metres



Please keep your work area clear  
of work papers and personal items.  
Please use antibacterial wipes to  
clean the desk/workstation before  
and after use.



Please leave the campus immediately, seek medical advice and get tested if you answer **YES** to any of the following:

- Have you returned from overseas within the last 14 days?
- Are you showing signs and symptoms of COVID-19 (fever, flu like symptoms such as coughing, sore throat or headaches; or difficulty breathing)?
- Have you been in contact with a person who has been confirmed with COVID-19.

Call the National Coronavirus Helpline (1800 020 080) available 24 hours a day, seven days a week for more information.

# 2022 Academic and English Handbook

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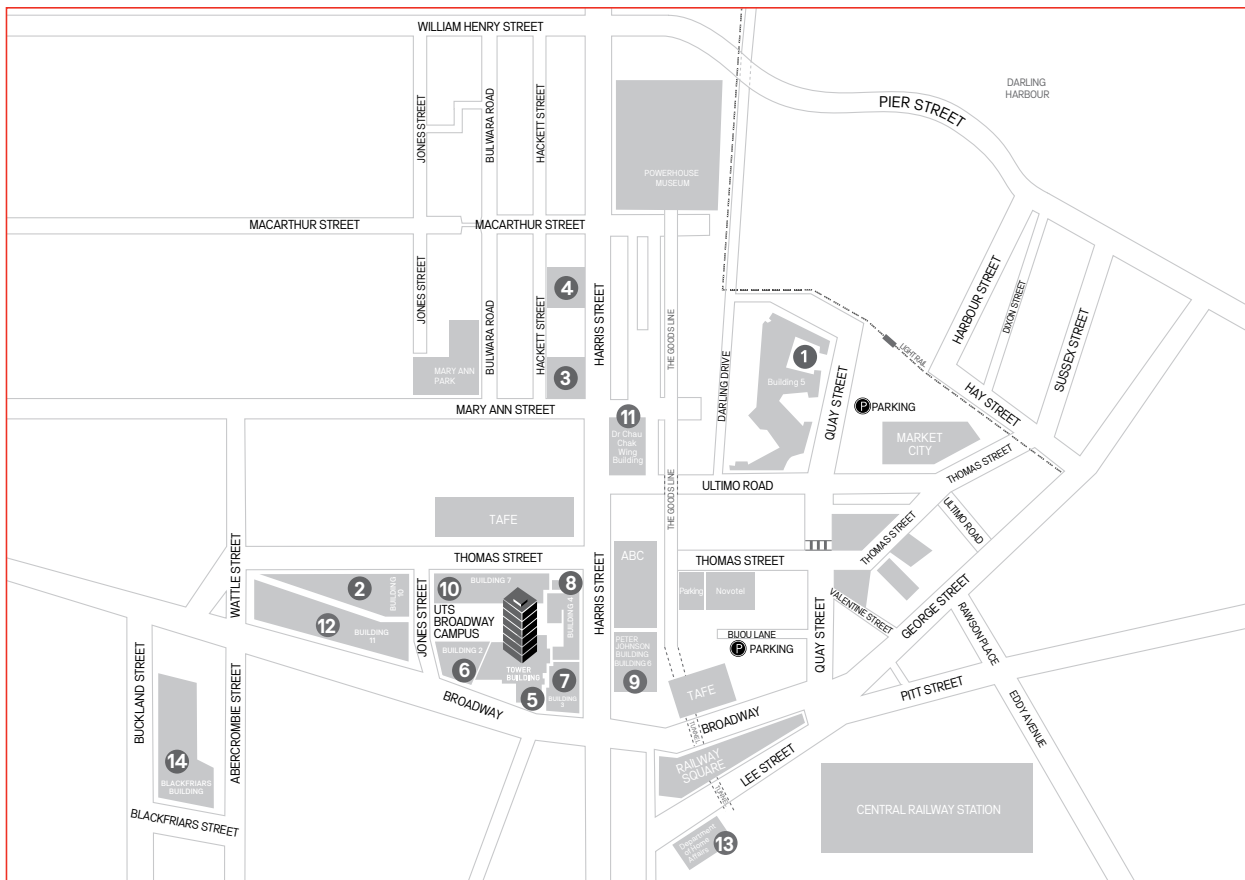
# General information

## Maps

### UTS College and UTS city campus



## Campus map



- 1 UTS College UTS Building 5 (CB05)**  
**1–59 Quay Street, Haymarket**  
**UTS College Student Centre and HELPS Centre**  
 (Level 1, Block C)  
**UTS College ITDS Help Desk**  
 (Level 1, Block C)  
**UTS Security**  
 (Office: Room 32, Level 2, Block C  
 ph: 1800 249 559)  
**Study Success Advisers**  
 (UTS College Student Centre, Level 1,  
 Block C)  
**Classrooms**  
 (Levels 1 & 2, Block C and Levels 4 & 5,  
 Block B)  
**Prayer rooms** (UTS Building 3)  
**Student Common Areas**  
 (Levels 4 & 5, Block B)
- 2 UTS College Head Office**  
 (Levels 12 & 13, Building 10)  
**Corporate reception**  
 (Level 13, Building 10)  
 235 Jones Street, Broadway  
**UTS Security**  
 (Roaming. ph: 1800 249 559)
- 3 645 Harris Street – Mary Ann House**  
**Classrooms (Levels 1, 3, 4)**  
**Auditorium (Level 4)**  
**Student Common Areas**  
 (Ground Floor)  
**UTS College Security**  
 (Ground Floor - ph: 9218 7090)  
 645 Harris Street, Ultimo
- 4 609 Harris Street – Harris Street**  
**Classrooms and Student**  
**Common Area**  
 (Ground Floor, Level 1)  
 UTS College Security  
 (Ground Floor - ph: 9218 7090)  
 609 Harris Street, Ultimo
- 5 UTS Tower Building (CB01)**  
**UTS International Office (Level 3A)**  
**UTS Chaplaincy – Prayer Room 1**  
 (Level 3)  
**UTS Health Service**  
**UTS Counselling Services**  
**UTS Legal Services**  
 UTS Tower, 15 Broadway, Ultimo
- 6 UTS Building 2 (CB02)**  
**UTS Library (Levels 7, 8, 9)**  
**UTS Law (Levels 14, 15, 16)**  
 UTS Central, 61 Broadway, Broadway
- 7 UTS Building 3 (CB03)**  
**Prayer rooms (Level 5)**  
 Chaplaincy office  
 (Level 4, rooms 19 & 20)
- 8 UTS Building 4 (CB04)**  
**UTS Physics and Chemistry**  
**Laboratories**  
 745 Harris Street, Broadway
- 9 UTS Peter Johnson Building –**  
**Building 6 (CB06)**  
 702–730 Harris Street, Broadway
- 10 UTS Building 7 (CB07)**  
**UTS Faculty of Science and**  
**Graduate School of Health Building**  
 638 Jones Street, Broadway
- 11 UTS Building 8 (CB08)**  
**UTS Business School**  
 14 Ultimo Road, Ultimo
- 12 UTS Building 11 (CB11)**  
**UTS Engineering Laboratories**  
 81–115 Broadway, Broadway
- 13 Department of Home Affairs**  
 Upper Ground Entrance, 26 Lee  
 Street, Sydney
- 14 Blackfriars Building**  
 Blackfriars Street, Chippendale



# Who's who at UTS College



**Alex Murphy**  
Managing Director



**Tim Laurence**  
Dean of Studies



**Jason West**  
Director of Studies,  
English Programs



**Sally Payne**  
Associate Dean,  
Learning and Teaching



**Ray Litster**  
Registrar



**Rebecca Sheldon**  
Learning Unit Manager



**Jasmine Cheng**  
Program Manager  
Business and  
Information Technology



**Alex Su**  
Program Manager  
Communication,  
Design and  
Architecture





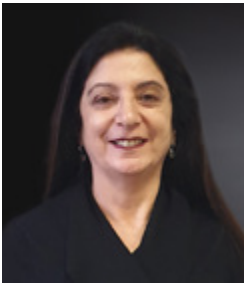
**Justin Chu**

Program Manager  
UTS Foundation  
Studies, Science  
and Engineering



**David Hurlow**

HELPS Centre  
Team Leader



**Linda Moussa**

HELPS Learning  
Adviser



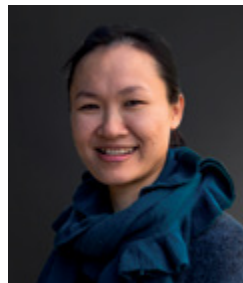
**Michael Gaudiosi**

Study Success  
Adviser



**Zoe Wang**

Study Success  
Adviser Team Leader



**Kim Pham**

Study Success  
Adviser



**Alexander Iosjpe**

Study Success  
Adviser



**Patty Norden**

Study Success  
Adviser

# Key Dates 2022

## UTS College

**Academic Programs:** UTS Foundation Studies, Diplomas, Pre-Master's Program and Undergraduate Certificates

Semester	Welcome Week Mandatory orientation and Academic preparation for new students and re-enrolment for continuing students	Last Date to Re-enrol Last date to re-enrol without a late fee	Classes Commence	Census Date Last day to withdraw from a subject without academic penalty	Diploma, Pre-Master's Program, Undergraduate Certificate Classes Last day of classes	Diploma, Pre-Master's Program, Undergraduate Certificate Examinations Examination period	UTS Foundation Studies Last day of classes	Holidays and Re-Enrolment
February 2022	28 February - 4 March	4 March	7 March	1 April	20 May	23 - 27 May	27 May	30 May - 17 June
June 2022	14 - 17 June	TBC	20 June	15 July	2 September	5 - 9 September	9 September	12 - 30 September
September 2022	26 - 30 September	TBC	4 October	28 October	16 December	19 - 23 December	23 December	26 December 2022 - 24 February 2023

### Tentative Key Dates 2023

February 2023	27 February - 3 March	TBC	6 March	31 March	19 May	22 - 26 May	26 May	29 May - 16 June
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## UTS College

English Programs

	Orientation	Block Commences	Block Ends
Intake One	10 December 2021	13 December 2021	4 March 2022
Intake Two	4 March 2022	7 March 2022	13 May 2022
Intake Three	13 May 2022	16 May 2022	22 July 2022
Intake Four	22 July 2022	25 July 2022	30 September 2022
Intake Five	30 September 2022	4 October 2022	9 December 2022

## University of Technology Sydney academic dates

UTS publishes its academic dates each year. You can check your progress in anticipation of articulating to your chosen degree.

[handbook.uts.edu.au/dates\\_academic.html](http://handbook.uts.edu.au/dates_academic.html)



# Facilities and services for students

## Information for students

### Getting help

#### Student centre

The UTS College **Student Centre** is your first point of help for any matters which are not part of your actual course of study. For example - revision of study plan, payments, withdrawing from a course or paying your fees.

The UTS College Student Centre is on the Ground Floor, 187 Thomas Street (The Blue Building) and is open 8.30 am - 5.00 pm Monday to Friday.

#### UTS College Study Success Advisers and UTS Counsellors

If you find life and study difficult, or if you would like to discuss your study plan or study strategies, you can see one of our helpful **Study Success Advisers**. We have a team of Study Success Advisers who are located in the Student Centre on the ground floor of the Blue Building, 187 Thomas Street. Study Success Advisers are there to support you in your studies and to assist you to meet course progress requirements. You can see a Study Success Adviser during drop in times (9.00 am - 5.00 pm Monday to Friday or make an online appointment). If you would like to make an appointment to see a Study Success Adviser, you can book online here:

[utsinsearch.simplybook.me/v2/#book/service/1/count/1](https://utsinsearch.simplybook.me/v2/#book/service/1/count/1)

If you are experiencing personal problems and need assistance, your adviser can refer you to the UTS Health and Counselling Service. The main service is located on Level 6 of the UTS Tower Building. The service currently has limited face-to-face consultations, but will be expanded according to the latest advice from Health NSW. The remote counselling service can be accessed five days per week. Counsellors can help if you have stressful circumstances, psychological or emotional issues that interfere with your studies. This includes issues such as adjusting to studying in Australia, culture shock, loneliness, sadness or anxiety about your coursework.

Covid-19 has impacted your student experience and if you are having problems as a result of that, support is available to you. If you reside in Australia, the Counselling Service at Level 6 of the UTS Tower Building can be bulk billed. If you reside outside Australia, the Study Success Advisers will guide you with seeking support.

Counsellors can also assist you with developing effective learning strategies and study skills.

You can contact the UTS Counselling Service via:

[ T ] +61 2 9514 1177

[ E ] [student.services@uts.edu.au](mailto:student.services@uts.edu.au)

[ W ] [uts.edu.au/current-students/support/health-and-wellbeing/counselling-service-and-self-help/contact-us](https://uts.edu.au/current-students/support/health-and-wellbeing/counselling-service-and-self-help/contact-us)

#### Help with study

If you are having difficulties with your studies, first see your teacher before or after your class, or contact them by email subject home page on Canvas. For Academic program support, your Academic Coordinator is available for weekly consultation. Please contact them via email address (listed on your Canvas subject homepage) to arrange.

#### Learning support with HELPS

UTS College has a number of learning support programs available to students. Throughout the semester, our Peer Support initiatives provide in-class assistance in various academic subjects. Peer mentoring is also available to all new students requiring additional support in their studies. While UTS College does have a HELPS Centre on campus, due to the current COVID-19 pandemic, all HELPS services have moved online. You have access to HELPS resources on Canvas here: [canvas.insearch.edu.au/courses/2121](https://canvas.insearch.edu.au/courses/2121)

These resources are aimed at encouraging you to work independently on extra English and Academic skills development. The HELPS team also offers a daily drop-in online service for learning support via HELPS. You can also access Studiosity, our online 24-hour, seven day a week academic and study skills support service which offers live chat with tutors anytime, anywhere and 48 hour feedback on writing assignments. Studiosity can be accessed in Canvas. Study skills sessions [canvas.insearch.edu.au/courses/2121/pages/helps-academic-workshops](https://canvas.insearch.edu.au/courses/2121/pages/helps-academic-workshops) are also held regularly throughout the semester to help with time management and assignment preparation.

#### Medical help

Health services including doctors are available at the UTS Student Centre on Level 6 of the UTS Tower Building. There is a range of different services and details are available at: [uts.edu.au/current-students/support/health-and-wellbeing/medical-service](https://uts.edu.au/current-students/support/health-and-wellbeing/medical-service)

Please telephone +61 2 9514 1177 to make an appointment.

#### Legal help

Sometimes students need legal assistance. If you need legal help, this is available at no cost to you. You can contact the Redfern Legal Centre at 73 Pitt Street Redfern NSW 2016 or phone +61 2 9698 7277 or email [info@ric.org.au](mailto:info@ric.org.au)

UTS also has a legal service which is available at no cost to UTS College students, Level 5 UTS Tower Building, 1 Broadway, Broadway NSW 2007 or phone +61 2 9514 1155

## How to communicate with UTS College

### Check your UTS email account

Email communication from UTS College to students is via your UTS email account. It is important that you activate your UTS email account as soon as you enrol as all communications from UTS College are sent out via this account. Once activated, you can forward any email sent to your UTS email account to your personal email account.

### Post and telephone

Sometimes UTS College may need to contact you by letter or phone. You should reply immediately to any communication that you receive from UTS College and make sure that your address and telephone details are kept up to date. You must notify the UTS College Student Centre within seven days of a change of address, personal email address or telephone number. For international students this is a condition of your student visa.

### Check all notice boards

There are electronic notice boards throughout the buildings on campus. Please make sure you check these regularly as there is information on them about forthcoming student activities and important notices.

## Your student ID card

You will be given a student identification (ID) card. You must carry this card with you at all times when attending UTS College.

You might be asked to produce this card:

- by your teachers
- security or administration staff
- when borrowing from the UTS Library or accessing other UTS services or facilities
- when sitting exams
- when accessing the UTS Counselling Services and UTS Health Services.

Please remember to sign your student card. If you lose it, please visit the UTS College Student Centre, where a replacement card can be arranged for a cost of A\$20. Do not let others borrow your student card. It is mandatory to have a UTS College student card with a photo on it.

Please read the Policy on Identity and Full Face Coverings for NSW Public Sector Agencies here:

[arp.nsw.gov.au/m2012-01-policy-identity-and-full-face-coverings-nsw-public-sector-agencies/](http://arp.nsw.gov.au/m2012-01-policy-identity-and-full-face-coverings-nsw-public-sector-agencies/)

## UTS Library

All of the services of the UTS Library are available to UTS College academic students. UTS College students undertaking English studies can access the UTS Library, but cannot borrow resources.

## Accommodation information

### Homestay

Homestay is one of the most popular options for UTS College students. It gives you an opportunity to improve your English on a daily basis with local people.

You'll also get the chance to make lifelong friends and learn about Australian culture first hand, and you'll be provided with two meals a day (Monday to Friday) and three meals a day on weekends. If you are under the age of 18, your homestay family can act as your carer while you study at UTS College.

For your arrival in Sydney you can use the UTS College airport welcome service and we will keep in contact with you frequently to make sure your experience is a happy one.

If you are over the age of 18 and do not wish to stay in a Homestay, the **UTS Housing Service** is a free accommodation service that provides a private listing for UTS College students. You can access lists of rental properties including share houses/ apartments, studios and rooms from independent providers.

### Live in student accommodation

You also have the option to live in student accommodation that is close to the UTS College campus and facilities. The benefits include being part of a lively student community with easy access to the CBD and local public transport. Some of the popular accommodation providers are Urbanest, Unilodge and Iglu that primarily accommodate students; so your neighbours are likely to be fellow students from any of the universities or colleges in the area.

## Contact details

It is important that you keep UTS College advised of your current contact details. You may update your contact details via eStudent, or you may complete a Change of Contact Details form available at the UTS Student Centre.

International students are required by the Department of Home Affairs to advise UTS College of any changes to contact details within seven (7) days. If you are under 18, you must contact UTS College Student Centre or the UTS College Welfare and Accommodation team to update your contact details. Refer to the FAQ section at the back of the handbook for details on how to update your contact details.

International students under the age of 18 must reside in Department of Home Affairs or UTS College approved accommodation. In order to change your address, you will need to contact UTS College Student Centre staff to update your contact details as UTS College is responsible for confirming that your accommodation and welfare arrangements are appropriate.

## Activities, sports and fun

The **UTS College Activities Club** comprises a group of UTS College students who get together on a weekly or fortnightly basis. They plan and organise activities and events for all UTS College students, whether you are onshore in Sydney, or studying offshore in another location. Their goal is to help promote a sense of community at UTS College by creating a social experience for new and current students to help you feel part of the UTS community.

Here are some events they host throughout the year:

- Games days
- Exchange of languages
- Excursions to the Blue Mountains, The Snowy Mountains and various other locations, and much more!

If you have suggestions for activities, simply contact the Student Activities team

[student.activities@utscollege.edu.au](mailto:student.activities@utscollege.edu.au)

## Travel concessions

### Domestic students (Australian and New Zealand Citizens and Australian PR visa holders)

During Orientation log into e-student [estudent.utscollege.edu.au](http://estudent.utscollege.edu.au) and click on the OPAL consent form to allow UTS College to provide your details to Transport for NSW. Once UTS College has received your consent we will send you an email to confirm your eligibility for transport concessions. You need to wait for our email before you can apply for a concession OPAL card at [opal.com.au/ordercard](http://opal.com.au/ordercard) or by calling 13 67 25 (13 OPAL) 24 hours, 7 days a week. Your Concession OPAL card will be mailed to you within 5-7 working days. You can then follow the enclosed instructions to activate your card.

### International students

International students are not eligible for Concession OPAL cards. International students wishing to travel on public transport must purchase an Adult OPAL card which offers a range of travel benefits including daily, weekly and weekend travel caps, and a \$2.50 daily cap on Sundays. For further information please visit [transportnsw.info](http://transportnsw.info) or [opal.com.au](http://opal.com.au)

## Safety

UTS College takes your safety very seriously. Emergency numbers are available on our website at: [utscollege.edu.au/au/current-students/student-life/living-in-sydney/staying-safe-in-sydney](http://utscollege.edu.au/au/current-students/student-life/living-in-sydney/staying-safe-in-sydney)

During business hours (Monday – Friday 9.00am – 5.00pm) you can report any incidents to the UTS College Welfare and Accommodation Team in person, by calling 02 9218 8666 or by sending an email to [accommodation@utscollege.edu.au](mailto:accommodation@utscollege.edu.au)

Any incident or allegation of sexual, physical or other abuse should be reported to the Study Success Advisers located on Level 1, Block C, UTS College UTS Building 5. Such reports will be dealt with confidentially. All students are strongly encouraged to report abuse and seek support.

UTS College and UTS have security guards located in all of our buildings.

After business hours, when UTS College is closed, you can reach us by phoning UTS Security on 1800 249 559.

# The HELPS Centre

The HELPS Centre is currently online in CANVAS [canvas.insearch.edu.au/courses/2121](https://canvas.insearch.edu.au/courses/2121) and offers a full range of resources that you can access whenever you want, from wherever you are in the world.

When classes recommence on campus, the HELPS Centre will also reopen on campus. It provides a safe, friendly space where you can study independently. Your teacher may also take your class to the HELPS Centre to research a project or to do other class-related activities.

## On campus physical resources

The HELPS Centre has a wide range of resources for learning English, such as grammar books, dictionaries, reading and writing materials, many listening materials and listening kits, and all current IELTS material, as well as computers, DVDs, videos, newspapers and magazines. There are also special kits to give you more practice with every level of the English program. Staff in the HELPS Centre can also help you with study-related questions, or provide extra materials to assist with your level.

We also have a library of graded readers so you can choose reading material for your current level. This will encourage you to read and develop your language skills, vocabulary, comprehension and grammar.

## Borrowing resources

You may borrow up to five books or CDs from the HELPS Centre at any one time. You should return all of your borrowed materials by the due date. When you complete your English studies, you will not be able to receive your certificate if you have not returned all of your borrowed materials to the HELPS Centre.

## Computers

The HELPS Centre has computers with internet access, which you can use for conducting research, emailing and word processing. UTS College provides fast, campus-wide WiFi for students. For more information please refer to the Current Students tab under IT Support. Login to a UTS College Computer and ITDS Acceptable Use of Facilities, to learn more about using computers at UTS College. You can also refer to page 30 of this Handbook for more details.

For all computer problems, consult the ITDS Service Desk on +61 2 9218 7000 (ext 7000 on internal phone provided). There is also an ITDS Service Desk member available in person in the HELPS Centre.

## Other resources

### Online resources

There is also a comprehensive collection of support resources available online. Once you are enrolled, you will be able to access the HELPS Canvas Learning Managements System (LMS) resources which include:

- weekly English support resources linked to your coursework.
- academic skills resources including American Psychological Association Referencing, essay writing, presentation/speaking online tutorials, which feature audio and text so you can practice listening and reading while learning.
- practice quizzes for English grammar, academic skills, reading, listening and much more.
- extra reading and listening activities related to your chosen discipline for study at UTS
- writing Feedback - you can submit a piece of writing and receive comprehensive writing feedback within 24 hours in the areas of grammar, referencing, cohesion and formatting.

### Workshops

Depending on your course, the HELPS team can offer assessment-related interactive workshops specifically designed to assist you when you prepare for a presentation, essay or exams.

### Class visits

The HELPS team also visit classes to deliver English and Academic skills related content.

### Consultations

You can connect live, anytime, anywhere, 24 hours, 7 days a week, to a subject specialist and discuss English, Maths or Science related questions.

# Studying at UTS College

## Attendance

You must attend all classes. Regular attendance at every class is very important for success in your studies. Students with good attendance rarely fail. Good attendance is a requirement for both domestic and international students, but for international students it is also a student visa requirement. Personal reasons such as weddings, holidays, sports or hobbies are not acceptable reasons for missing classes.

It is also important that you arrive on time for class. Lateness to class disrupts your studies and also your classmates. You must attend the specific class you have enrolled in or you will be marked absent. You cannot change your tutorial without the permission of UTS College Student Centre staff. UTS College reserves the right to alter any student's timetable.

## Documentary evidence

If you are unable to attend classes for any reason, such as an illness, accident or family bereavement, you need to contact the UTS College Student Centre by telephone +61 2 9218 8666 or email [StudentCentre@utscollege.edu.au](mailto:StudentCentre@utscollege.edu.au).

If you are absent due to illness, you will need a medical certificate which should include the period of illness. A medical certificate is issued by a registered medical provider such as a hospital, doctor, dentist (emergency appointments only), psychiatrist or psychologist. Medical certificates can not be purchased online or from friends. UTS College does not accept certificates from alternative medical practitioners such as herbal practitioners, acupuncturists, Chinese therapists, massage therapists, iridologists, psychics etc. The medical certificate must be the original and must state the practitioner's provider number. This documentation should be provided to the UTS College Student Centre on your first day back after your absence and must not be backdated.

For international students, UTS College is required by law to have documentary evidence of the circumstances that prevented you from attending class. Providing documentation is essential to make sure that your student visa is not cancelled. Documentation includes medical certificates, a police report or in the case of a loss in the family, a death certificate or statement from a funeral home.

For domestic students, documentation is required to support any claim that your ability to study has been seriously affected and you need special consideration. The Study Success Advisers can help you with this.

## What to do when you cannot attend classes

If you are ever unable to attend classes due to serious circumstances, for example, because you might be in hospital, have had an accident, been involved in a police matter, have faced a family crisis and so on, you should contact the UTS College Student Centre +61 2 9218 8666.

If you are unable to speak to someone when you call, you should leave a message giving your name, your student number, a brief description of what has happened to prevent you from attending classes and a phone number for UTS College to contact you.

For emergencies after office hours (9.00 am - 5.00 pm Monday to Friday) please contact UTS Security for assistance:

UTS Security	+61 2 9514 1192 or 1800 249 559
645 Harris Street	9218 7090
609 Harris Street	9218 7090
UTS College Building 5	1800 249 559

## Going on holidays

Holiday time is at the end of exams and over the Christmas/ New Year break in December. Holiday leave is not permitted during the semester (UTS Foundation Studies, diploma, graduate certificate, undergraduate certificate) or block (Academic English course).

## Leave

After 20 weeks of continuous study in the Academic English program you may apply for leave providing this does not impact on progression to your future study plans. Permission is not automatic, you must request it. If you need to take leave from your studies, please see a Study Success Adviser, at the Student Centre, Ground Floor, 187 Thomas Street, to obtain a leave application form. You must return the completed form to a Study Success Adviser two weeks before you wish to commence your leave.

It is important to be sure UTS College approves your leave. If you take leave without approval, your name will appear on the class list and you will be marked absent for the period you are away. This will impact on your attendance, your visa and your fees. If you are a scholarship holder, you will require written permission from your government sponsor before a leave application can be considered.

## Withdrawal from UTS College

If you have decided to withdraw from your studies at UTS College, you should first speak to staff in the Student Centre or to a Study Success Adviser. Where an approval to withdraw is granted, you will need to return your student card and any resources borrowed from HELPS or the UTS library. If you wish to withdraw from your course or a subject, you are subject to UTS College terms and conditions contained in your offer letter. For further information, please visit the UTS College Student Centre.

## International students

If you are an international student, in some situations, you may be required to return overseas after withdrawing. Where approval to withdraw is granted, UTS College is required to advise the Department of Home Affairs of this change in your enrolment status. If you are on a UTS package visa, you will need to contact the UTS International Student Centre to alert them to this change in study plans. The UTS International Student Centre is located on Level 3A UTS Tower Building (CB01.3A), see map on page 7.



## Changing your course

### Studying at UTS College

If you want to change your course, you will need to contact a Study Success Adviser. Transfer to another UTS College course will depend on availability and your academic progress or academic qualifications and/or English qualifications.

Students who are currently enrolled at UTS College and have completed at least one semester of academic studies may apply to transfer to another UTS College course.

Applications to transfer to another UTS College course, will be accepted from the date that results are published until Monday (close of business) of week one.

### Adding or dropping a subject

To add a subject you will require permission from your Study Success Adviser. All applications to add a subject must be lodged at the Student Centre no later than Monday week one of your semester. To withdraw from a subject after enrolment you should visit a Study Success Adviser located at the Student Centre, Ground Floor, 187 Thomas Street. Please remember that you cannot withdraw from a subject without academic penalty after week four (census date).

### Changes to your visa

If you hold a student visa and need to extend your studies at UTS College beyond the normal or expected period of study, you'll need to speak to UTS College Student Centre staff and obtain additional visa documentation to cover this extra period of study. If you already hold a visa covering your UTS degree, you'll also need to contact the UTS International Student Centre, Level 3A UTS Tower Building (CB01.3A), to advise them of this. If you need to extend your visa, please see UTS College Student Centre staff to obtain the necessary documents at least two weeks before your visa expires.

## Academic progress

You're expected to maintain satisfactory academic progress and complete your course within the normal time-frame required. Satisfactory progression through your course is not only a UTS College requirement but also an Australian Government requirement for international students. Failing subjects will impact on your planned articulation to your degree studies.

Students who are struggling to meet academic progress expectations will be placed on Academic Success Program and will be contacted by a Study Success Adviser who will offer additional support.

## Classroom changes

Any classroom changes are sent to you via your UTS email address.

## Timetables

You can check your class timetable on eStudent. UTS College reserves the right to change a student's timetable, especially during the first three weeks of the semester. Please check your UTS email regularly as timetable-change notifications are sent to this email account.

## Re-enrolling

Please refer to the UTS College Current Students section of our website for re-enrolment procedure and schedule.

## Working while studying

UTS College courses are fast-tracked, with only short vacations. A focus on study is important, but UTS College recognises that you might wish to work part-time. Working arrangements need to be fitted in around your study commitments.

If you are an international student, you're permitted to work, but only after you have commenced your course. Once your course has commenced, you're permitted to work a maximum of 40 hours per fortnight when your course is in session, and unlimited hours when your course is not in session.

Students, including those on student visas, have the same workplace rights as all other workers in Australia. The Fair Work Ombudsman provides free advice and support to all workers helping you understand your rights including pay and conditions, visa matters (if you are an international student) and help with workplace issues that might arise.

More information about the Fair Work Ombudsman can be found at [fairwork.gov.au/](http://fairwork.gov.au/)

UTS College recommends that you always record the hours you have worked in your part-time job. The Fair Work Ombudsman provides an App to assist you in doing this. For more information about the Record My Hours app please refer to [fairwork.gov.au/tools-and-resources/record-my-hours-app](http://fairwork.gov.au/tools-and-resources/record-my-hours-app)

## Withdrawal from UTS College, Cancellation of enrolment and transfer to another education provider

Please speak to a Study Success Adviser if you decide to withdraw from your studies at UTS College. Withdrawing students will need to return their student card, ensure that they have paid any library fines and have returned all library resources to the UTS library or HELPS Centre. Students wishing to leave early are bound by the UTS College refund policy (see the [Current Student tab for details](#)) and the Terms and Conditions outlined in your offer letter.

### Grounds for withdrawal

You are an international student and

- You are no longer interested in studying or your personal and/or financial circumstances mean that you cannot continue with your studies so have decided to return overseas
- You have been granted a release by your principal provider to transfer to a course offered by another provider
- You are a domestic student and you have decided to leave the course because of personal or financial reasons or you wish to enrol in a course offered by another provider.

UTS College can cancel your enrolment under certain circumstances. These include:

- If a deferral or suspension is for reasons other than compassionate and compelling circumstances due to your conduct;
- The compassionate or compelling circumstances which warranted the deferral or suspension of studies cease to exist;
- Fraudulent evidence documents provided to UTS College.
- You are found to have committed academic or non-academic misconduct.

If you are an international student your visa may be cancelled if any of the above circumstances apply.

### International students

- If you're considering changing to another educational provider, you should first speak to a Study Success Adviser and then a member of the UTS College Student Centre staff. You'll need to complete an 'Application to Transfer to Another Provider' form. Documentation, including a valid offer letter from the new institution supporting your request to transfer is required.
- Department of Home Affairs regulations require UTS College approval if you are intending to enrol at another institution after withdrawing from UTS College.
- Department of Home Affairs regulations will not normally permit you to change to a course of a lower Australian Qualification Framework (AQF) level.

Failure to comply with immigration rules will lead to cancellation of your student visa.

- In some cases you may be required to return overseas after withdrawing.
- Where approval to withdraw is granted, UTS College is required to advise the Department of Home Affairs of this change in your enrolment status. If you hold a UTS package visa, you'll need to contact the UTS International office to advise them of this change in your study plans.

### Domestic students

Domestic students (irrespective of whether they are FEE-HELP, non-FEE-HELP or HECS-HELP) can withdraw from their studies by notifying UTS College Student Centre staff of this in writing on or before the census date. You must notify UTS College of your withdrawal on or before the census date to avoid academic and financial penalty in the semester's enrolled subjects. If you withdraw after census date academic and financial penalties will apply.

## Deferring or suspending your enrolment.

Please speak to a member of staff in the UTS College Student Centre if you need to defer your studies. An Application to Defer form must be completed which will need to be approved by the UTS College Student Centre Team Leader. Prior to applying to defer your course you must ensure that you have paid any library fines and have returned all library resources to the library.

### International students

Department of Home Affairs regulations permit deferral of studies by international students only in exceptional circumstances such as serious illness, death in the family or for some other compassionate reason. Students will be required to provide documentation supporting their application to defer.

### Grounds for deferral or suspension

Students may apply to defer or suspend their studies on the grounds of compassionate or compelling circumstances.

Compassionate or compelling circumstances are generally those beyond your control and which have an impact on your course progress or wellbeing. These could include, but are not limited to:

serious illness or injury, where a medical certificate states that you were unable to attend classes; bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided); major political upheaval or natural disaster in your home country requiring emergency travel and this has impacted on your studies; a traumatic experience, which could include:

- Involvement in, or witnessing of a serious accident; or
- Witnessing or being the victim of a serious crime, and this has impacted on you (these cases should be supported by police or psychologists' reports); or

where UTS College was unable to offer a pre-requisite unit, or you have failed a prerequisite unit and therefore face a shortage of relevant units in which you are eligible to enrol.

UTS College can also defer or suspend your studies. Reasons include but are not limited to:

- Compassionate or compelling circumstances (as above)
- You refuse to maintain approved care arrangements, if you are under 18 years of age;
- You are missing;
- You have medical concerns, severe depression or psychological issues which lead UTS College to fear for your wellbeing;
- You have engaged or threaten to engage in behaviour that is reasonably believed to endanger yourself or others; or
- You are at risk of committing a criminal offence.
- You are found to have committed serious academic or non-academic misconduct
- You have failed to pay the required fees

## Deciding to return to your studies after having withdrawn

If you choose to resume your studies at a later date, you will need to complete a new application form and have this assessed before being allowed to re-enrol in your course.

## UTS College Academic Board

The UTS College Academic Board meets each semester. It is chaired by an external member and includes student representatives. Under its terms of reference it oversees and makes recommendations on matters relevant to the academic operations of UTS College.

### Learning and Teaching Committee

The Learning and Teaching Committee provides advice and makes recommendations to the Academic Board on the following:

- strategic directions, priorities and quality assurance processes for the student experience and learning and teaching,
- policies, processes and systems related to learning and teaching,
- improvement plans based on the outcomes of course and subject reviews, student and staff surveys, and benchmarking activities, and reports on progress in their implementation.

### Academic Standards Committee

The Academic Standards Committee provides advice and makes recommendations to Academic Board on:

- risks to academic standards, their management and mitigation strategies,

- the alignment of programs offered by UTS College to appropriate external standards,
- policies, processes and systems that safeguard and enhance academic standards.

## Transfers between registered providers – changing institutions

The National Code 2018 Standard 7

It is possible for you to transfer from one provider (education institution) to another, without approval after completing six months of the principal course. The principle course is the main course for which your student visa was granted.

To transfer to a new provider before completing six months of study of your principal course, you must:

- obtain a release from the principal provider (and UTS College where your UTS College is not the principal provider),
- obtain approval transfer from your sponsor (if you are a sponsored student).

The receiving provider (the education institution to which you wish to transfer) can only enrol you if your release has been approved in the PRISMS system and a letter of approval from your sponsor (where applicable) has been provided.

## Course progress

Assessments, including assignments, progress tests and formal examinations are set at regular intervals throughout your enrolment. If you are thought to be at risk of not meeting course requirements, you will be notified and offered counselling and assistance to help ensure you can make satisfactory progress.

## Deferring or cancelling student's enrolment

In certain limited circumstances, you're allowed to defer commencement (late commencement) of your studies or temporarily suspend them. This includes taking leave of absence during your course through a formal agreement with the provider. Deferral, suspension or cancellation of enrolment may affect your student visa.

Definition of terms:

- Deferral - Postponement of the commencement of enrolment
- Suspension - Temporary postponement of enrolment
- Cancellation - Cessation of enrolment
- Leave of Absence - A request by a student to temporarily postpone study after the commencement of the study period.

# Regulations - English students

**Regulations applying to international students from the Department of Home Affairs, Department of Education, Skills and Employment (DESE) and Australia Education International (AEI).**

English language intensive courses for overseas students (ELICOS) are delivered according to Australian Government laws, national codes and regulations. If you are an international student studying a full-time English language course in Australia, these laws, codes and regulations apply to you.

These laws, national codes and regulations are defined, enacted and monitored by:

- The Department of Home Affairs  
[homeaffairs.gov.au](http://homeaffairs.gov.au)
- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas students The National Code 2018  
[internationaleducation.gov.au/Regulatory-Information/Pages/National-Code-2018-Factsheets-.aspx](http://internationaleducation.gov.au/Regulatory-Information/Pages/National-Code-2018-Factsheets-.aspx)
- The Education Services for Overseas Students (ESOS) Act 2000

## Courses of study

Full-time English courses undertaken by overseas students in Australian education institutions must be registered nationally on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). A course will not be registered on CRICOS unless it meets the relevant Australian Qualifications Framework requirements.

## Course Duration for full-time English (CRICOS) courses

Following your application for a full-time English course, you are issued a letter with an offer of a number of weeks of English language provision, and a Confirmation of Enrolment (CoE) once you have paid. Your study duration will vary according to your learning goals and will be reflected in the expected duration of study specified on your CoE. UTS College uses IELTS, TOEFL, VEPT or PTE (Academic) results to estimate your course duration and for your placement in English language courses.

If you don't have IELTS, TOEFL or PTE (Academic) results, you'll be placed in an appropriate level when you arrive in Australia and have completed a placement test. The placement test will give an accurate estimate of your course duration.

# Fees and assistance

## English and academic students

**Below is a summary of fees for 2022. The fees noted below are approximate only.** For complete fee information (individual unit fee, unit code, unit of study name and unit EFTSL), refer to [utscollege.edu.au/au/census-and-eftsl-information](https://utscollege.edu.au/au/census-and-eftsl-information)

UTS College reserves the right to vary fees at any time. You should factor in the likelihood of an annual UTS College fee increase into your budget, which in recent years has averaged less than 4%

### English Language Teaching (ELT)

(CRICOS COURSE CODE 032410F)

Academic English -each level comprises 10 weeks (1 block)  
1 block tuition fee A\$5,500

### UTS Foundation Studies

**UTS Foundation Studies**

(Standard) (CRICOS COURSE CODE 082432G)

(UTS COURSE CODE C30019)

Tuition fees A\$3,500 per subject  
1st semester fee A\$14,000  
2nd semester fee A\$14,000  
TOTAL FEE A\$28,000

**UTS Foundation Studies**

(Extended) (CRICOS COURSE CODE 082433G)

(UTS COURSE CODE C30020)

Tuition fees A\$3,333.33 per subject  
1st semester fee A\$13,333.33  
2nd semester fee A\$13,333.33  
3rd semester fee A\$13,333.33  
TOTAL FEE A\$40,000

### Diploma courses

For detailed fee information please refer to the UTS College website. The fee structures set out below are for both international students and domestic students (Australian Permanent Residents and Citizens).

**Diploma of Business**

(Accelerated) (CRICOS COURSE CODE 070300G)

Tuition fees A\$3,666.66 per subject  
1st semester fee A\$18,333.33  
2nd semester fee A\$14,666.64  
TOTAL FEE A\$33,000

**Diploma of Business**

(Standard) (CRICOS COURSE CODE 053606J)

Tuition fees A\$3,666.66 per subject  
1st semester fee A\$10,999.98  
2nd semester fee A\$10,999.98  
3rd semester fee A\$10,999.98  
TOTAL FEE A\$33,000

**Diploma of Business**

(Extended) (CRICOS COURSE CODE 080142A)

Tuition fees A\$3,416.66 per subject  
1st semester fee A\$13,666.64  
2nd semester fee A\$10,249.98  
3rd semester fee A\$10,249.98  
4th semester fee A\$10,249.98  
TOTAL FEE A\$41,000

**Diploma of Communication**

(Accelerated) (CRICOS COURSE CODE 080602M)

Tuition fees A\$5,500 per subject  
1st semester fee A\$16,500  
2nd semester fee A\$16,500  
TOTAL FEE A\$33,000

**Diploma of Communication**

(Standard) (CRICOS COURSE CODE 080601A)

Tuition fees A\$5,500 per subject  
1st semester A\$11,000  
2nd semester A\$11,000  
3rd semester A\$11,000  
TOTAL FEE A\$33,000

**Diploma of Communication**

(Extended) (CRICOS COURSE CODE 080143M)

Tuition fees A\$4,555.55 per subject  
1st semester fee A\$13,666.65  
2nd semester fee A\$9,111.10  
3rd semester fee A\$9,111.10  
4th semester fee A\$9,111.10  
TOTAL FEE A\$41,000

**For students starting this Diploma in Semester 3 2022**

**Diploma of Communication**

(Accelerated) (CRICOS COURSE CODE 080602M)

Tuition fees A\$4,125 per subject  
1st semester fee A\$16,500  
2nd semester fee A\$16,500  
TOTAL FEE A\$33,000

**Diploma of Communication**

(Standard) (CRICOS COURSE CODE 080601A)

Tuition fees A\$4,125 per subject  
1st semester fee A\$12,375  
2nd semester fee A\$12,375  
3rd semester fee A\$8,250  
TOTAL FEE A\$33,000

**Diploma of Communication**

(Extended) (CRICOS COURSE CODE 080143M)

Tuition fees A\$3,727.27 per subject  
1st semester fee A\$11,181.81  
2nd semester fee A\$11,181.81  
3rd semester fee A\$11,181.81  
4th semester fee A\$7,454.54  
TOTAL FEE A\$41,000

### Diploma of Design and Architecture (Accelerated) (CRICOS COURSE CODE 082795C)

Tuition fees	A\$4,714.29 per subject
1st semester fee	A\$18,857.16
2nd semester fee	A\$14,142.87
TOTAL FEE	A\$33,000

### Diploma of Design and Architecture (Standard) (CRICOS COURSE CODE 082796B)

Tuition fees	A\$4,714.29 per subject
1st semester	A\$14,142.87
2nd semester	A\$14,142.87
3rd semester	A\$4,714.29
TOTAL FEE	A\$33,000

### Diploma of Design and Architecture (Extended) (CRICOS COURSE CODE 080144K)

Tuition fees	A\$4,100 per subject
1st semester fee	A\$12,300
2nd semester fee	A\$12,300
3rd semester fee	A\$12,300
4th semester fee	A\$4,100
TOTAL FEE	A\$41,000

### Diploma of Engineering (Accelerated) (CRICOS COURSE CODE 070305C)

Tuition fees	A\$4,125 per subject
1st semester fee	A\$16,500
2nd semester fee	A\$16,500
TOTAL FEE	A\$33,000

### Diploma of Engineering (Standard) (CRICOS COURSE CODE 070304D)

Tuition fees	A\$4,125 per subject
1st semester fee	A\$12,375
2nd semester fee	A\$12,375
3rd semester fee	A\$8,250
TOTAL FEE	A\$33,000

### Diploma of Engineering (Extended) (CRICOS COURSE CODE 080145J)

Tuition fees	A\$3,727.73 per subject
1st semester fee	A\$11,183.19
2nd semester fee	A\$11,183.19
3rd semester fee	A\$11,183.19
4th semester fee	A\$7,455.46
TOTAL FEE	A\$41,000

### Diploma of Information Technology (Accelerated) (CRICOS COURSE CODE 070299G)

Tuition fees	A\$4,125 per subject
1st semester fee	A\$16,500
2nd semester fee	A\$16,500
TOTAL FEE	A\$33,000

### Diploma of Information Technology (Standard) (CRICOS COURSE CODE 053604M)

Tuition fees	A\$4,125 per subject
1st semester fee	A\$12,375
2nd semester fee	A\$12,375
3rd semester fee	A\$8,250
TOTAL FEE	A\$33,000

### Diploma of Information Technology (Extended) (CRICOS COURSE CODE 080146G)

Tuition fees	A\$3,727.73 per subject
1st semester fee	A\$11,183.19
2nd semester fee	A\$11,183.19
3rd semester fee	A\$11,183.19
4th semester fee	A\$7,455.46
TOTAL FEE	A\$41,000

### Diploma of Science (Accelerated) (CRICOS COURSE CODE 070302F)

Tuition fees	A\$3,666.67 per subject
1st semester fee	A\$18,333.35
2nd semester fee	A\$14,666.68
TOTAL FEE	A\$33,000

### Diploma of Science (Standard) (CRICOS COURSE CODE 070301G)

Tuition fees	A\$3,666.67 per subject
1st semester fee	A\$11,000
2nd semester fee	A\$11,000
3rd semester fee	A\$11,000
TOTAL FEE	A\$33,000

### Diploma of Science (Extended) (CRICOS COURSE CODE 080147G)

Tuition fees	A\$3,416.67 per subject
1st semester fee	A\$10,250
2nd semester fee	A\$10,250
3rd semester fee	A\$10,250
4th semester fee	A\$10,250
TOTAL FEE	A\$41,000

## Graduate Certificate courses

### Graduate Certificate in Accounting and Finance (Accelerated) (CRICOS COURSE CODE 103557F)

Tuition Fees	A\$5,343.75 per subject
Semester fee	A\$21,375
TOTAL FEE	A\$21,375

### Graduate Certificate in Accounting and Finance (Standard) (CRICOS COURSE CODE 103556G)

Tuition Fees	A\$3,916.66 per subject
1st Semester fee	A\$11,750
2nd Semester fee	A\$11,750
TOTAL FEE	A\$23,500

### Graduate Certificate in Communication (Accelerated) (CRICOS COURSE CODE 103559D)

Tuition Fees	A\$6,000 per subject
Semester fee	A\$18,000
TOTAL FEE	A\$18,000

### Graduate Certificate in Communication (Standard) (CRICOS COURSE CODE 103558E)

Tuition Fees	A\$4,700 per subject
1st Semester fee	A\$9,400
2nd Semester fee	A\$14,100
TOTAL FEE	A\$23,500

### Graduate Certificate in Technology Practice (Accelerated) (CRICOS COURSE CODE 1035561K)

Tuition Fees	A\$5,500 per subject
Semester fee	A\$22,000
TOTAL FEE	A\$22,000

### Graduate Certificate in Technology Practice (Standard) (CRICOS COURSE CODE 103560M)

Tuition Fee	A\$3916.66 per subject
1st Semester fee	A\$11,750
2nd Semester fee	A\$11,750
TOTAL FEE	A\$23,500

## Undergraduate Certificate courses

### Undergraduate Certificate in Business Essentials

Tuition Fee	A\$1,812 per subject
BABC011	A\$1,812
BACC011	A\$1,812
BECC011	A\$1,812
BMKT011	A\$1,812
Student Contribution Amount	A\$7,248

### Undergraduate Certificate in Design Practice

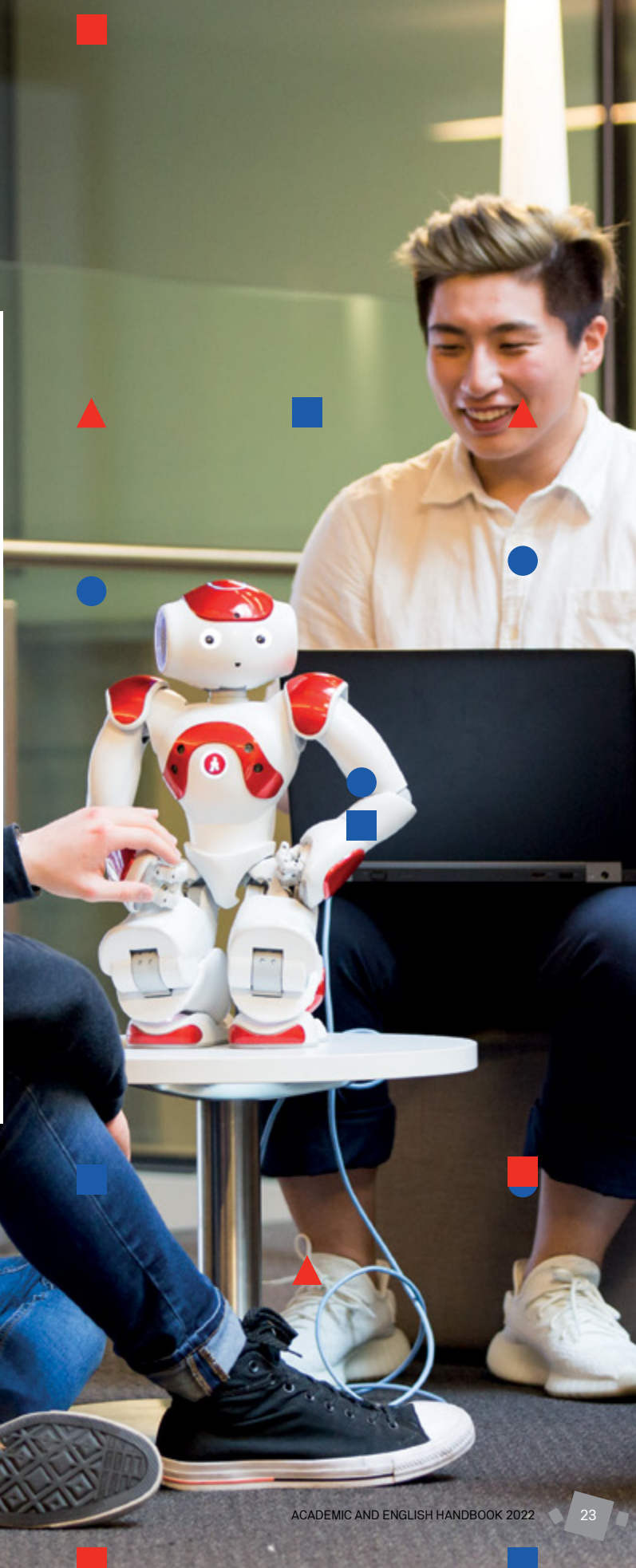
Tuition Fee	A\$993 - A\$994.50 per subject
DADC001	A\$994.50
DSTU001	A\$993
DRDH001	A\$994.50
DSMC001	A\$993
Student Contribution Amount	A\$3,975

### Undergraduate Certificate in Digital Literacy

Tuition Fee	A\$658 - A\$2,416 per subject
CCOF001	A\$658
CDLC001	A\$2,416
CCAC001	A\$2,416
Student Contribution Amount	A\$5,490

### Undergraduate Certificate in Information Technology

Tuition Fee	A\$993 - A\$996 per subject
IITC001	A\$996
IIIS001	A\$993
IPRG001	A\$993
IWBS001	A\$993
Student Contribution Amount	A\$3,975



## HECS-HELP

### What is HECS-HELP and how can I obtain more information about HECS-HELP?

When attending a university or an approved higher education provider, if eligible, you can get a HECS-HELP loan to pay your student contribution amount. You can only get a HECS-HELP loan if you're enrolled in a Commonwealth supported place (CSP). A HECS-HELP loan does not cover costs like accommodation, laptops or textbooks.

You can download a HELP information booklet (which provides additional information about HECS-HELP) from the Study Assist website at [studyassist.gov.au/sites/studyassist/helpfulresources/pages/publications](http://studyassist.gov.au/sites/studyassist/helpfulresources/pages/publications)

### Am I eligible to use HECS-HELP?

You must be either:

- an Australian citizen who will complete at least some of your course of study in Australia or
- a New Zealand citizen who is an SCV holder who meets the long-term residency requirements and who will be resident in Australia for the duration of your study or
- an Australian Permanent Resident (PR humanitarian) visa holder who will be resident in Australia for the duration of your study.

You must also:

- provide your Tax File Number (TFN)
- provide your USI (compulsory for all new students commencing a course of study on or after 1 January 2021)

### Is there an application charge for using the HECS-HELP loan scheme?

No there is no application charge.

### How does HECS-HELP assist me in paying my student contribution amount?

You can pay no fees upfront and defer payment of your whole student contribution amount through HECS-HELP (if you are eligible). Your student contribution amount will be repaid through the Australian tax system once you earn above the compulsory repayment threshold.

### If I make an up-front payment, can I get a discount?

If you're eligible for a HECS-HELP loan and make an up-front payment of \$500 or more towards units of study with the same census date, or make an up-front payment equal to 90 per cent of your student contribution amount(s), you will receive a 10 per cent discount, called the HECS-HELP up-front discount.

### If I make an up-front payment, can I get a discount (cont.)?

The HECS-HELP up-front discount works by increasing your up-front payment by 10 percent. This means that you will pay less for your studies if you pay \$500 or more up-front. The Government will pay the other 10 per cent directly to your provider. Refer to [HECS-HELP up-front discount | StudyAssist for more information](#).

### Do I need anything special to complete the Request for a Commonwealth Supported Place and HECS-HELP Loan form?

You need an Australian Tax File Number (TFN) or a Certificate of Application for a TFN from the Australia Taxation Office (ATO) confirming that you've applied for a TFN.

You will also need a Unique Student Identifier (USI). If you have undertaken vocational education or training previously, you may already have a USI. Check if you have a USI, or create your USI easily here [portal.usi.gov.au/student](http://portal.usi.gov.au/student)

### What is a USI?

A Unique Student Identifier (USI) is your individual identifier for life. It creates an online record of your training attainments in Australia. You will need a USI in order to enrol in course, as well as to obtain your qualification or statement of attainment.

### Can I enrol in a unit of study at UTS College before deciding whether I want to use HECS-HELP or pay fees upfront?

No. You will need to accept your offer and pay your fees or defer via HECS-HELP prior to enrolling in your course.

### Can I pay some tuition fees and have other tuition fees covered by a HECS-HELP loan?

Yes, you can. If you use HECS-HELP, whatever subject fees remain unpaid after the census date will become a HECS-HELP debt. The cost of this debt will be what you eventually need to pay back through the taxation system, when you have reached the pre-determined income threshold.

### What happens if I withdraw on or before the census date?

You will incur no HECS-HELP debt. Fees for the withdrawn units of study will be re-credited to your HELP balance. Your application to withdraw must be submitted in writing to the Student Centre.



## Refunds

UTS College will refund tuition fees in some circumstances. Please refer to the Terms and Conditions in your offer letter. The Refund Policy is also available on the Current Students tab on the UTS College website at: [utscollege.edu.au/about/policies-and-procedures](https://utscollege.edu.au/about/policies-and-procedures)

## Payment of fees

Invoices for payment of tuition fees for subsequent semesters are sent out towards the end of each semester. You should pay your fees well before re-enrolment, as indicated on the invoice. If you're using the FEE-HELP scheme you may choose to continue with that rather than pay the forthcoming semester's fees.

## Library fines and outstanding loans

Students who have an outstanding loan or owe late fees to the UTS Library or HELPS Centre will not be given examination results. Academic transcripts will not be available until the fines have been paid and/or outstanding loans have been returned.

## UTS Housing and outstanding fees

Students who owe fees to UTS Housing will not be given examination results. Academic transcripts will not be available until all overdue fees have been paid. Once the issue has been resolved with the UTS Housing Office, bring your statement from the UTS Housing Office which shows a zero balance (no fees owing) to the UTS College Student Centre. Once this has been confirmed, results will be available the following day.

## FEE-HELP rules

Eligible domestic students wishing to enrol in diploma courses are entitled to use the FEE-HELP government loan scheme. Further information regarding the FEE-HELP scheme is available at the Study Assist website: [studyassist.gov.au](https://studyassist.gov.au)

Some important things to remember:

- When applying for FEE-HELP, your TFN (Tax File Number), or a certificate from the Australian Tax Office (ATO) confirming that you have applied for a TFN, is required.
- FEE-HELP students are able to:
  - Pay full fees (1st semester tuition fees or the fees required to complete the subjects they plan on studying if less than a full semester workload) up front
  - Pay part of the fees
  - Pay none of the fees
  - Prior to the census date, domestic students, including FEE-HELP students, can withdraw without incurring any debt for that semester.
- Continuing domestic students who commenced their diploma studies as NON FEE-HELP students may choose to use the FEE-HELP loan scheme for their second or subsequent semesters. This is done through e-Student. For assistance with this please contact staff in the UTS College Student Centre.
- Students wishing to use the FEE-HELP loan fee are required to provide UTS College with their Unique Student Identifier (USI).

FEE-HELP students should refer to the FEE-HELP information booklet for further information, available at: [studyassist.gov.au](https://studyassist.gov.au)

## Non-Tuition Fees

### UTS College reserves the right to charge the following additional fees

#### Late fee

A late fee of A\$500 will be charged to any student who fails to re-enrol by the end of the official re-enrolment period (the first day of class of a semester). No student will be permitted to re-enrol if they arrive after the end of the first week of classes.

<b>Replacement testamur fee</b>	A\$50
<b>Transcript fee</b>	A\$20
<b>Student card replacement fee</b>	A\$20
<b>International student processing fee</b>	A\$250



# Scholarships, Sponsorships and Prizes

## Academic Students

### UTS College scholarships, sponsorships and prizes

UTS College makes available a number of scholarships and sponsorships to UTS College students each year.

#### UTS College Dean's Merit Prizes

Each semester, a prize of A\$5,000 will be awarded to the full-time student who achieves the highest Grade Point Average (GPA) in their first semester in each of the diploma programs and the UTS Foundation Studies program. If more than one student achieves the highest GPA, the prize is shared.

#### UTS College Outstanding Graduate Prizes

Each semester, a A\$5,000 prize will be awarded to the full-time student who achieves the highest Grade Point Average (GPA) overall in their studies in each of the diploma programs and the UTS Foundation Studies program. If more than one student achieves the highest GPA, the prize is shared.

#### Dianne Leckie Memorial Scholarship

The Dianne Leckie Memorial Scholarship was established in 2013 and is awarded annually to an international student who has completed the UTS College Diploma of Business and who is enrolled in the Bachelor of Business at UTS. It is awarded on the basis of academic merit and personal qualities and aims to enable the legacy and passion of Mrs Leckie to live on through the student's continued studies.

#### UTS College to UTS Pathway Scholarship

UTS College works closely with UTS to ensure students are fully prepared for tertiary studies. As part of this ongoing relationship UTS offers the UTS College to UTS Pathway Scholarship. This scholarship has been set up to support high achieving international students who are currently studying a UTS College diploma and wish to complete their undergraduate study at UTS. The scholarship is awarded twice a year to international students who can demonstrate high academic success and the motivation to succeed. The pathway scholarship covers 50 per cent of the entire cost of tuition fees for the duration of the undergraduate course at UTS.

### External scholarships, sponsorships and prizes

From time to time other scholarships and sponsorships are available, sponsored by external organisations. These may include cash prizes and are generally awarded each semester to outstanding students across all UTS College academic studies.

For details on the scholarships, sponsorships and prizes available to UTS College students go to the website:

[utscollege.edu.au](https://utscollege.edu.au)

# Completing your studies

## Graduation and prize giving ceremony

The Graduation and Prize Giving ceremony is an opportunity for you to celebrate the completion of your studies at UTS College with fellow students, family and friends. It is a formal event held for you on completion of your studies in graduate certificate or diploma courses, or UTS Foundation Studies.

The ceremony also includes the presentation of prizes including the Dean's Merit Prize, Outstanding Graduate Prize and the Alumni Prize for that semester.

Students are congratulated by the Vice Chancellor of UTS.

An invitation to attend your graduation will be emailed to you (prize winners will also be notified by email).

## Academic records

Your Academic Record will be awarded to you, via My eQuals, Australia and New Zealand's official tertiary credentials platform, when you successfully complete your program. Your Testamur (certificate) and Academic Transcript will be issued in a secure environment where you can view and share your credentials. You will receive notification to the personal email account you supplied when registering for your program, asking you to create your **My eQuals** account to gain access to your Academic Record. Your qualification can easily be shared and verified by verification agencies, recruitment professionals and employers.

## Studying at UTS or another institution program

### Transferring to UTS

If you're in the final semester of your diploma course, Pre-Master's Program, or UTS Foundation Studies, and wish to transfer to UTS, you must attend the UTS Important Information Session organised by the Study Success Advisers. Representatives of UTS faculties, UTS Admissions and UTS International, will be available at the session to provide advice and information, and you'll be given all the necessary forms to complete. This usually takes place in week seven or eight of your last semester. Please see your Study Success Adviser if you need further assistance.

### Applying to another university

The process for applying to other universities is different for international and domestic students. If you're an international student you must lodge an application directly with the university of your choice and pay the application fee. These application forms can be obtained from the internet or from the International Office of the university.

International students holding a UTS packaged visa must comply with the Simplified Student Visa Framework and Department of Home Affairs legislation.

All domestic students applying to transfer to UTS from UTS College must lodge a direct application by the specific closing date. On the application form, you can list two preferences. Please ensure you **ONLY** list courses from the articulation agreement from the year you started your Diploma at UTS College. If you would like to study a UTS course that is not in the articulation agreement, you will need to apply (and pay an application fee) via UAC. You will then compete for a place against other applicants for the same course.

# Policies and procedures

## UTS College policies and procedures for students

You can access all student policies and procedures via the About tab on the homepage of the UTS College website.

### Academic integrity

As a student studying at UTS College, you're expected to maintain high standards of academic honesty and integrity. Academic misconduct is defined as attempts by students to cheat, plagiarise or otherwise act dishonestly in undertaking an assessment task, or assisting other students to do so. You are considered guilty of cheating if you seek to gain advantage by unfair means such as copying another student's work, or in any way mislead a lecturer or tutor about your knowledge, ability, or the amount of original work you have done.

#### Your responsibilities as a student

- Examinations:
  - you must not help or receive assistance from other students
  - you must not request the loan of or lend materials or devices to other students
  - you must not bring any materials into the examination room other than those specified for that examination
  - you must not use computer software or other devices during an examination other than those specified.
- Other assessment tasks:
  - you must not copy or paraphrase any document, audiovisual material, computer-based material or artistic piece from another source except in accordance with the conventions of the field of study
  - you must not use another person's concepts, results or conclusions and pass them off as your own
  - in cases where the assessment task is intended to be individual work, and not group work, you must not prepare an assignment collaboratively and then submit work that is substantially the same as another student's assessment
  - you must not ask another person to produce an assessable item for you.

### Procedures and penalties

UTS College has a range of policies and procedures available to assist you in understanding what is required during your studies, your responsibilities and our obligations to you.

You can find a brief outline of important policies below, with full versions of the policies located throughout the Current Students tab [utscollege.edu.au/current-students](https://utscollege.edu.au/current-students) and via the About tab on the homepage of the UTS College website.

### Non-academic misconduct

As a UTS College student, you're expected to respect other students, staff and property so that learning and teaching at UTS College can take place freely, safely and without impediment due to the misconduct of others. You're also expected to respect members of the wider community, outside UTS College.

Non-academic misconduct includes contraventions of UTS College's rules, policies and procedures and also includes, but is not limited to, breaches of confidentiality or privacy, discrimination, intimidation or assault on another student or staff member of UTS.

UTS College will report all criminal acts committed by its students to the relevant authorities.

### Notification and appeal

- You must be notified in writing of penalties as a consequence of misconduct.
- The grounds for appeal are:
  - procedural irregularities, and/or
  - factual errors on which the decision was based and which were of such magnitude as to invalidate the decision.
- Please refer to the UTS College website for full details of policies and procedures here: [utscollege.edu.au/au/about/policies-and-procedures](https://utscollege.edu.au/au/about/policies-and-procedures)

## ELT Attendance policy and procedure

UTS College believes good attendance is important in order to achieve the desired educational outcomes. If you're an international student, maintaining satisfactory attendance is also a requirement of your student visa. You must attend class regularly in order to progress satisfactorily in your course and to be deemed as a genuine / bona fide student.

UTS College is required to report international students who do not maintain satisfactory attendance in their courses to the Department of Home Affairs.

Your student visa could be cancelled if you are reported for non-attendance.

## Assessment policy

Assessments are used for measuring whether you have achieved the intended learning outcomes of subjects. The primary goals of assessments are to encourage learning and to indicate your level of progress or achievement. The assessment rules are designed to ensure that the assessment is reliable and valid. Where there is a subjective element in the grading of students' work, assessment moderation is conducted to ensure multiple assessor reliability.

Assessment is a key part of learning and teaching. UTS College promotes ethical practice and treats academic dishonesty seriously.

If you suffer from illness, misadventure or a disability that affects your ability to perform in assessments, you may be eligible to request special consideration or special needs.

## Appeals against grades

If you believe there have been procedural or factual errors in the grading of your assignments or assessments, you should speak to the marker of the assignment in the first instance. If you still believe that procedural or factual errors have not been redressed, then you may lodge an appeal with the Director of Studies.

Dissatisfaction with grades alone does not constitute grounds for an appeal.

## Student Appeals policy

You can forward your complaint or appeal to:

[complaint@utscollege.edu.au](mailto:complaint@utscollege.edu.au)

If you are dissatisfied with the outcome of an appeal (or complaint), you can pursue it with an independent third party. You'll be advised of the relevant third party if your internal complaint or appeal is unsuccessful.

Please refer to the UTS College website for the full version of the policy at:

[utscollege.edu.au/au/about/policies-and-procedures](http://utscollege.edu.au/au/about/policies-and-procedures)

# Guidelines for resolving student complaints

UTS College provides a learning and working environment in which complaints are responded to promptly and with minimum distress and maximum protection to all parties. As part of its commitment to creating a supportive and open organisational culture, UTS College values ethical and responsible management, transparency in its decision-making processes, and a visible, accessible and fair complaint process.

To ensure that you're comfortable voicing a complaint, every staff member at UTS College is able to receive and resolve complaints. You are also able to voice your complaint by forwarding it to:  
[complaint@utscollege.edu.au](mailto:complaint@utscollege.edu.au)

Complaints are handled confidentially at all times. Staff will always get permission from you before discussing a complaint with other relevant staff.

You are allowed to bring someone with you for support throughout the complaint or appeals process. If you need a translator, UTS College will provide one.

If you're dissatisfied with the outcome of a complaint (or appeal), you can pursue it with an independent third party.

## Privacy

Insearch Limited is committed to protecting the privacy of your personal information, which will be handled in accordance with the Australian Privacy Principles, the Privacy Act 1988 (Cth) and Privacy and Personal Information Protection Act 1998 (NSW).

We collect your personal information in order to be able to provide UTS College courses and services and will seek your consent to do so. Supplying this information is voluntary, however, if you chose not to provide all the required information we may not be able to process your application. For full details on accessing or updating your personal information and other privacy matters, please refer to the UTS College Privacy Policy at:  
[utscollege.edu.au/privacy-policy](https://utscollege.edu.au/privacy-policy)

Inquiries may be directed to:

- [ A ] The Privacy Officer  
INSEARCH Limited  
PO Box K1085,  
Haymarket NSW 1240
- [ T ] + 61 2 9218 8600
- [ E ] [privacy@utscollege.edu.au](mailto:privacy@utscollege.edu.au)

# Computer access procedure

Before you login for the first time, you'll need to activate your UTS Email, and set your password and security questions.

## Logging on for the first time and setting your password

Before you login for the first time, you'll need to activate your UTS Email, and set your password and security questions:

1. Go to:  
[email.itd.uts.edu.au/webapps/myaccount/activation/](mailto:email.itd.uts.edu.au/webapps/myaccount/activation/)
2. Enter your personal details including your:
  - UTS College student number
  - Given Name (First Name)
  - Family Name (Last Name)
  - Date of Birth (in DD/MM/YY format)
3. Click 'Continue'.  
Read the UTS IT Facilities Policy and tick the boxes to accept.
5. Select three security questions and enter the answers.
6. Click 'Set Security Question'.
7. Set your new password with the following requirements:
  - 8 - 16 characters long
  - can only contain letters, numbers and symbols
  - must contain at least one of each above
  - spaces are not allowed
  - do not use your Student ID Number.
8. Click 'Set Password'.
9. For step-by-step video guides on this process, please go to:  
[cms.utscollege.edu.au/au/current-students/support/it-support#heading-item-1](https://cms.utscollege.edu.au/au/current-students/support/it-support#heading-item-1)

## What you need to use a UTS College computer

To be able to use a UTS College computer you'll need:

- Login Username  
Your username is your UTS College student number.  
For example - 1234567.
- Password  
Your password is your UTS Email Password (the one you have set using the instructions on this page).

## How to use any computer at UTS College


### Begin login

Press any key on the keyboard or click the mouse to bring up the login screen.

### Enter your login information

- Enter your username in the user name box.
- Enter your password in the password box.
- Check that the domain listed is **ADSR00T**.

## Logging out of the system at the end of your computer session

1. Click the 'Windows key' on your keyboard to open the start menu.
2. Click the account button .
3. Click on the 'Sign out' option.
4. Click on the 'Close all Programs and log on as a different user' option.
5. Click the 'Yes' button.

## BYOD

For a great in-class experience, we encourage you to Bring Your Own Device (BYOD) to each class. You can access learning resources, communicate and collaborate with classmates.

Please go to:

<https://cms.utscollege.edu.au/current-students/support/it-support/bring-your-own-device> for further information on BYOD.

# UTS College courses

## English language levels

If you're enrolling in an English course at UTS College, you are required to provide an original copy of an IELTS, TOEFL or PTE (Academic) test result no older than 12 months, or complete an entry test (VEPT test available through UTS College representative offices) to determine the appropriate level to begin your English language studies before commencing your chosen UTS College academic course or UTS undergraduate/postgraduate degree.

### Period of validity of results for entry to UTS

Please note the guidelines on the following pages are minimum requirements based on IELTS, TOEFL or PTE (Academic) scores no older than 12 months at the time of commencing your English course at UTS College. To qualify to enter a particular level, you'll need to provide an original IELTS or or PTE (Academic).

### UTS College placement test

If you do not have a current IELTS, TOEFL, PTE or approved equivalent result, you'll need to sit the UTS College placement test called a VEPT test. If you're already in Sydney, we will advise you of a convenient time close to or on Welcome Day, and how to participate in this process.

### Exit testing

You'll take several tests at the end of each level of study. Your overall results, which includes these test results, will be used to determine your progress. To progress to the next level, you must receive a pass in the final examinations in all skills (Listening, Speaking, Reading and Writing) demonstrating that you've achieved the learning outcomes as well as a pass overall. Other assessments throughout the course provide you with feedback and support.

### Entry to UTS

Please note that if you successfully complete Academic English 5 (AEL5) with a pass grade, you satisfy the English entry requirement for most UTS undergraduate and postgraduate courses, and no further English test is required by UTS. For details on specific courses with higher English entry requirements, please see the UTS international prospectus.

### Student visas

The above guidelines are based on UTS College academic advice. In certain countries, Australian immigration guidelines may determine the length of English study possible. Please check first with your local Australian immigration office to obtain guidelines for your country.





# Language course levels

UTS College offers Academic English courses which meet a broad range of language needs. These courses lead to UTS Foundation Studies, UTS College diplomas and graduate certificates, UTS bachelor degrees, master's degrees and PhDs.

Entry requirements				Level	Topics studied	Further studies
	<b>Overall</b>	<b>Writing ≥</b>	<b>All Skills ≥</b>	<b>AEL1</b>	<ul style="list-style-type: none"> <li>• Our World</li> <li>• Lifestyle</li> </ul>	Progress to level AEL2
IELTS	4.0	-	3.5			
VEPT	33	-	No skill < 28			
Linguaskill	-	-	-			
TOEFL	450	3.0	-			
TOEFL iBT	-	-	-			
PTE	22	-	22			
	<b>Overall</b>	<b>Writing ≥</b>	<b>All Skills ≥</b>	<b>AEL2</b>	<ul style="list-style-type: none"> <li>• People</li> <li>• Society</li> </ul>	Progress to level AEL3
IELTS	4.5	-	4.0			
VEPT	38	-	No skill < 33			
Linguaskill	147 and above	-	-			
TOEFL	475	-	No skill < 3.0			
TOEFL iBT	35	-	No skill < 7			
PTE	32	-	22			
	<b>Overall</b>	<b>Writing ≥</b>	<b>All Skills ≥</b>	<b>AEL3</b>	<ul style="list-style-type: none"> <li>• Business</li> <li>• Globalised World</li> </ul>	<b>Direct Entry to:</b> <ul style="list-style-type: none"> <li>• UTS Foundation Studies</li> <li>• UTS College Standard diploma</li> </ul> OR Progress to level AEL4
IELTS	5.0	-	4.5			
VEPT	43	-	No skill < 38			
Linguaskill	154 and above	-	-			
TOEFL	500	-	No Skill < 3.5			
TOEFL iBT	45	-	No skill < 9			
PTE	38	-	32			
	<b>Overall</b>	<b>Writing ≥</b>	<b>All Skills ≥</b>	<b>AEL4</b>	<ul style="list-style-type: none"> <li>• The Internet Society</li> <li>• Cities</li> </ul>	<b>Direct Entry to:</b> <ul style="list-style-type: none"> <li>• UTS College Accelerated diploma</li> <li>• Standard diploma</li> <li>• UTS College Standard Graduate Certificate</li> </ul> OR Progress to level AEL5
IELTS	5.5	-	5.0			
VEPT	47	-	No skill < 43			
Linguaskill	162 and above	-	-			
TOEFL	525	-	No skill < 4.0			
TOEFL iBT	58 minimum writing score	16 minimum writing score	-			
PTE	46	-	38			
	<b>Overall</b>	<b>Writing ≥</b>	<b>All Skills ≥</b>	<b>AEL5</b>	<ul style="list-style-type: none"> <li>• Organisations</li> <li>• Leadership in a Globalised World</li> </ul>	<b>Direct Entry to:</b> <ul style="list-style-type: none"> <li>• UTS College Accelerated Graduate Certificate</li> <li>• UTS Undergraduate degree</li> <li>• UTS Postgraduate degree</li> </ul>
IELTS	6.0	5.5	5.0			
VEPT	53	47	No skill < 43			
Linguaskill	169 and above	-	-			
TOEFL	550	4.25	No skill < 4.0			
TOEFL iBT	72 minimum writing score	16 minimum writing score	-			
PTE	54	46	38			

# English pathways

## Academic English (AE)

There are five levels in the UTS College Academic English (AE) course. AE levels 1 to 5 each consist of ten weeks of intensive English learning.

### Modes of Study

The Academic English courses are delivered full time and face to face in timetabled classes on campus. The course is also delivered live - online in exceptional circumstances such as the current pandemic.

### Academic English for Foundation

Successful completion of Academic English for Foundation (AEL3) allows you direct entry\* into UTS Foundation Studies and the UTS College extended diploma program (with entry requirements of IELTS 5.5).

### Academic English for Diploma

Successful completion of Academic English for Diploma (AEL4) allows you direct entry\* into UTS College standard or accelerated diploma courses and UTS College graduate certificate courses (courses with entry requirement of IELTS 6.0).

### Academic English for Bachelor/Masters

Successful completion of Academic English for Bachelor/Master (AEL5) allows you entry to UTS College Accelerated Graduate Certificate courses and direct entry\* into most UTS undergraduate and postgraduate degrees (with entry requirements of IELTS 6.5)

After successfully completing AEL5, you will have achieved the level of language proficiency required for entry into:

- UTS College accelerated graduate certificate courses
- most undergraduate and postgraduate courses at UTS and selected other universities.

You will also need to have met the university's academic requirements in their particular subject area.

## Assessment methods

Information about specific assessment tasks can be found in the assessment briefs which are given to you in the first week of class. You are assessed on learning outcomes for each of the following skills: writing, reading, speaking and listening. Assessment includes most or all of the following elements: extended written assignments, group oral presentations, group discussions, reading and note-taking tasks, listening and note-taking tasks and final examinations. There is a standardisation process for marking and grading assessments to make sure that grading is consistent and fair.

**Please note, you must demonstrate that you have passed the learning outcomes for all four macro skills (listening, speaking, reading and writing), in order to pass the course.**

## Pathways

Each level of English is supported by teacher-guided computer lessons using CALL (Computer Assisted Language Learning) activities and materials relevant to class lessons. The table on page 32 explains the pathway through the different AE levels.

After successfully completing AEL3, you may move onto AEL4, commence the UTS Foundation Studies program or Extended diploma courses at UTS College.

After successfully completing AEL4, you will have achieved the level of language proficiency required for entry into:

- UTS College diploma programs (standard and accelerated)
- UTS College standard graduate certificates

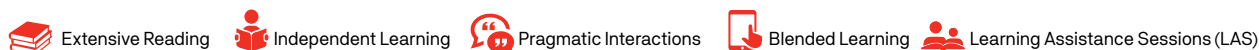
\*English and academic entry requirements apply. Please refer to the courses page of our website for course information, entry requirements and articulation details. Successful completion of AEL5 satisfies the English Language Admission requirements for most UTS Undergraduate and Post Graduate degrees. For specific details of UTS English entry requirements please refer to the individual faculty pages on the UTS website.

# Learning outcomes - Academic English (AE)

## Special features

At all levels, you will have opportunities to practise academic skills, such as research, critical thinking, reflection, time management and collaboration, while using technology in your learning. Courses are designed to help you become an independent language learner.

Our English programs include the special features:



The table on the following pages describes the learning outcomes for Academic English (AE) programs.

<p><b>AEL 1</b>  <b>Themes:</b>                      Our World                      Lifestyle Events  <b>Hours:</b> 200  <b>IELTS on entry:</b> 4.0</p>	<ul style="list-style-type: none"> <li>● Present simple tense</li> <li>● Present perfect simple tense to describe past experiences</li> <li>● Present perfect simple and continuous tenses with since and for</li> <li>● Past simple and continuous tenses</li> <li>● Future intentions and plans</li> <li>● Auxiliary verbs: be, do, have</li> <li>● Modal auxiliary verbs</li> <li>● Passive voice</li> <li>● Clause structure – finite and non-finite verbs</li> <li>● Coordination and subordination</li> <li>● Relative clauses – non-defining</li> <li>● Infinitives and gerunds</li> <li>● Purpose – infinitive</li> <li>● Used to</li> <li>● Conditionals 1 and 2</li> <li>● Comparative phrases</li> <li>● Question forms</li> </ul>	    
<p><b>AEL 2</b>  <b>Themes:</b>                      People                      Society  <b>Hours:</b> 200  <b>IELTS on entry:</b> 4.5</p>	<ul style="list-style-type: none"> <li>● Present simple tense</li> <li>● Past tenses</li> <li>● Present perfect simple and continuous tenses</li> <li>● Subject-verb agreement</li> <li>● Modal auxiliary verbs – past modals</li> <li>● Passive voice</li> <li>● Reporting verbs and their complements</li> <li>● Clause structure – finite and non-finite verbs</li> <li>● Clause structure – independent clauses and finite dependent clauses</li> <li>● Adjuncts</li> <li>● Coordination and subordination</li> <li>● Relative clauses - defining and non-defining</li> <li>● Causal relationships</li> <li>● Expressing contrast</li> <li>● Expressing purpose</li> <li>● Exemplification</li> <li>● -ed and -ing adjectives</li> <li>● Countable and mass nouns</li> <li>● Determiners</li> </ul>	    

# Learning outcomes - Academic English (AE)

## AEL 3

### Themes:

Business

Globalised World

Hours: 200

IELTS on entry: 5.0

- Present simple tense
- Present perfect simple tense
- Subject-verb agreement
- Modal auxiliary verbs – active and passive voice
- Passive voice – tense form overview
- Reporting verbs and their complements
- Clause structure – clause overview: adverbial, adjectival, nominal
- Reduced relative clauses
- Ellipsis in coordinate clauses
- Participle clauses
- Relative clauses – defining and non-defining
- Causal relationships
- Concession and contrast
- Expressing purpose
- Exemplification
- Explanation
- Nominalisation
- Countable and mass nouns
- Determiners
- Cohesion – referencing and discourse markers



## AEL 4

### Themes:

The Internet Society

Cities

Hours: 200

IELTS on entry: 5.5

- Present simple tense
- Present perfect simple
- Subject-verb agreement
- Modal auxiliary verbs to express tentativeness
- Passive voice
- Reporting verbs and their complements
- Clause structure – independent and non-finite dependent clause
- Participle clauses
- Relative clauses following prepositions
- Reduced relative clauses
- Causal relationships
- Concession and contrast
- Expressing purpose
- Nominalisation
- Subjunctives
- Phrases of concession and critique
- Exemplification
- Explanation
- Countable and mass nouns
- Determiners
- Cohesion – noun and verb phrases



## AEL 5

### Themes:

Organisations

Leadership in a Globalised

World

Hours: 200

IELTS on entry: 6.0

- Present simple tense
- Subject-verb agreement
- Reporting verbs and their complements
- Passive voice
- Clause structure – independent and non-finite dependent clauses
- Relative clauses following prepositions
- Reduced relative clauses
- Participle clauses
- Nominalisation
- Expressing purpose
- Exemplification
- Phrases of concession and critique
- Conditionals and subjunctives
- Causal relationships: explicit and implicit
- Phrases of contrast and concession
- Phrases of addition
- Countable and mass nouns
- Determiners
- Hedging and levels of tentativeness
- Cohesion – referencing, discourse markers and implied



## Diploma programs

# Diploma of Business

### Mode of Study

This course is delivered full time and face to face in scheduled classes. The course is also delivered live online in exceptional circumstances such as the current pandemic.

### ASSESSMENT METHODS FOR THE DIPLOMA OF BUSINESS

The assessment methods in the Diploma of Business include online quiz (multiple choice, calculations, open ended questions); learning portfolios, presentations (group & individual); videos presentations (vivas); written case studies; written reflections; written assignments and report (group and individual) and final exams (multiple choice, calculations, and open-ended questions).

### 3.1.1 Diploma of Business (Accelerated) 2 Semesters

#### COURSE STRUCTURE

##### Stage 1

BABC011	Academic and Business Communication
BACC011	Accounting and Accountability
BECO011	Economics for Business
BMKT011	Marketing and Customer Value
BSTA011	Business Statistics

##### Stage 2

BFIN011	Fundamentals of Business Finance
BACC012	Accounting, Business and Society*
BMGT011	People and Organisations
BBSI011	Business and Social Impacts

##### Prerequisites

\* Prerequisite is BACC011

### 3.1.2 Diploma of Business (Standard) 3 Semesters

#### COURSE STRUCTURE

##### Stage 1

BABC011	Academic and Business Communication
BACC011	Accounting and Accountability
BECO011	Economics for Business

##### Stage 2

BMKT011	Marketing and Customer Value
BFIN011	Fundamentals of Business Finance
BACC012	Accounting, Business and Society*

##### Stage 3

BMGT011	People and Organisations
BSTA011	Business Statistics
BBSI011	Business and Social Impacts

##### Prerequisites

\* Prerequisite is BACC011

### 3.1.3 Diploma of Business (Extended) 4 Semesters

#### COURSE STRUCTURE

##### Stage 1

BMAT011	Business Maths
BSTU011	Fundamentals of Business
ACEN011	Academic English
OR	
ACCO011	Academic Communication

##### Stage 2

BABC011	Academic and Business Communication
BACC011	Accounting and Accountability
BECO011	Economics for Business

##### Stage 3

BMKT011	Marketing and Customer Value
BFIN011	Fundamentals of Business Finance
BACC012	Accounting, Business and Society*

##### Stage 4

BMGT011	People and Organisations
BSTA011	Business Statistics
BBSI011	Business and Social Impacts

##### Prerequisites

\* Prerequisite is BACC011

NOTE: Students are placed in either ACEN011 or ACCO011 based on their level of English. Students enrolled in ACEN011 in the first semester of their course must successfully complete the subject before progression into further subjects.

## Diploma programs

# Diploma of Business

### SUBJECT DESCRIPTIONS

#### ACCO011

##### Academic Communication

This subject is designed to acclimatise students to a broad range of skills necessary to succeed in their academic studies. Performance and critical/creative thinking skills give students confidence in the use of their body and voice which will better enable them to deliver successful presentations and take part self-assuredly in any academic speaking contexts.

Writing tasks also build an understanding of structure and language that enhance essay writing. Working as a group, setting goals, understanding text, building empathy, expressing an opinion, engaging an audience, developing interpersonal, oral and written communication skills - all will be addressed through workshop activities.

Students use their own experiences to develop stories and a performance that utilises the principles and techniques of drama. They are encouraged to reflect on the practical relationship these skills have to their academic and professional lives. Research skills are employed to add context to storytelling. Multimedia is used to enhance student learning as well as to demonstrate how different media combine to engage an audience. The principles and techniques of effective storytelling form the basis of this subject and through practical application, students learn to write and perform their stories, explore ways to represent these stories digitally and understand the importance of storytelling in their personal lives, study and professional practice.

This subject also works to increase awareness of, as well as develop and employ 'soft skills' - attributes such as adaptability, resourcefulness, initiative, creativity, interpersonal communication skills and the ability to problem solve and to work well in teams.

#### ACEN011

##### Academic English

This subject is designed for students entering the program with an IELTS of 5.5. The subject aims to develop students' reading, writing, listening and speaking skills in English in preparation for further studies in the diploma program.

#### BABC011

##### Academic and Business Communication

This subject provides an understanding of the literacy requirements of academic business environments. It examines the principles and practice of communication in undergraduate and professional business environments through an integrated approach that supports the learning of skills across disciplines.

Students have opportunities to practice and engage with the language and study skills required for undergraduate and further study in business. Such skills will help to develop an appreciation of the communication requirements of business professionals.

#### BACC011

##### Accounting and Accountability

The subject provides students with a user perspective on accounting information, focusing on the types of accountability that most business students will use in their professional careers. Through the lens of accountability, it emphasises the key role of accounting in decision-making in business and society. Students will use spreadsheet software to assist in the analysis of financial reporting and internal business decision making. Students will be introduced to legal principles and rules related to the use of accounting information.

#### BACC012

##### Accounting, Business and Society

This subject provides students with the preparer perspective of accounting information and develops students' critical understanding of business issues underpinning the demand for financial and management accounting information. Accounting information is prepared for various organisational forms using contemporary analytical tools including excel and practical accounting software which require the use of technical skills. The implications of accounting issues are also discussed with an emphasis on ethical decision-making by preparers who need to balance the economic objectives of the primary users of accounting information while also considering broader legal, social and environmental issues.

## Diploma programs

# Diploma of Business

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### **BECO011**

#### **Economics for Business**

This subject provides students with a foundational understanding of the economic influences on business. It offers an introductory treatment of consumer and business behaviour in competitive markets, the effects of government policies and different market structures on market outcomes, and other fundamental economic concepts used in business analysis and decision-making. It also introduces students to the problem of aggregate economic fluctuations, inflation and the structure of economic relations between countries. Economics for Business also equips students with analytical skills to examine the impact of these economic forces on business conditions and to communicate the results of their analysis in writing.

### **BFIN011**

#### **Fundamentals of Business Finance**

The subject introduces and develops the core technical and theoretical concepts of Finance and illustrates their application to practical financial decision-making problems. Two crucial concepts are introduced: (1) the time-value of money (TVM); and (2) financial risk. TVM techniques are applied to the valuation and management of financial instruments, such as annuities, perpetuities and amortising loans, and to financial securities, such as stocks and bonds. Different ways of measuring financial risk are considered and the fundamental relationship between risk and return is demonstrated empirically and explained. TVM and risk analysis techniques are applied to investment and financing decision problems in a Corporate Finance context. In particular, students will learn how firms decide which projects to invest in and how they choose to raise the capital to fund those investments.

### **BMAT011**

#### **Business Maths**

Business Maths is designed to enhance students' ability to recognise and apply various mathematical techniques to solve problems in the changing business environment. This subject provides students with the opportunity to develop numerical and digital literacy skills in the context of business decision making. It is a practical subject drawing on technology based activities to explore the various mathematical underpinnings of business, laying the foundation for further business studies.

### **BMGT011**

#### **People and Organisations**

This subject explores the relationship between organisations and individuals from the perspective of the individual at work. It seeks to provide a conceptual understanding of how an individual navigates work in an organisation, including working in teams, leading and motivating staff, organisational politics, and tackling power structures. Students learn an appreciation of the importance of equity, diversity and inclusion in the workplace as well as strategies for managing conflict and communication with internal and external stakeholders. Importantly, students will apply these concepts, and develop these skills, as they self-manage their studies and work in teams. Students develop resilience and a framework for how to manage and work successfully in all types of organisations in the future.

### **BMKT011**

#### **Marketing and Customer Value**

In a changing world, organisations are increasingly called to respond to the needs and wants of customers and other external stakeholders. This subject covers the basic principles of marketing and focuses on the customer, which in many cases is you! As well as the traditional 4P's (Product, Price, Place and Promotion), we explore a more consumer-based perspective on the marketing mix to include the 4 C's of marketing – Consumer wants and needs, Cost, Convenience, and Communication. It will also place a special focus on cultivating knowledge and skills related to analysing competitors, digital and non-digital communication, and developing strategies for generating customer value.

### **BSTA011**

#### **Business Statistics**

This subject is designed to develop students' abilities to assess and critically interpret quantitative data from business and society within a framework of evidence-based reasoning. The science of statistics is widely used by business to make informed investment, production and employment decisions, and by citizens and policymakers as they address environmental and other social issues. The subject places strong emphasis on developing a clear understanding of various analytical tools and their applications to business problems, mastering data-analytic capabilities of Excel, and provides a foundation of skills and competencies for professional practice for further study in different business disciplines.



## Diploma programs

# Diploma of Business

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### **BBSI011**

#### **Business and Social Impacts**

The key challenge businesses now face is how to integrate social impact into the way they work. In this subject we explore how we can make a difference through creating businesses whose mission is dedicated to realising positive social and environmental change. We first interrogate the relationship between a company's mission, its operations and the resultant impact on society and the environment from multiple perspectives including accounting, economics, finance, management, marketing, Indigenous and global perspectives. Students then examine the challenges and opportunities in harnessing the power of the markets to create both economic and social value. The resultant outcome is that students will develop their own mission through purpose-learning tasks which support their agency as future business leaders to build a stronger and fairer society.

### **BSTU011**

#### **Fundamentals of Business**

Fundamentals of Business provides a broad introduction to the business sector and will equip students with the skills, knowledge and understanding necessary for further study in the field of business. This subject explores the nature, role and structure of business, the issues involved in establishing a business, the processes of business activity, internal and external influences on business as well as the social and ethical issues impacting business today.



## Diploma programs

# Diploma of Communication

### Mode of Study

This course is delivered full time and face to face in scheduled classes. The course is also delivered live online in exceptional circumstances such as the current pandemic.

### ASSESSMENT METHODS FOR THE DIPLOMA OF COMMUNICATION

The assessment methods in the Diploma of Communication include quizzes (multiple-choice, open-ended questions); presentations (Group and Individual); written reflections and learning journals; written reports; essays and essay drafts; functional prototype creation; website creation; group debates; communication plans, media release writing (exam conditions); photo portfolio; PR campaign; group reports and presentations; individual artefact; interactive learning object.

### 3.1.4 Diploma of Communication (Public Relations Stream) (Accelerated) 2 Semesters \*\* No New Enrolments being Accepted

#### COURSE STRUCTURE

##### Stage 1

CCAC001	Citizenship and Communication
CCOF001	Academic English: Communication Fundamentals
CEPC001	The Ecology of Public Communication

##### Stage 2

CDLC001	Digital Literacies
CUDA001	Understanding Digital Audiences
CPPR001	Principles of Public Relations *

##### Prerequisite

\* Prerequisite is CEPC001

### 3.1.5 Diploma of Communication (Public Relations Stream) (Standard) 3 Semesters \*\* No New Enrolments being Accepted

#### COURSE STRUCTURE

##### Stage 1

CCAC001	Citizenship and Communication
CCOF001	Academic English: Communication Fundamentals

##### Stage 2

CDLC001	Digital Literacies
CEPC001	The Ecology of Public Communication

##### Stage 3

CUDA001	Understanding Digital Audiences
CPPR001	Principles of Public Relations *

##### Prerequisite

\* Prerequisite is CEPC001

### 3.1.6 Diploma of Communication (Public Relations Stream) (Extended) 4 Semesters \*\* No New Enrolments being Accepted

#### COURSE STRUCTURE

##### Stage 0

CDCO001	Designing Communication
COEC001	Object Ecologies
AND	
ACEN001	Academic English
OR	
ACCO001	Academic Communication

##### Stage 1

CCAC001	Citizenship and Communication
CCOF001	Academic English: Communication Fundamentals

##### Stage 2

CDLC001	Digital Literacies
CEPC001	The Ecology of Public Communication

##### Stage 3

CUDA001	Understanding Digital Audiences
CPPR001	Principles of Public Relations *

##### Prerequisite

\* Prerequisite is CEPC001

Note: Students are placed in either ACEN001 or ACCO001 based on their level of English. Students enrolled in ACEN001 in the first semester of their course must successfully complete the subject before progression into further subjects.

### 3.1.7 Diploma of Communication (Digital and Social Media Stream) (Accelerated) 2 Semesters \*\* No New Enrolments being Accepted

#### COURSE STRUCTURE

##### Stage 1

CCAC001	Citizenship and Communication
CCOF001	Academic English: Communication Fundamentals
CUDA001	Understanding Digital Audiences

##### Stage 2

CDLC001	Digital Literacies
CEPC001	The Ecology of Public Communication
CDMM001	Digital Media Metrics

NOTE: Continuing students will undertake combined subjects CDMM001 Digital Media Metrics and CEPG001 Engagement, Participation, Gamification.

### 3.1.8 Diploma of Communication (Digital and Social Media Stream) (Standard) 3 semesters

\*\* No New Enrolments being Accepted

#### COURSE STRUCTURE

##### Stage 1

CCAC001 Citizenship and Communication  
CCOF001 Academic English: Communication  
Fundamentals

##### Stage 2

CDLC001 Digital Literacies  
CUDA001 Understanding Digital Audiences

##### Stage 3

CEPC001 The Ecology of Public Communication  
CDMM001 Digital Media Metrics

### 3.1.9 Diploma of Communication (Digital and Social Media Stream) (Extended) 4 Semesters

\*\* No New Enrolments being Accepted

#### COURSE STRUCTURE

##### Stage 0

CDC0001 Designing Communication  
COEC001 Object Ecologies  
AND  
ACEN001 Academic English  
OR  
ACCO001 Academic Communication

##### Stage 1

CCAC001 Citizenship and Communication  
CCOF001 Academic English: Communication  
Fundamentals

##### Stage 2

CDLC001 Digital Literacies  
CUDA001 Understanding Digital Audiences

##### Stage 3

CEPC001 The Ecology of Public Communication  
CDMM001 Digital Media Metrics

NOTE: Students are placed in either ACEN001 or ACCO001 based on their level of English. Students enrolled in ACEN001 in the first semester of their course must successfully complete the subject before progression into further subjects.



## Diploma programs

# Diploma of Communication

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### 3.1.1 Diploma of Communication (Media Business stream) (Accelerated) 2 Semesters

#### COURSE STRUCTURE

##### Stage 1

CCAC011	Citizenship and Communication
CCOF011	Academic English: Communication Fundamentals
CMGT001	People and Organisations
CUDA011	Understanding Digital Audiences

##### Stage 2

CDLC011	Digital Literacies
CDMI011	Digital Media Industries
CSCS011	Strategic Communication in Society
CEPR001	Emergent Public Relations
OR	
CDMM011	Digital Media Metrics

### 3.1..2 Diploma of Communication (Media Business Stream) (Standard) 3 Semesters

#### COURSE STRUCTURE

##### Stage 1

CCAC011	Citizenship and Communication
CCOF011	Academic English: Communication Fundamentals
CMGT001	People and Organisations

##### Stage 2

CUDA011	Understanding Digital Audiences
CDLC011	Digital Literacies
CDMI011	Digital Media Industries

##### Stage 3

CSCS011	Strategic Communication in Society
CEPR001	Emergent Public Relations
OR	
CDMM011	Digital Media Metrics

### 3.1.3 Diploma of Communication (Media Business stream) (Extended) 3 Semesters

#### COURSE STRUCTURE

##### Stage 1

ACEN	Academic English
OR	
ACCO001	Academic Communication
COEC001	Object Ecologies
CDCO001	Design Communication

##### Stage 2

CCAC011	Citizenship and Communication
CCOF011	Academic English: Communication Fundamentals
CMGT001	People and Organisations

##### Stage 3

CUDA011	Understanding Digital Audiences
CDLC011	Digital Literacies
CDMI011	Digital Media Industries

##### Stage 4

CSCS011	Strategic Communication in Society
CEPR001	Emergent Public Relations
OR	
CDMM011	Digital Media Metrics

NOTE: Students are placed in either ACEN011 or ACCO011 based on their level of English. Students enrolled in ACEN011 in the first semester of their course must successfully complete the subject before progression into further subjects.

## Diploma programs

# Diploma of Communication

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### 3.1.4 Diploma of Communication (Digital Strategic Media stream) (Accelerated) 2 Semesters

#### COURSE STRUCTURE

##### Stage 1

CCAC001	Citizenship and Communication
CCOF001	Academic English: Communication Fundamentals
CSCS011	Strategic Communication in Society
CUDA011	Understanding Digital Audiences

##### Stage 2

CDLC011	Digital Literacies
CDMM011	Digital Media Metrics
CDMI011	Digital Media Industries
CEPR001	Emergent Public Relations

### 3.1.5 Diploma of Communication (Digital Strategic Media Stream) (Standard) 3 Semesters

#### COURSE STRUCTURE

##### Stage 1

CCAC011	Citizenship and Communication
CCOF011	Academic English: Communication Fundamentals
CSCS011	Strategic Communication in Society

##### Stage 2

CDLC001	Digital Literacies
CUDA001	Understanding Digital Audiences
CDMM011	Digital Media Metrics

##### Stage 3

CDMI011	Digital Media Industries
CEPR001	Emergent Public Relations

### 3.1.6 Diploma of Communication (Digital Strategic Media stream) (Extended) 4 Semesters

#### COURSE STRUCTURE

##### Stage 1

ACEN	Academic English
OR	
ACCO001	Academic Communication
COEC001	Object Ecologies
CDCO001	Design Communication

##### Stage 2

CCAC011	Citizenship and Communication
CCOF011	Academic English: Communication Fundamentals
CSCS011	Strategic Communication in Society

##### Stage 3

CDLC011	Digital Literacies
CUDA011	Understanding Digital Audiences
CDMM011	Digital Media Metrics

##### Stage 4

CDMI011	Digital Media Industries
CEPR001	Emergent Public Relations

## Diploma programs

# Diploma of Communication

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### SUBJECT DESCRIPTIONS

#### ACCO001

##### Academic Communication

This subject is designed to help students develop their own personal study strategies and to improve their communication skills. Exploring a variety of study strategies will help students to reflect on and critique their own approach to learning.

Effective communication skills (academic literacies, English language proficiency, and multiliteracies) are necessary to succeed in their academic, personal, social and professional contexts. This subject raises their awareness to the importance of maintaining academic integrity and following academic conventions; it develops responsive skills (reading and listening), as well as research and critical thinking skills, enabling students to evaluate the relevance of academic texts.

By exploring personal and discipline-specific narratives, this subject improves students' English language proficiency, enabling them to choose appropriate language resources for different text types, audiences and contexts; it develops their multiliteracy skills, enabling them to express meaning as compelling written and spoken multimodal texts, as they come to understand the affordances of verbal and non-verbal meaning-making resources.

Overall, this subject provides students with the fundamental language and study skills to continue with their Diploma courses.

#### ACEN001

##### Academic English

This subject is designed for students entering the program with an IELTS of 5.5. The subject aims to develop students' reading, writing, listening and speaking skills in English in preparation for further studies in the diploma program.

#### CCOF001 / CCOF011

##### Academic English: Communication Fundamentals

This subject is designed to provide students with an introduction to the nature of effective written and spoken communication in academic contexts, and to assist in reading academic texts. It examines what makes academic communication different from communication in other contexts, explaining some of the 'hidden rules' through the study of the 'principles of academic communication.' Putting these principles into practice, students will analyse and reflect on their own written and spoken communication, at the beginning of the course and as it proceeds. In addition, students have the opportunity of putting into practice skills of effective reading with academic journal articles and other published resources.

The subject assists students to apply these frameworks and concepts to their required readings for 'Citizenship and Communication' (CCAC001) and to the spoken and written assessments in that subject, as well as to their future tertiary studies.

#### CDCO001

##### Designing Communication

Students in Designing Communication undertake a series of practical assignments based around the exploration of urban environments. Students work individually and in teams to investigate elements of visual communication, storytelling, semiotics and site-based research. This is complemented by in-class and out of class activities, the use of a range of digital platforms and by engaging in self-directed learning. At the completion of the semester students will have acquired a range of academic skills for effective researching, academic writing and oral presentations that will provide a strong foundation for further academic study.

#### CEPC001

##### The Ecology of Public Communication

Students explore the field of public communication and its major areas of practice. They gain an understanding of the role of communication, audiences and environments and contexts of communication in the public sphere, including professional communication practices. Students learn how public communication, public relations and advertising are conceptualized and practised in various types of organizations and interest groups including organizational communication and marketing communication. They will explore controversies in the field such as social representations, agendas and advocacy, and begin to produce their own work in advertising, public relations and organizational communication including using new media.

#### CDMM001 / CDMM011

##### Digital Media Metrics

This subject responds to the digital media industry's growing emphasis and reliance on data and metrics as forces of cultural and social organisation that segment and target audiences for a range of purposes, including marketing. In this subject, students engage foundational social media metrics and digital methods while appreciating the ethical issues resulting from producing, measuring, analysing and using digital traces. In addition to introducing core critical and theoretical ideas, students develop skills in collecting, analysing and reporting on social media metrics.

## Diploma programs

# Diploma of Communication

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### **CCAC001 / CCAC011** **Citizenship and Communication**

This subject explores the role of the citizen communicator by examining the institutions which structure our social world, and the social arenas in which civic participation occurs. Students are introduced to political, legal, economic and media institutions and concepts in national and, to a lesser extent, global contexts. There is a particular emphasis on the skills of academic literacy, reflective practice, collaboration and cooperative peer review. Assessments include traditional essay and presentations in addition to reflective journal and interactive game based presentations.

### **CDLC001 / CDLC011** **Digital Literacies**

Digital literacies addresses literacies that are not only crucial for everyday life and our full participation in contemporary culture but are also required by every contemporary industry and workplace. Students are introduced to a range of practical, critical and theoretical aspects of contemporary media analysis and production. They also gain foundational digital media skills involving digital publishing and digital image production and compositing. They explore the shift in our understandings of being and knowing that both enabled and have been enhanced by the development of digital technologies, and which provide the context for our use of them. Finally, students gain knowledge of the ethical responsibilities of consuming, sharing and creating with these media, and learn to critically reflect on their own production of multimodal and participatory communication.

### **COEC001** **Object Ecologies**

Object Ecologies explores emerging trends in design and communication practice around the collection, curation and display of objects in a museum or gallery context. How we understand, value and use these objects in diverse contexts, including the personal, cultural and technological is the focus of the subject. Students will research and design objects using several approaches including historical research and 'object biography' to human-centered design and speculative design approaches, applying these to everyday objects, museological artifacts and curated collections. In their explorations, students visit a variety of exhibitions and Sydney sites, either virtually or in real life, as well as research, write, verbally present, use multimedia and make their own objects. In the process, they gain skills and inspiration and broaden their own approach to their chosen area of communication and design practice.

### **CPPR001** **Principles of Public Relations**

This subject provides an overview of the theories, concepts and practice of public relations, tracing the discipline's historical evolution from technical function to strategic management. This is achieved through a deconstruction of its history, an examination of the role of public relations in organisations and an exploration of what constitutes socially responsible and ethical practice. In addition, the subject examines key models of communication theory and explores these within the context of contemporary public relations case studies, making explicit connections between theory and practice. Students critique current news stories, analysing them in terms of newsworthiness and identifying their key characteristics, distribution, and potential strategic impact. Students are also introduced to researching and writing an industry-standard communication plan and media release.

### **CUDA001 / CUDA011** **Understanding Digital Audiences**

This subject encourages students to examine communication and cultural practices in the construction of audiences on digital platforms. Students are introduced to key media concepts used to research and understand digital audiences. Students also engage with and discuss key theories and concepts relating to digital audiences and gain knowledge of the history of audience studies. Students work individually and in groups to research and learn about the social, historical, cultural and economic aspects of digital sociality, and how digital and social media have impacted the ways we understand and work with audiences in a contemporary media landscape. They develop skills in essay writing, digital presentation, and collaborative work, and present the results of their investigations through both group-based and independent research.

### **CSCS001** **Strategic Communication in Society**

In this subject, students explore the landscape for professional strategic communication. They develop their understandings of the roles and major areas of communication practice in the public sphere. Students learn how strategic communication, public relations and advertising are conceptualised and practised in organisations from different sectors such as not-for-profit, commercial and government. They consider issues of ethics and professionalism, listening and persuasion, and learn approaches to understanding publics, their motivations, cultures and communication preferences. They assess influence and representation in the construction of news and meaning in the public sphere and consider the consequences for society. Special attention is given to engaging responsibly with Aboriginal, Torres Strait Islanders and/or Indigenous Australian communities.

# Diploma of Communication

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### **CDMI011**

#### **Digital Media Industries**

Focusing on social, political, and economic transformations, this subject explores how contemporary media industries have been shaped and reshaped by the introduction of new technologies and the transnational media flows that result from the introduction of new business models. The subject offers a critical overview of media use, distribution and production through internet platforms and introduces students to contemporary scholarly analyses of technological innovations, media geographies and audiences. Students are directly engaged with a range of industry problems that have emerged due to the rapid pace of transformation across digital media industries. They explore the impact of digital media in transforming legacy industries and in catalysing the emergence of radically new industries and ways of doing business. Students gain commerce. They develop capacities for intercultural professional practice and career-readiness through engagement with a range of local and international case-studies.

### **CEPRO01**

#### **Emergent Public Relations**

Public relations practitioners operate in a communication landscape that is increasingly dynamic, brought about by emerging platforms of communication and changing expectations of industries, organisations and their stakeholders. This subject introduces students to principles, models, and conceptual frameworks in public relations practice that explain the strategic role that communication practitioners play in different sectors such as government, corporate, and not-for-profit.

Guided by theory, students examine domestic and international public relations campaigns to learn how sustainable and strategic relationships between organisations and their broader communities are developed. They learn about the relationship between public relations and other media practitioners in co-creating communication messages that address social issues, inform public opinion, and enact change. Students collaborate to examine public relations' influence in news story development by analysing newsworthiness of media stories. They conduct research in developing communication plans and writing media releases in traditional and social media formats.

## Diploma programs

# Diploma of Design and Architecture

### Mode of Study

This course is delivered full time and face to face in scheduled classes. The course is also delivered live online in exceptional circumstances such as the current pandemic.

### ASSESSMENT METHODS FOR THE DIPLOMA OF DESIGN AND ARCHITECTURE

The assessment methods in the Diploma of Design and Architecture include quizzes (multiple-choice, calculations, open-ended questions); presentations (Group and Individual); weekly written reports; design and architecture projects requiring computer and hand drawings, models; critical reflective writing; functional prototype creation.

### 3.1.10 Diploma of Design and Architecture (Design Stream) (Accelerated) 2 Semesters

#### COURSE STRUCTURE

##### Stage 1

DADC001	Academic and Design Communication
DRDH001	Researching Design Histories
DSMC001	Social Media Cultures
DSTU001	Design Studio 1

##### Stage 2

DDTH001	Thinking Through Design
DDFU001	Design Futuring
DSTU002	Design Studio 2

### 3.1.11 Diploma of Design and Architecture (Design Stream) (Standard) 3 Semesters

#### COURSE STRUCTURE

##### Stage 1

DADC001	Academic and Design Communication
DRDH001	Researching Design Histories
DSMC001	Social Media Cultures

##### Stage 2

DDTH001	Thinking Through Design
DSTU001	Design Studio 1
DDFU001	Design Futuring

##### Stage 3

DSTU002	Design Studio 2
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### 3.1.12 Diploma of Design and Architecture (Design Stream) (Extended) 4 Semesters

#### COURSE STRUCTURE

##### Stage 0

DOEC001	Object Ecologies
DDC0001	Designing Communication
ACEN001	Academic English
OR	
ACCO001	Academic Communication

##### Stage 1

DADC001	Academic and Design Communication
DRDH001	Researching Design Histories
DSMC001	Social Media Cultures

##### Stage 2

DDTH001	Thinking Through Design
DSTU001	Design Studio 1
DDFU001	Design Futuring

##### Stage 3

DSTU002	Design Studio 2
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### 3.1.13 Diploma of Design and Architecture (Architecture Stream) (Accelerated) 2 Semesters

#### COURSE STRUCTURE

##### Stage 1

DADC001	Academic and Design Communication
DAC0001	Architecture Communications
DAH0001	Orientations
DAMM001	Architecture Modelmaking

##### Stage 2

DSPC001	Spatial Communications
DSWR001	Situated Writing
DAST001	Architecture Studio



### 3.1.14 Diploma of Design and Architecture (Architecture Stream) (Standard) 3 Semesters

#### COURSE STRUCTURE

##### Stage 1

- DADC001 Academic and Design Communication
- DACO001 Architecture Communications
- DAHO001 Orientations

##### Stage 2

- DSPC001 Spatial Communications
- DAMM001 Architecture Modelmaking
- DSWR001 Situated Writing

##### Stage 3

- DAST001 Architecture Studio

### 3.1.15 Diploma of Design and Architecture (Extended) (Architecture Stream) 4 Semesters

#### COURSE STRUCTURE

##### Stage 0

- DOEC001 Object Ecologies
- DDCO001 Designing Communication
- ACEN001 Academic English
- OR
- ACCO001 - Academic Communication

##### Stage 1

- DADC001 Academic and Design Communication
- DACO001 Architecture Communications
- DAHO001 Orientations

##### Stage 2

- DSPC001 Spatial Communications
- DAMM001 Architecture Modelmaking
- DSWR001 Situated Writing

##### Stage 3

- DAST001 Architecture Studio

NOTE: Students are placed in either ACEN001 or ACCO001 based on their level of English. Students enrolled in ACEN001 in the first semester of their course must successfully complete the subject before progression into further subjects.

## Diploma programs

# Diploma of Design and Architecture

### SUBJECT DESCRIPTIONS

#### **ACCO001** **Academic Communication**

This subject is designed to acclimatise students to a broad range of skills necessary to succeed in their academic studies. Performance and critical/creative thinking skills give students confidence in the use of their body and voice which will better enable them to deliver successful presentations and take part self-assuredly in any academic speaking contexts.

Writing tasks also build an understanding of structure and language that enhance essay writing. Working as a group, setting goals, understanding text, building empathy, expressing an opinion, engaging an audience, developing interpersonal, oral and written communication skills: all will be addressed through workshop activities.

Students use their own experiences to develop stories and a performance that utilises the principles and techniques of drama. They are encouraged to reflect on the practical relationship these skills have to their academic and professional lives. Research skills are employed to add context to storytelling. Multimedia is used to enhance student learning as well as to demonstrate how different media combine to engage an audience. The principles and techniques of effective storytelling form the basis of this subject and through practical application, students learn to write and perform their stories, explore ways to represent these stories digitally and understand the importance of storytelling in their personal lives, study and professional practice.

This subject also works to increase awareness of, as well as develop and employ 'soft skills': attributes such as adaptability, resourcefulness, initiative, creativity, interpersonal communication skills and the ability to problem solve and to work well in teams.

#### **ACEN001** **Academic English**

This subject is designed for students entering the program with an IELTS of 5.5. The subject aims to develop students' reading, writing, listening and speaking skills in English in preparation for further studies in the diploma program.

#### **DOEC001** **Object Ecologies**

This subject explores the relationship between artefacts and their social, cultural and national contexts. It aims to have students directly experience designed objects in a number of environments including museums, consumer contexts and personal and public histories. Students are introduced to a variety of hands-on and digital design tools to produce an innovative exhibition concept.

#### **DDCO001** **Designing Communication**

Students will investigate the meaning and construction of images, sequencing, layouts and narrative through a series of practical assignments, which are based around an exploration of the urban environment. After further research and investigation students showcase their understanding of these skills.

#### **DADC001** **Academic and Design Communication**

By drawing on a variety of theoretical frameworks from the disciplines of architecture and design this subject provides innovative ways in which to construct, analyse, interpret and redesign various modes of design. Students develop the necessary skills to move between and synthesise various means of communication, turning ideas into designs and turning designs into verbal and written texts. This subject fosters a community of design practitioners who can critically reflect on design and successfully explicate their own designs by incorporating appropriate modes of communication in their seminars, presentations and reports.

#### **DRDH001** **Researching Design Histories**

The knowledge and skills gained through understanding and engaging with design histories are of vital importance to designers. In terms of design practice, the study of design histories enables designers to critically assess practical design projects and participate in debates within the field of design. This subject provides an opportunity for students to develop an historical understanding of design and learn research and critical thinking skills that may be applied in other subjects, educational contexts and professional practice.

#### **DAH0001** **Orientations**

This subject introduces key themes in the history and theory of architecture and landscape, framed in terms of examples from antiquity until the beginning of the 19th century. Forums and tutorials question the relevance of these buildings and landscapes to contemporary practice. This subject addresses continuing themes of architecture and landscape disciplines and investigates opens important attributes in the visual dialogue developed between past and present.

#### **DDTH001** **Thinking Through Design**

This subject connects students to the way designers work, think and approach design tasks. It gives students an experience in working in professional design environments by developing their skills in creativity and innovation, and strategic thinking and problem solving, while also introducing students to the relatively new field of service design. Assists students in applying theoretical frameworks and concepts in design to practical projects and situations.

## Diploma programs

# Diploma of Design and Architecture

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### **DSTU002**

#### **Design Studio 2**

This subject encourages students to explore the design field of their interest in great depth, be it visual communication, architecture, spatial design or services. The area of specialisation chosen by the student is coordinated and supervised by an expert teacher in the field. The students will also come together to form a studio and produce a design with their collective skills which will then be exhibited. Students will also produce high-quality individual portfolios, assisting them in further study or future employment.

### **DACO001**

#### **Architecture Communications**

This subject introduces a series of foundation skills required for effective communication in architectural design. These skills include both 2D and 3D digital and analogue techniques for exploring, translating and conceptualising existing and newly invented spaces. The refinement of drawings and images for presentation and for effective verbal communication of ideas are also developed in studio-based critique sessions.

### **DAST001**

#### **Architecture Studio**

This subject delivers the framework to learn essential techniques for the production of space as well as important strategies in critical and analytical thinking. This subject introduces students to three key themes: body, organization, and context. These themes serve as a common knowledge base critical to the practice of architecture and landscape architecture.

### **DSTU001**

#### **Design Studio 1**

The central aim of this subject is to demonstrate the importance that critical thinking and iterative working methods play in the development of good design thinking. Themes include a range of design media spanning photography, film, drawing, modelling, sound and magazines, which are explored through operational systems of framing, sequence, notation, scale, ambience and montage/collages. These mediums and operations address a variety of design influences driven by applications of relevant software and rendering techniques.

### **DDFU001**

#### **Design Futuring**

This subject explores the design of possible, probable and plausible futures by examining the social, cultural and ethical implications of design and human-technology relations. Students work in groups to visualise future scenarios, then individually to make speculative prototypes. By critically engaging with the world around them, conducting primary research and designing, students gain an understanding of a range of topics including climate change, artificial intelligence, digital democracies and online communities.

### **DSMC001**

#### **Social Media Cultures**

This subject introduces students to methods for making sense of the internet and social media. Focusing on the interaction designs that empower digital connectivity and the way different cultures are responding to those interaction designs. This subject exposes students to critical frameworks for interrogating online cultures and their own experiences using these platforms.

### **DSWR001**

#### **Situated Writing**

This subject explores storytelling as a method for investigating site. Working through a range of fieldwork and writing exercises that respond to complex entanglements of histories, materials, and bodies onsite, students will develop narrative projects in the form of books. Students will also observe dialogical conditions that can be unpacked through processes of storytelling.

### **DAMM001**

#### **Architecture Modelmaking**

This subject extends basic modelling skills and introduces different techniques and media. Students make the most of conceptual, generative and illustrational opportunities to convey design ideas across a range of scales. The definition of 'model' in this subject is broad and the curriculum may include the notion of the model in both its physical and digital forms, with emphasis on the production of physical artefacts. Students develop a material sensibility that reveals the tactile, visual and structural potentials of any selected materials.

### **DSPC001**

#### **Spatial Communications**

This subject is designed to equip students with a range of digital and analogue tools for the communication of architectural ideas. Students will focus on both the improvement of their own technical skills and their capacity to think critically through a series of iterative exercises

## Diploma programs

# Diploma of Engineering

### Mode of Study

This course is delivered full time and face to face in scheduled classes. The course is also delivered live online in exceptional circumstances such as the current pandemic.

### ASSESSMENT METHODS FOR THE DIPLOMA OF ENGINEERING

The assessment methods in the Diploma of Engineering include quizzes (multiple-choice, calculations, open-ended questions); presentations (Group and Individual); written case studies; written reports; written assignments; skills tests; lab tests; practical tests; SQL scripts; projects; reflective journal; mid-semester tests and final exams (multiple-choice, calculations, open-ended questions).

### REQUIRED KNOWLEDGE

The UTS College Diploma of Engineering accelerated (2 semester) and standard (3 semester) program is offered to students who have successfully completed Year 12 subjects in Mathematics and Physics.

Students who do not meet the course requirement may be considered for the extended program (4 semesters). The extended program includes three additional enabling subjects to ensure students have the core fundamentals before progressing onto more advanced subjects.

### 3.1.16 Diploma of Engineering (Accelerated) 2 Semesters

#### COURSE STRUCTURE

##### Stage 1

EITC001	Introduction to Technical Communication
EMAT001	Mathematical Modelling 1*
EPHY001	Physical Modelling
EICE001	Introduction to Civil and Environmental Engineering

##### Stage 2

EMTH001	Mathematical Modelling 2**
ENEFO0	Network Fundamental
EENC001	Engineering Computations**
EIEE001	Introduction to Electrical and Electronic Engineering

##### Prerequisites

\* Prerequisite is satisfactory Mathematical Readiness Test.

\*\* Prerequisite subject is Mathematical Modelling 1

### 3.1.17 Diploma of Engineering (Standard) 3 Semesters

#### COURSE STRUCTURE

##### Stage 1

EITC001	Introduction to Technical Communication
EFMT001	Foundation Mathematics
OR	
EMAT001	Mathematical Modelling 1*
EPHY001	Physical Modelling

##### Stage 2

EICE001	Introduction to Civil and Environmental Engineering
EMAT001	Mathematical Modelling 1*
OR	
EMTH001	Mathematical Modelling 2**
ENEFO0	Network Fundamentals

##### Stage 3

EMTH001	Mathematical Modelling 2**
OR	
EENC001	Engineering Computations**
EIEE001	Introduction to Electrical and Electronic Engineering

##### Prerequisites

\* Prerequisite is Foundation Mathematics or satisfactory Mathematical Readiness Test.

\*\* Prerequisite is Mathematical Modelling 1

### 3.1.18 Diploma of Engineering (Extended) 4 Semesters

#### COURSE STRUCTURE

##### Stage 0

EIMT001	Introduction to Mathematics
EPFD001	Physics Fundamentals
ACEN001	Academic English
OR	
ACCO001	Academic Communication

##### Stage 1

EITC001	Introduction to Technical Communication
EFMT001	Foundation Mathematics
EPHY001	Physical Modelling

##### Stage 2

EICE001	Introduction to Civil and Environmental Engineering
EMAT001	Mathematical Modelling 1*
ENEFO0	Network Fundamentals

##### Stage 3

EMTH001	Mathematical Modelling 2**
EIEE001	Introduction to Electrical and Electronic Engineering

##### Prerequisites

\* Prerequisite subject is Foundation Mathematics

\*\* Prerequisite subject is Mathematical Modelling 1

#### SUBJECT DESCRIPTIONS



MECHANICAL  
ENGINEERING  
LABORATORIES

FLAMMABLE  
LIQUID  
3

UNIVERSITY OF TECHNOLOGY

UTS  
MECH LABS

MECHANICAL  
ENGINEERING  
LABORATORIES

sutton tools



Basecamp

ACTION  
ALUMINIUM

AITECH

PICTON  
KARTING  
TRACK



toxense  
by 12115

NSK

LINCOLN  
ELECTRIC

## Diploma programs

# Diploma of Engineering

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### **ACCO001** **Academic Communication**

This subject is designed to acclimatise students to a broad range of skills necessary to succeed in their academic studies. Performance and critical/creative thinking skills give students confidence in the use of their body and voice which will better enable them to deliver successful presentations and take part self-assuredly in any academic speaking contexts.

Writing tasks also build an understanding of structure and language that enhance essay writing. Working as a group, setting goals, understanding text, building empathy, expressing an opinion, engaging an audience, developing interpersonal, oral and written communication skills: all will be addressed through workshop activities.

Students use their own experiences to develop stories and a performance that utilises the principles and techniques of drama. They are encouraged to reflect on the practical relationship these skills have to their academic and professional lives. Research skills are employed to add context to storytelling. Multimedia is used to enhance student learning as well as to demonstrate how different media combine to engage an audience. The principles and techniques of effective storytelling form the basis of this subject and through practical application, students learn to write and perform their stories, explore ways to represent these stories digitally and understand the importance of storytelling in their personal lives, study and professional practice.

This subject also works to increase awareness of, as well as develop and employ 'soft skills': attributes such as adaptability, resourcefulness, initiative, creativity, interpersonal communication skills and the ability to problem solve and to work well in teams.

### **ACEN001** **Academic English**

This subject is designed for students entering the program with an IELTS of 5.5. The subject aims to develop students' reading, writing, listening and speaking skills in English in preparation for further studies in the diploma program.

### **EITC001** **Introduction to Technical Communication**

This subject introduces both Engineering and IT students to the basic principles of technical communication. The subject allows students to engage with and practice the language and study skills required for undergraduate study in Engineering and IT. Students will have opportunities to understand and appreciate the communication requirements of the profession, and also to develop skills in oral, written, visual, and digital technical communication; essential to succeed in increasingly globalised electronic communication environments.

### **EFMT001** **Foundation Mathematics**

The subject introduces the aspects of algebra, functions and calculus that are considered fundamental and that are required in subsequent technical courses. Students are shown how to provide systematic and detailed answers to problems using standard mathematical notation, thus enhancing their written communication skills. Topics include algebra, polynomial functions, geometry, trigonometric functions, calculus, logarithmic and exponential functions and introduction to sequences and series. This subject is taken by students with moderate mathematical background as a prelude to Mathematical Modelling 1.

### **EIEE001** **Introduction to Electrical and Electronic Engineering**

This subject gives you an overview of the engineering process, the technologies involved, the approach to problem solving and the skills and tools used. Topics include basic electrical concepts such as voltage, current, resistance, power, DC and AC, supply and utilisation of domestic electricity and the functions of components commonly found in a linear DC power supply. The practical aspects include learning how to use basic equipment such as a multimeter and a CRO, learning some simple 'tinkering' skills and building and testing a DC power supply and a data acquisition system. The major objective of this subject is to give early-stage students some understanding of the scope and methods of electrical engineering.

### **EICE001** **Introduction to Civil and Environmental Engineering**

The civil and environmental engineer plays a major role in the provision of basic infrastructure necessary to support the development and maintenance of urban and rural settlements. This subject provides a sound foundation for further education in the processes of design, construction, operation and maintenance of community infrastructure AND an understanding of the need to develop the necessary individual and multidisciplinary skills in civil engineering project analysis and development.

### **EIMT001** **Introduction to Mathematics**

This subject provides a broad introduction to mathematics and statistics. It covers fundamental mathematical methods including number, basic algebra, functions and graphs and trigonometry. Students have opportunities to apply their mathematical knowledge in a variety of contexts and develop skills and knowledge which can then be used as a basis for further study of mathematics.

## Diploma programs

# Diploma of Engineering

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### EPFD001

#### Physics Fundamentals

Physics Fundamentals serves as an essential foundation experience for all extended engineers and scientists. Students will be equipped with fundamental physics knowledge, including mechanics, thermal physics, electricity, fluids, waves and optics. They will also develop analytical, problem solving, observational and technical as well as measurement skills needed to address physics-specific problems. Further, they will learn the importance of scientific communication in the contemporary and increasingly global scientific context.

### EENC001

#### Engineering Computations

This subject covers basic and advanced spreadsheet, matrix operations, solving nonlinear equations, numerical differentiation and integration, advanced built-in functions, spreadsheets add ins, macros and user-written functions.

### EMAT001

#### Mathematical Modelling 1

The subject provides a thorough foundation in the mathematical techniques needed for undergraduate programs in Engineering and Science. The subject establishes essential knowledge and skills in the areas of algebra, functions and calculus. It also introduces the basic concepts of linear algebra, including matrices and systems of linear equations for the understanding of linear modelling. Topics include vectors, complex numbers, differentiation and differential equations arising from physical problems, general inverse functions, hyperbolic functions, integrals, solutions to differential equations by integration and introduction to matrices.

### EMTH001

#### Mathematical Modelling 2

In this subject students will be working with statistics and mathematical resources to gain an appreciation of the way in which mathematics, probability and statistics have enhanced engineering and science and how engineering and scientific problems have in turn motivated the development of the mathematics, probability and statistics required for their solution.

Topics from statistics include the presentation of data, discrete and continuous probability distributions, hypothesis testing and confidence intervals, and simple linear regression. Topics from mathematics include simultaneous linear equations and applications, matrices and determinants, heat and wave equations, optimisation and multiple integrals and their applications.

### EPHY001

#### Physical Modelling

Physical Modelling lays the foundation for engineering and the physical sciences with topics that cover classical mechanics, oscillations and waves, fluids, electricity, and thermal physics. The subject explores these concepts in the context of current technology and engineering. It equips the student with general knowledge and skills in physics, together with practical application of this knowledge extending the student's problem-solving capabilities to the physical world.

### ENEF001

#### Network Fundamentals

This subject provides students with a modern introduction to the dynamic field of computer networking, including layered network architecture and the TCP/IP protocol suite. Student practical works include observing network traffic in action and building their own network applications through socket programming.

By developing problem solving and design skills in this subject, students also acquire the ability to select the most appropriate network services, design and develop network applications, e.g. web server and email client, to achieve the best data performance.

## Diploma programs

# Diploma of Information Technology

### Mode of Study

This course is delivered full time and face to face in scheduled classes. The course is also delivered live online in exceptional circumstances such as the current pandemic.

#### ASSESSMENT METHODS FOR THE DIPLOMA OF IT

The assessment methods in the Diploma of Information Technology include quizzes (multiple-choice, calculations, open-ended questions); presentations (group and individual); written case studies; written reports; written assignments; skills tests; lab tests; practical tests; SQL scripts; projects; reflective journal; mid-semester tests and final exams (multiple-choice, calculations, open-ended questions).

### 3.1.19 Diploma of Information Technology (Accelerated) 2 Semesters

#### COURSE STRUCTURE

##### Stage 1

IITC001	Introduction to Technical Communication
IIS001	Introduction to Information Systems
IPRG001	Programming Fundamentals
IWBS001	Web Systems

##### Stage 2

IBRM001	Business Requirements Modelling *
IAPP001	Applications Programming **
INEF001	Network Fundamentals
IDBF001	Database Fundamentals **

##### Prerequisites

\* Prerequisite is IIS001

\*\* Prerequisite is IPRG001

### 3.1.20 Diploma of Information Technology (Standard) 3 Semesters

#### COURSE STRUCTURE

##### Stage 1

IITC001	Introduction to Technical Communication
IIS001	Introduction to Information Systems
IPRG001	Programming Fundamentals

##### Stage 2

IWBS001	Web Systems
IBRM001	Business Requirements Modelling *
IAPP001	Applications Programming **

##### Stage 3

INEF001	Network Fundamentals
IDBF001	Database Fundamentals **

##### Prerequisites

\* Prerequisite is IIS001

\*\* Prerequisite is IPRG001

### 3.1.21 Diploma of Information Technology (Extended) 4 Semesters

#### COURSE STRUCTURE

##### Stage 0

IIIT001	IT Essentials
IIPR001	Programming
ACEN001	Academic English
OR	
ACC0001	Academic Communication

##### Stage 1

IITC001	Introduction to Technical Communication
IIS001	Introduction to Information Systems
IPRG001	Programming Fundamentals

##### Stage 2

IWBS001	Web Systems
IBRM001	Business Requirements Modelling *
IAPP001	Applications Programming **

##### Stage 3

INEF001	Network Fundamentals
IDBF001	Database Fundamentals **

##### Prerequisites

\* Prerequisite is IIS001

\*\* Prerequisite is IPRG001

NOTE: Students are placed in either ACEN001 or ACC0001 based on their level of English. Students enrolled in ACEN001 in the first semester of their course must successfully complete the subject before progression into further subjects.



## Diploma programs

# Diploma of Information Technology

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### SUBJECT DESCRIPTIONS

#### ACCO001

##### Academic Communication

This subject is designed to acclimatise students to a broad range of skills necessary to succeed in their academic studies. Performance and critical/creative thinking skills give students confidence in the use of their body and voice which will better enable them to deliver successful presentations and take part self-assuredly in any academic speaking contexts.

Writing tasks also build an understanding of structure and language that enhance essay writing. Working as a group, setting goals, understanding text, building empathy, expressing an opinion, engaging an audience, developing interpersonal, oral and written communication skills: all will be addressed through workshop activities.

Students use their own experiences to develop stories and a performance that utilises the principles and techniques of drama. They are encouraged to reflect on the practical relationship these skills have to their academic and professional lives. Research skills are employed to add context to storytelling. Multimedia is used to enhance student learning as well as to demonstrate how different media combine to engage an audience. The principles and techniques of effective storytelling form the basis of this subject and through practical application, students learn to write and perform their stories, explore ways to represent these stories digitally and understand the importance of storytelling in their personal lives, study and professional practice.

This subject also works to increase awareness of, as well as develop and employ 'soft skills': attributes such as adaptability, resourcefulness, initiative, creativity, interpersonal communication skills and the ability to problem solve and to work well in teams.

#### ACEN001

##### Academic English

This subject is designed for students entering the program with an IELTS of 5.5. The subject aims to develop students' reading, writing, listening and speaking skills in English in preparation for further studies in the diploma program.

#### IITC001

##### Introduction to Technical Communication

This subject introduces both Engineering and IT students to the basic principles of technical communication. The subject allows students to engage with and practise the language and study skills required for undergraduate study in Engineering and IT. Students will have opportunities to understand and appreciate the communication requirements of the profession, and also to develop skills in oral, written, visual, and digital technical communication, essential for them to succeed in increasingly globalised electronic communication environments.

#### IAPP001

##### Applications Programming

The subject builds on a set of basic skills in program design and object-oriented programming. It covers the topics of inheritance and swing and provides knowledge and practice in advanced GUI programming and design. It provides practical experience in the design, construction, testing, and evaluation of object-oriented systems and shows how to develop a correct and well-designed system from a specification.

#### IBRM001

##### Business Requirements Modelling

This subject provides students with the opportunity to experience the process by which IT solutions are designed to solve business problems. The subject emulates the commercial environment, with students working in groups to produce a design solution to a business problem. The subject contributes to developing team skills and an understanding of how teams work. It introduces students to the software development life cycle and relates information systems concepts to the business environment. In addition, it provides students with an opportunity to develop analytical thinking and problem-solving skills and develop effective writing and presentation skills, and demonstrate the capacity for continued learning.



## Diploma programs

# Diploma of Information Technology

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### **IDBF001**

#### **Database Fundamentals**

This subject introduces students to the fundamentals of effective database systems. Students are taught how data is structured and managed in an organisation in a way that can be used effectively by applications and users. They also learn to use the language SQL for effective data retrieval and modification. This subject teaches students to appreciate the significance and challenges of good database design and management, which underpins the development of functional software applications.

### **IIPR001**

#### **Programming**

The subject provides an introduction to general programming concepts and best practices. It provides practical experience in problem solving and critical thinking to create algorithms that solve programming problems. Topics include algorithm design, code development, code testing, debugging and deployment. Students will use J2ME to create mobile phone applications in Java. Skills learnt in this subject are transferrable and will help students prepare for Object Oriented Programming subjects.

### **IIS001**

#### **Introduction to Information Systems**

This subject introduces students to the type of information systems which form the foundation of conducting business in the 21st century. Key concepts include how information systems support organisations and add business value, the importance of stakeholders and users in information systems, systems development methodologies, collaborative work processes, teamwork and usability evaluation.

### **IIIT001**

#### **IT Essentials**

The subject provides an introduction to information technology. This subject will explore computer technology, software, hardware, operating systems, computer networking and how information technology is used in society. An emphasis of critical thinking skills, problem solving and technical communication is given in order to prepare students for further computing studies and work readiness.

### **INEF001**

#### **Network Fundamentals**

This subject provides students with a modern introduction to the dynamic field of computer networking, including layered network architecture and the TCP/IP protocol suite. Student practical works include observing network traffic in action and building their own network applications through socket programming.

By developing problem solving and design skills in this subject, students also acquire the ability to select the most appropriate network services, design and develop network applications, e.g. web server and email client, to achieve the best data performance.

### **IPRG001**

#### **Programming Fundamentals**

This subject introduces object-oriented programming in Java. It covers data flow, procedures, classes, and data structures. The topics include the Blue J environment, Object Oriented Programming, data structures and basic algorithms, file storage and retrieval, debugging strategies, design notations, processes and rules and software quality.

### **IWBS001**

#### **Web Systems**

This subject introduces the computer as a component of the internet. This enables students to understand the use of a computer in a distributed environment, and provides the context for later subjects on distributed services. Students will be able to develop scripting skills required in later subjects, such as using the command line interface of UNIX and building web sites. Some fundamental computing theory is introduced.

## Diploma programs

# Diploma of Science

### Mode of Study

This course is delivered full time and face to face in scheduled classes. The course is also delivered live online in exceptional circumstances such as the current pandemic.

### ASSESSMENT METHODS FOR THE DIPLOMA OF SCIENCE

The assessment methods in the Diploma of Science include online quizzes (multiple-choice, calculations, open-ended questions); presentations (Group and Individual); written case studies; written reflections; written assignments/ lab reports (Group and Individual); and final exams (multiple-choice, calculations, open-ended questions).

### Assumed Knowledge - Physical Sciences Stream

Although there are no formal prerequisites, students are assumed to be operationally familiar with the following mathematical concepts:

- Algebra
- Quadratic Equations
- Linear Relationships
- Graphing
- Exponents and Logarithms
- Geometry
- Trigonometric Functions
- Areas and Volumes
- Differentiation
- Integration.

Previous study of physics and chemistry is also recommended.

NOTE: Applicants who do not have the assumed knowledge outlined above, or who do not feel confident with this material, should enrol in the Extended Diploma of Science.

### 3.1.22 Diploma of Science (Physical Sciences Stream) (Accelerated) 2 Semesters

#### COURSE STRUCTURE

##### Stage 1

SATC001	Academic and Technical Communication
SCHM001	Chemistry 1
SPSP001	Principles of Scientific Practice
SPAN001	Physical Aspects of Nature
SFMT001	Foundation Mathematics

##### Stage 2

SCHM002	Chemistry 2 *
SPIA001	Physics in Action**
SITM001	Introduction to Materials
SMAT001	Mathematical Modelling 1 ***

### Prerequisites

- \* Prerequisite is SCHM001
- \*\* Prerequisite is SPAN001
- \*\*\* Prerequisite is SFMT001

### 3.1.23 Diploma of Science (Physical Sciences Stream) (Standard) 3 Semesters

#### COURSE STRUCTURE

##### Stage 1

SATC001	Academic and Technical Communication
SCHM001	Chemistry 1
SPSP001	Principles of Scientific Practice

##### Stage 2

SPAN001	Physical Aspects of Nature
SCHM002	Chemistry 2 *
SFMT001	Foundation Mathematics

##### Stage 3

SPIA001	Physics in Action**
SITM001	Introduction to Materials
SMAT001	Mathematical Modelling 1***

### Prerequisites

- \* Prerequisite is SCHM001
- \*\* Prerequisite is SPAN001
- \*\*\* Prerequisite is SFMT001

### 3.1.24 Diploma of Science (Physical Sciences Stream) (Extended) 4 Semesters

#### COURSE STRUCTURE

##### Stage 0

SIMT001	Introduction to Mathematics
SPFD001	Physics Fundamentals
ACEN001	Academic English
OR	
ACCO001	Academic Communication

##### Stage 1

SATC001	Academic and Technical Communication
SCHM001	Chemistry 1
SPSP001	Principles of Scientific Practice

##### Stage 2

SPAN001	Physical Aspects of Nature
SCHM002	Chemistry 2 *
SFMT001	Foundation Mathematics

##### Stage 3

SPIA001	Physics in Action **
SITM001	Introduction to Materials
SMAT001	Mathematical Modelling 1 ***

### Prerequisites

- \* Prerequisite is SCHM001
- \*\* Prerequisite is SPAN001
- \*\*\* Prerequisite is SFMT001

# Diploma of Science

## Assumed Knowledge - Life Sciences Stream

Although there are no formal prerequisites, students are assumed to be operationally familiar with the following mathematical concepts:

- Algebra
- Quadratic Equations
- Linear Relationships
- Graphing
- Exponents and Logarithms
- Geometry
- Trigonometric Functions
- Areas and Volumes.

Previous study of physics and chemistry is also recommended.

**NOTE:** Applicants who do not have the assumed knowledge outlined above, or who do not feel confident with this material, should enrol in the Extended Diploma of Science.

### 3.1.25 Diploma of Science (Life Sciences Stream) (Accelerated) 2 Semesters

#### COURSE STRUCTURE

##### Stage 1

SATC001	Academic and Technical Communication
SCHM001	Chemistry 1
SPSP001	Principles of Scientific Practice
SPAN001	Physical Aspects of Nature
SCBG001	Cell Biology and Genetics

##### Stage 2

SCHM002	Chemistry 2 *
SBCY001	Biocomplexity
SSDA001	Statistical Design and Analysis
SHAP001	Human Anatomy and Physiology

##### Prerequisites

\* Prerequisite is SCHM001

### 3.1.26 Diploma of Science (Life Sciences Stream) (Standard) 3 Semesters

#### COURSE STRUCTURE

##### Stage 1

SATC001	Academic and Technical Communication
SCHM001	Chemistry 1
SPSP001	Principles of Scientific Practice

##### Stage 2

SPAN001	Physical Aspects of Nature
SCHM002	Chemistry 2 *
SCBG001	Cell Biology and Genetics

##### Stage 3

SHAP001	Human Anatomy and Physiology
SBCY001	Biocomplexity
SSDA001	Statistical Design and Analysis

##### Prerequisites

\* Prerequisite is SCHM001

### 3.1.27 Diploma of Science (Life Sciences Stream) (Extended) 4 Semesters

#### COURSE STRUCTURE

##### Stage 0

SIMT001	Introduction to Mathematics
SPFD001	Physics Fundamentals
ACEN001	Academic English
OR	
ACCO001	Academic Communication

##### Stage 1

SATC001	Academic and Technical Communication
SCHM001	Chemistry 1
SPSP001	Principles of Scientific Practice

##### Stage 2

SPAN001	Physical Aspects of Nature
SCHM002	Chemistry 2 *
SCBG001	Cell Biology and Genetics

##### Stage 3

SHAP001	Human Anatomy and Physiology
SBCY001	Biocomplexity
SSDA001	Statistical Design and Analysis

##### Prerequisites

\* Prerequisite is SCHM001

**NOTE:** Students are placed in either ACEN001 or ACCO001 based on their level of English. Students enrolled in ACEN001 in the first semester of their course must successfully complete the subject before progression into further subjects.

## Diploma programs

# Diploma of Science

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### SUBJECT DESCRIPTIONS

#### ACCO001

##### Academic Communication

This subject is designed to acclimatise students to a broad range of skills necessary to succeed in their academic studies. Performance and critical/creative thinking skills give students confidence in the use of their body and voice which will better enable them to deliver successful presentations and take part self-assuredly in any academic speaking contexts.

Writing tasks also build an understanding of structure and language that enhance essay writing. Working as a group, setting goals, understanding text, building empathy, expressing an opinion, engaging an audience, developing interpersonal, oral and written communication skills: all will be addressed through workshop activities.

Students use their own experiences to develop stories and a performance that utilises the principles and techniques of drama. They are encouraged to reflect on the practical relationship these skills have to their academic and professional lives. Research skills are employed to add context to storytelling. Multimedia is used to enhance student learning as well as to demonstrate how different media combine to engage an audience. The principles and techniques of effective storytelling form the basis of this subject and through practical application, students learn to write and perform their stories, explore ways to represent these stories digitally and understand the importance of storytelling in their personal lives, study and professional practice.

This subject also works to increase awareness of, as well as develop and employ 'soft skills': attributes such as adaptability, resourcefulness, initiative, creativity, interpersonal communication skills and the ability to problem solve and to work well in teams.

#### ACEN001

##### Academic English

This subject is designed for students entering the program with an IELTS of 5.5. The subject aims to develop students' reading, writing, listening and speaking skills in English in preparation for further studies in the diploma program.

#### SATC001

##### Academic and Technical Communication

This subject provides a broad overview of the principles and practices of communication within the study of science at the undergraduate level in Australian Universities. Students will have the opportunity to engage with the research, language and literacy demands necessary to support the growth and development of their content knowledge for the science and mathematics subjects being studied. Sources from a range of texts are explored in terms of the way scientific, mathematical and technical knowledge is constructed and presented within the university environment and beyond.

#### SBCY001

##### Biocomplexity

This subject investigates the question: what does it take for life to exist in the range of habitats across the globe? There is considerable variation among living organisms, including humans, in their biology and how they interact with their environment.

This subject explores the problems faced by organisms living in different habitats and demonstrates the strategies of plants, animals, fungi, protists, bacteria and archaea that have evolved to cope with the vast array of habitats on earth. The order in which these biota are treated is reflected in the order of the evolution of life, i.e. movement from water to land (and in some cases back again). All major topics are discussed comparatively to better demonstrate the diversity of evolutionary strategies that have evolved in response to environmental conditions. The subject concludes with considerations of the sustainable use of animals, plants, fungi and bacteria as resources for humans.

#### SCBG001

##### Cell Biology and Genetics

This subject is concerned with the cellular nature of biological material and students engage in processes of scientific inquiry in cell biology and genetics. The subject introduces the student to the basic concepts of cell biology, cell structure and function and the underlying genetic code.

The different structure, composition and function of prokaryotes, eukaryotes and archaea are covered. The subject covers the structure and properties of cell membranes and transport across them, as well as the chemical changes (both synthetic and degradative) that occur in cells and the ways in which cells obtain, store and manipulate energy.

Processes of cell communication, including cell recognition and adhesion, and the ways in which cells respond to external signals are also covered. Students are introduced to the methods used to investigate cellular structure and the functional significance of their subcellular organisation. Cell growth and division along with stages of the cell cycle and key molecules and mechanisms involved in its regulation, along with mitosis and meiosis are discussed.

The topics of cell proliferation, cell differentiation and apoptosis (programmed cell death) are covered. In this subject students learn to undertake independent research and participate in the scientific peer review process.

## Diploma programs

# Diploma of Science

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### **SCHM001** **Chemistry 1**

The study of chemistry is central to an understanding of the world around us and is relevant to all other science areas, such as physics, biology and the environment at the fundamental level. Chemical concepts underpin many modern scientific discoveries and innovations. This subject is designed to develop your understanding of the basic principles of chemistry. Topics covered include an introduction to matter; chemical reactions; atomic structure; stoichiometry; the Periodic Table; bonding and intermolecular forces; molecular geometry; thermochemistry; equilibrium and acids-base equilibria. This subject provides the requisite knowledge and skills for SCHM001 Chemistry 2.

### **SCHM002** **Chemistry 2**

This subject builds on and develops further the material introduced in Chemistry 1. Physical chemistry topics include: acidic and basic salts, acid-base titrations, buffers, solubility equilibria, complex ion equilibria, introduction to chemical thermodynamics, enthalpy of reactions, Hess's Law, entropy and Gibbs free energy; chemical kinetics; coordination chemistry, redox chemistry, electrode potentials, electrolysis, corrosion and Galvanic cells. Carbon chemistry topics include: structures and reactions of the common families of carbon compounds, alkanes, alkenes, alkynes, arenes, halogen compounds, alcohols, ethers, alkanals, alkanones, carboxylic acids, amines, amides, esters; stereochemistry, chirality and optical isomerism; biological molecules and biopolymers, amino acids, peptides, proteins, carbohydrates and nucleic acids.

### **SFMT001** **Foundation Mathematics**

The subject introduces those aspects of algebra, functions and calculus that are considered fundamental and that are required in subsequent technical courses. Students are shown how to provide systematic and detailed answers to problems using standard mathematical notation, thus enhancing their written communication skills. Topics include algebra, polynomial functions, geometry, trigonometric functions, calculus, logarithmic and exponential functions and introduction to sequences and series. This subject is taken by students with moderate mathematical background as a prelude to Mathematical Modelling 1.

### **SHAP001** **Human Anatomy and Physiology**

This subject describes the anatomy (structure) and physiology (function) of the healthy human body. The content includes: homeostasis; the anatomical organisation of the body and anatomical terms; the structure and function of the blood, cardiovascular system, musculoskeletal system, endocrine system, nervous system, respiratory system, gastrointestinal system and urinary system; and human reproduction. Development of practical skills is a major part of the subject.

### **SIMT001** **Introduction to Mathematics**

This subject provides a broad introduction to mathematics and statistics. It covers fundamental mathematical methods including number, basic algebra, functions and graphs and trigonometry. Students have opportunities to apply their mathematical knowledge in a variety of contexts and develop skills and knowledge which can then be used as a basis for further study of mathematics.

### **SPFD001** **Physics Fundamentals**

Physics Fundamentals serves as an essential foundation experience for all extended engineers and scientists. Students will be equipped with fundamental physics knowledge, including mechanics, thermal physics, electricity, fluids, waves and optics. They will also develop analytical, problem solving, observational and technical as well as measurement skills needed to address physics-specific problems. Further, they will learn the importance of scientific communication in the contemporary and increasingly global scientific context.

## Diploma programs

# Diploma of Science

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### **SITM001**

#### **Introduction to Materials**

This subject develops a solid science foundation for further materials and engineering-related studies and facilitates the working relationship between engineers, materials scientists and other scientists, an ability to identify and solve materials problems, and an ability to relate properties of engineering materials to technical applications. Topics covered in this subject are: chemical bonding of materials, classification of materials, structure-property relationships, mechanical properties, heat treatment and strengthening mechanisms, ferrous and non-ferrous alloys, ceramics, polymers and composites, materials degradation, materials recycling and materials selection. Numerous applied examples are discussed. Laboratory work imparts practical skills and reinforces the underlying theories. This is an integral part of the subject along with tutorial workshops.

### **SMAT001**

#### **Mathematical Modelling 1**

The subject provides a thorough foundation in the mathematical techniques needed for undergraduate programs in Engineering and Science. The subject establishes essential knowledge and skills in the areas of algebra, functions and calculus. It also introduces the basic concepts of linear algebra, including matrices and systems of linear equations for the understanding of linear modelling. Topics include vectors, complex numbers, differentiation and differential equations arising from physical problems, general inverse functions, hyperbolic functions, integrals and introduction to matrices.

### **SPAN001**

#### **Physical Aspects of Nature**

This subject provides an introduction to motion, waves and optics, thermal effects, properties of solid and fluid matter, electrical and nuclear concepts, with a view to developing an appreciation and understanding of how to describe and model the physical aspects of nature. The material is presented with particular focus on applications in the medical, biological and environmental sciences. The subject integrates, as key components, hands-on laboratory work and the analysis of experimental data.

### **SPIA001**

#### **Physics in Action**

This subject is a foundation for later stage subjects. In this subject students learn about: electrostatics, dc circuits, magnetism, electromagnetism and induction, geometrical optics, physical optics, introductory atomic physics, and quantum theory. Research linked to each of the topic areas, and what is happening within the School of Physics and Advanced Materials at UTS, is integrated into this subject.

### **SPSP001**

#### **Principles of Scientific Practice**

This subject introduces the major themes of contemporary science and experimentation and has been designed to be applicable to all empirical sciences. The material presented emphasises how science formulates and addresses problems, and introduces the critical scientific tools of empirical data and its handling, experimental design, and scientific argument.

### **SSDA001**

#### **Statistical Design and Analysis**

This subject focuses on data analysis. The subject aims to show students how to collect and analyse data and how to draw valid conclusions from the data. The subject begins with a discussion of how to sample from a population, and how to describe the data collected. This is followed by a discussion of how to form and test hypotheses about the population using the data collected from the sample.

# UTS Foundation Studies

## Mode of Study

This course is delivered full time and face to face in scheduled classes. The course is also delivered live online in exceptional circumstances such as the current pandemic.

## ASSESSMENT METHODS FOR UTS FOUNDATION STUDIES

The assessment methods in the UTS Foundation Studies courses include extended written assignments; group oral presentations; group discussions; reading and note-taking tasks, listening and note-taking tasks; final examinations for maths and English; quizzes (multiple-choice, calculations, open-ended questions); learning portfolios; group reports; individual and group presentations; essays; design proposal; individual project (artefact & supporting written research topic); website designs; media creation projects; group debates; teacher guided discussions; individual reflections.

### 3.2.1 UTS Foundation Studies (Standard) 2 Semesters

#### COURSE STRUCTURE

##### 8 Subjects + Academic Skills Modules, 2 Semesters

#### Stage 1

FFE001	Foundation English 1
OR	
FAE001	Advanced English 1 ****
FDL001	Digital Literacies
FIM001	Introduction to Mathematics 1
OR	
FIM002	Introduction to Mathematics 2 *
FLS001	Academic Skills 1

#### ONE elective from the following list:

FMU001	Multimedia ***
FIP001	International Perspectives
FST001	Science, Technology and Society

#### Stage 2

FFE002	Foundation English 2
OR	
FAE002	Advanced English 2 ****
FIC001	Introduction to Creative Thinking
FPE001	Professional Environments
FLS002	Academic Skills 2

#### ONE elective from the following list

FIM002	Introduction to Mathematics 2
OR	
FIM003	Introduction to Mathematics 3 **
FIP001	International Perspectives
FMU001	Multimedia
FST001	Science, Technology and Society

### 3.2.2 UTS Foundation Studies (Extended) 3 Semesters

#### COURSE STRUCTURE

##### 12 Subjects + Academic Skills Modules, 3 Semesters .

#### Stage 1

FFE001	Foundation English 1
OR	
FAE001	Advanced English 1 ****
FAS001	Australian Studies
FSC001	Society and Culture
FIM001	Introduction to Mathematics 1
OR	
FIM002	Introduction to Mathematics 2 *
FLS001	Academic Skills 1

#### Stage 2

FFE002	Foundation English 2
OR	
FAE002	Advanced English 2 ****
FDL001	Digital Literacies
FLS002	Academic Skills 2

#### TWO electives from the following list:

FIM002	Introduction to Mathematics 2 *
OR	
FIM003	Introduction to Mathematics 3 **
FMU001	Multimedia ***
FIP001	International Perspectives
FST001	Science, Technology and Society

#### Stage 3

FEN002	Academic Communication
OR	
FAE003	Advanced English 3 ****
FIC001	Introduction to Creative Thinking
FPE001	Professional Environments
FLS003	Academic Skills 3

#### ONE elective from the following list:

FIM002	Introduction to Mathematics 2
OR	
FIM003	Introduction to Mathematics 3 **
FMU001	Multimedia
FIP001	International Perspectives
FST001	Science, Technology and Society

#### Prerequisites

\* This subject is a Prerequisite for FIM003 and is designed for students who have studied maths before at senior high school or who intend studying engineering or science. A readiness test is required to study this subject in Stage 1.

\*\* Prerequisite is FIM002. This subject is designed for students who intend studying engineering or science.

\*\*\* It is recommended that students with little to no exposure to digital technologies should undertake FDL001 prior to attempting this subject.

\*\*\*\* Students with an IELTS of 6 overall with 5.5 in writing or equivalent will be enrolled in FAE0001 and take the advanced English stream to enhance their academic communication skills.



# UTS Foundation Studies

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## SUBJECT DESCRIPTIONS COMPULSORY SUBJECTS

### FAS001 Australian Studies

In this subject, students gain a historical and contemporary understanding of Australia. The subject covers key themes and historical events enabling students to appreciate the development of Australian society and culture. Students also explore contemporary Australian social, cultural and political issues and interpret and make meaning of aspects of Australian society and culture in everyday life. Students will develop skills that will enable them to examine and document Australian society and culture from the perspectives of space and place, nation and national identity, cultural traditions and national events.

### FDL001 Digital Literacies

This subject prepares students for further university studies through efficient use of application software and digital technologies. The course will equip students with fundamental skills in using office and business applications, as well as online resources. Emphasis will be placed on the decision making processes that involve the selection of appropriate tools for specific purposes. Students will also learn and think through social and ethical issues related to technology and the digital world. Through this subject, students will gain knowledge and confidence in using digital devices, applications and information resources that provide a basis for life-long learning.

### FAE001\* Advanced English 1

This subject is designed to develop students' language skills and introduce them to the language and literacy demands of undergraduate study in a variety of disciplinary fields. Students will become familiar with expression, argumentation, evidence and case studies and their use in academic communication. The subject will develop students' literacy skills to comprehend and analyse academic materials, and to formulate and present arguments using disciplinary and academic language. Learning activities will give students the opportunity to develop their skills in communication, independent learning, critical thinking, team work and technology use, in the context of investigating relevant contemporary issues.

### FAE002\* Advanced English 2

This subject is designed to prepare students for the language and literacy demands of undergraduate study in a variety of disciplinary fields. Students are provided with further opportunities to practice their academic communication and literacy skills to comprehend academic materials, formulate opinions and convey responses. This subject also equips students with the skills and strategies to conduct research and to integrate arguments and evidence effectively in written texts and oral presentations.

### FAE003\* Advanced English 3

This subject aims to further develop students' competence in academic language and literacy toward the undergraduate level with a focus on students' chosen disciplinary field. Students will analyse, discuss and interpret a range of sources in order to develop understandings of the communication and research conventions of particular disciplines. Students will work to further develop skills in research methods, research writing, and in particular documenting the research path as they work towards the completion of a case study.

### FFE001 Foundations of English 1

This subject is designed for students entering the program with an IELTS of 5.5. The subject aims to develop students' reading, writing, listening and speaking skills in English in preparation for further studies in the UTS Foundation Studies program.

### FFE002 Foundations of English 2

This subject follows on from Foundations of English 1 and further develops students' reading, writing, listening and speaking skills in English in preparation for further studies in the UTS Foundation Studies program.

### FEN002 Academic Communication

This subject is designed to prepare students for the language and literacy demands of undergraduate study in a variety of disciplinary fields. Students are provided with further opportunities to practise their academic communication and literacy skills to comprehend academic materials, formulate opinions and convey responses. This subject also equips students with the skills and strategies to conduct research and to integrate arguments and evidence effectively in written texts and oral presentations.

### FIC001 Introduction to Creative Thinking

Creative thinking, critical thinking and reflective practice are valued in all fields both academically and professionally. Creative thinking is about the thinking that enables you to apply your imagination to generating ideas, experimenting with alternatives and evaluating your own and your peers' ideas, solutions and processes. This subject introduces theoretical concepts and practical tools to develop your understanding, skills and processes for generating ideas, exploring complex issues and presenting and refining proposals for improvement and change.

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\*For students with IELTS 6 overall or higher and 5.5 and above in writing (or equivalent)

# UTS Foundation Studies

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## FIM001

### Introduction to Mathematics 1

In this subject students are provided with a broad contextual introduction to elementary mathematics. It covers fundamental mathematical methods including an introduction to number, basic algebra, measurement, construction and interpretation of graphs, and introductory data analysis. Students have opportunities to apply their mathematical knowledge, in a variety of contexts and develop skills and knowledge which can then be used as a basis for further study of mathematics.

## FPE001

### Professional Environments

Disciplines underpin professional practices and environments. They represent categories of experience and study, each with their own body of specialised knowledge, theories, methods, language, attitudes and values, which constitute a disciplinary identity and culture. In this subject, students will be introduced to the construct of disciplines and become co- investigators of knowledge, engaging in critical analysis, evaluation and judgement through readings, role play, dialogues, case studies, portfolios, and a special interest project to critically reflect on their chosen discipline and its disciplinary identity and culture. Students will integrate their prior learning with new disciplinary understandings and strategies to consider real world scenarios, evaluating evidence, making judgements and identifying, analysing and considering multiple perspectives. Contextualized projects, group decision making, project scoping, and group negotiations all help to build a professional team environment to encourage and build confidence.

## FSC001

### Society and Culture

In Society and Culture you will explore human behavior, including the interactions of individuals, societies, cultures and environments. You will learn about the ways societies are affected by social, political, historical, environmental and cultural factors and as a result are constantly changing. The subject looks objectively at issues such as gender, ethnicity, race and class, as well as the structures of influence and power that affect the lives and identities of individuals and groups. Through your study of Society and Culture you will develop the ability to influence your own future by acquiring new skills and values and an understanding that will enable you to participate more effectively in contemporary society.

### ELECTIVE SUBJECTS

## FIM002

### Introduction to Mathematics 2

This subject provides a broad contextual introduction to elementary mathematics building on the subject Introduction to Mathematics 1. It builds fundamental understandings of mathematical methods and introduces concepts such as transformation of graphs, graphing techniques, calculus, probability, sequences and series. The emphasis is on developing appropriate ways to approach mathematical problems helping students to understand and analyse their world through mathematics.

## FIM003

### Introduction to Mathematic 3

This subject will develop students' skills in mathematical processes, thinking and logic to provide a thorough foundation for learning higher level mathematics. The subject covers essential knowledge and skills, reviewing basic number and algebra and developing understandings and skills in calculus building on the knowledge and skills developed in Introduction to Mathematics 1 and 2. The subject aims to develop process and analytical skills and knowledge with a focus on mathematical thinking and communication.

## FIP001

### International Perspectives

This subject introduces International Perspectives through diverse conceptual approaches. The subject engages strongly with the processes of Globalisation and examines the issues and challenges facing the world from a range of cultural, economic, social, environmental and political viewpoints.

Globalisation is a complex phenomenon that involves the expansion and stretching of social, cultural, economic and political activities across traditional boundaries, frontiers and physical distances. The result of this growing connectedness and integration is an increasingly interdependent world, where life at the local level is directly impacted and shaped by events occurring far away, and vice versa. The study of Globalisation requires a pluralistic approach, analysing past and present processes taking place in multiple domains (i.e. economic, political, cultural, social and environmental). Globalisation is a dynamic process that can only be understood by considering its effect upon individuals, communities and nations.

## FMU001

### Multimedia

This subject explores multimedia in the context of Media Arts and media production. Students will be introduced to foundational media theory such as semiotics, representation, realism and audience and foundational practices including the use of software, tools and techniques. Through the application of theoretical knowledge, students will explore and develop an understanding of the intent in media messages, genres and representation enabling them to make critical judgments and gain an understanding of meaning making in Media Arts and the socio-cultural contribution of media artists. Central to this subject is the realization of a personal media project, informed by theory, research, critical analysis, reflection, ideation, creative expression, planning, and production practices.



## **FST001** **Science, Technology and Society**

This subject explores the relationship between science, technology and society and the social issues that arise from the advancement of science and technology. It explores how technology and society work together in shaping our world and how science changes the way we understand the world around us. By looking at the impact and implications of various technologies on society, and by considering how science underpins this, students further their critical and analytical thinking skills. By considering both the social and external factors that influence science and technology, along with how science and technology impact society, students will develop their own views along with an awareness of some of the complex relationships between various aspects of society. Future trends and the impact of science and technology on their own future will also be predicted.

### **LEARNING SUPPORT**

## **FLS001, FLS002 and FLS003** **Academic Skills Modules**

These modules will focus on building students' skills across a range of areas and directly support learning and assessments in compulsory and elective subjects.

### **TEACHING AND LEARNING ACTIVITIES**

All classes are face-to-face workshops and incorporate a range of teaching and learning strategies that include mini lectures, tutorial style activities, short presentations, simulations, games, class discussions, role play, debates, case studies, research and analysis, problem solving, group work, language and skills development. The workshop activities aim to develop a culture that encourages critical thinking and reflection, team work skills and the development of a range of academic literacy skills. Workshop activities are complemented by independent study, preparation exercises, and assignment work.

## Graduate Certificate programs

# Graduate Certificate in Accounting and Finance

### Mode of Study

This course is delivered full time and face to face in scheduled classes. The course is also delivered live online in exceptional circumstances such as the current pandemic.

### ASSESSMENT METHODS FOR THE GRADUATE CERTIFICATE IN ACCOUNTING AND FINANCE

The assessment methods in the Graduate Certificate in Accounting and Finance include online quizzes (multiple choice, calculations, open ended questions); a learning portfolio; presentation (Group & Individual); written reflection; written assignment/report (Group and Individual); final exams (multiple choice, calculations, open ended questions).

### 3.3.1 Graduate Certificate in Accounting and Finance (Accelerated) 1 Semester

#### COURSE STRUCTURE

##### Stage 1

BACC801	Accounting for Managerial Decisions
BECO801	Economics for Management
BFIN801	Financial Management
BCPM801	Capital Markets

### 3.3.2 Graduate Certificate in Accounting and Finance (Standard) 2 Semesters

#### COURSE STRUCTURE

##### Stage 1

EPS001	English for Postgraduate Study 1
BACC801	Accounting for Managerial Decisions
BECO801	Economics for Management

##### Stage 2

EPS002	English for Postgraduate Study 2*
BFIN801	Financial Management
BCPM801	Capital Markets

##### Prerequisites

\*Prerequisite is EPS001

# Graduate Certificate in Accounting and Finance

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### SUBJECT DESCRIPTIONS

#### EPS001

##### English for Postgraduate Study 1

This subject prepares students primarily for the English language demands, but also for the academic skills demands, of degree, higher education diploma and foundation studies courses at UTS and other higher education institutions. Students who successfully complete this subject and English for Postgraduate Study 2 will be deemed by UTS and other education providers with which UTS Insearch has a direct entry requirement to have met the English language requirements for degree courses which usually require an overall IELTS band score of 6.5 (with a minimum of 6.0 in writing).

#### EPS002

##### English for Postgraduate Study 2

This subject prepares students primarily for the English language demands, but also for the academic skills demands, of degree, higher education diploma and foundation studies courses at UTS and other higher education institutions. Students who successfully complete this subject and English for Postgraduate Study 1 will be deemed by UTS and other education providers with which UTS Insearch has a direct entry requirement to have met the English language requirements for degree courses which usually require an overall IELTS band score of 6.5 (with a minimum of 6.0 in writing).

#### BACC801

##### Accounting for Managerial Decisions

This subject aims to expose students to the nature and use of accounting information as used by managers to plan and control business operations as well as for decision support. The subject is intended to prepare students to understand and use accounting information for decision support, analysing historical operations and planning future business activity. It provides a sound grounding in the application of accounting concepts and techniques used to gain intelligence about all aspects of business operations. The topics comprise a mix of financial and management accounting. The financial accounting topics concern the basic financial statements, their analysis and the concepts and procedures that underpin their preparation. The management accounting topics relate to cost and profit planning, and the use and application of financial information to support management decision activity for both routine and non-routine business situations.

#### BECO801

##### Economics for Management

This subject comprises two parts which deal with the fundamental principles of macroeconomics and microeconomics as they relate to business management. The macroeconomics part of the subject is concerned with the larger-scale aspects of the economic systems in which businesses operate. It examines the determinants of gross domestic product, the behaviour of the general price level and inflation, unemployment, and the forces that affect the general rate of interest. Attention is also given to the nature, rationale and impact of government policies on the macroeconomic environment and business conditions. The microeconomics part of the subject examines the forces of supply and demand, consumer behaviour, the nature of production costs, price-setting by firms in a range of market types, and the rationale for and fundamental forces affecting international trade.

#### BFIN801

##### Financial Management

This subject aims to introduce students to finance and helps them acquire the basic analytical skills required to make informed financial decisions. Topics include the goals of financial management, introduction to security market regulation, ethics and the firm's investment and financing decisions. Working capital management and international aspects of financial management are also introduced.

#### BCPM801

##### Capital Markets

This subject examines the structure and behaviour of Australia's financial system and its main components. Its principal topics are the instruments and processes through which financing is arranged, the pricing of instruments and the associated risks and their management with derivatives. It provides a preparation for more specialised subjects in investment management, international finance and the various subjects that deal with financial institutions and risk management.

## Graduate Certificate programs

# Graduate Certificate in Communication

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### Mode of Study

This course is delivered full time and face to face in scheduled classes. The course is also delivered live online in exceptional circumstances such as the current pandemic.

### ASSESSMENT METHODS FOR THE GRADUATE CERTIFICATE IN COMMUNICATION

The assessment methods in the Graduate Certificate in Communication include quizzes (multiple-choice, open-ended questions); presentations (Group and Individual); written reflections and learning journals; written reports; essays and essay drafts; group debates; communication plans, media release writing (exam conditions); PR campaign; group reports and presentations.

### 3.3.3 Graduate Certificate in Communication (Accelerated) 1 Semester

#### COURSE STRUCTURE

##### Stage 1

CMLA801	Media Law and Accountability
CEHC801	Exploring Human Communication: Theories and Practice
CDTC801	Design Thinking for Communication Professionals

### 3.3.4 Graduate Certificate in Communication (Standard) 2 Semesters

#### COURSE STRUCTURE

##### Stage 1

EPS001	English for Postgraduate Study 1
CEHC801	Exploring Human Communication: Theories and Practice

##### Stage 2

EPS002	English for Postgraduate Study 2*
CDTC801	Design Thinking for Communication Professionals
CMLA801	Media Law and Accountability

##### Prerequisites

\*Prerequisite is EPS001

## Graduate Certificate programs

# Graduate Certificate in Communication

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### SUBJECT DESCRIPTIONS

#### EPS001

##### English for Postgraduate Study 1

This subject prepares students primarily for the English language demands, but also for the academic skills demands, of degree, higher education diploma and foundation studies courses at UTS and other higher education institutions. Students who successfully complete this subject and English for Postgraduate Study 2 will be deemed by UTS and other education providers with which UTS Insearch has a direct entry requirement to have met the English language requirements for degree courses which usually require an overall IELTS band score of 6.5 (with a minimum of 6.0 in writing).

#### EPS002

##### English for Postgraduate Study 2

This subject prepares students primarily for the English language demands, but also for the academic skills demands, of degree, higher education diploma and foundation studies courses at UTS and other higher education institutions. Students who successfully complete this subject and English for Postgraduate Study 1 will be deemed by UTS and other education providers with which UTS Insearch has a direct entry requirement to have met the English language requirements for degree courses which usually require an overall IELTS band score of 6.5 (with a minimum of 6.0 in writing).

#### CMLA801

##### Media Law and Accountability

This subject examines the legal and regulatory frameworks that govern free speech and public communication. It covers journalism, media arts and production, advertising, public relations, corporate, marketing, government and political communication and the internet. Students become familiar with restrictions as well as rights and defences in relation to various forms of public communication. They critically examine proposals to introduce new and stricter laws in relation to media and the internet as well as rights and ethical issues in relation to privacy, data collection and use, freedom of information, defamation, and copyright in a digitally networked society. Case studies and reports of recent government inquiries are examined and students reflect on and discuss how issues such as privacy and freedom of information can be managed in ethical ways, while maintaining freedom of speech and an open democratic society.

#### CEHC801

##### Exploring Human Communication: Theories and Practice

This subject explores key theories and contemporary concepts that inform human communication and strategic communication practices such as advertising, public relations, organisational communication, communication management and social media. It draws on significant interdisciplinary knowledges and traditions: rhetoric, systems theory, psychology, semiotics, interpretation (phenomenology), sociology, cultural studies, and critical theory. The subject introduces students to de-Westernised processes and practices to recognise the importance of cultural nuances in negotiating meaning. Students review communication models that inform their understanding of factors that either contribute to, or challenge, effective communication in diverse communication contexts and issues.

#### CDTC801

##### Design Thinking for Communication Professionals

In this hands-on, group-based workshop subject, students learn to apply problem-solving skills typically associated with the design thinking process to areas of interest to communication professionals. Design thinking is an articulated process for generating new ideas in a rapid, structured manner in response to real-world problems. Students use the concept of serious play in a highly interactive and collaborative environment. The iterative process involves stages of empathy building, problem definition, ideation, prototyping, and testing. Student groups work with clients from industry on complex human-centred communication challenges.

## Graduate Certificate programs

# Graduate Certificate in Technology Practice

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### Mode of Study

This course is delivered full time and face to face in scheduled classes. The course is also delivered live online in exceptional circumstances such as the current pandemic.

### ASSESSMENT METHODS FOR THE GRADUATE CERTIFICATE IN TECHNOLOGY PRACTICE

The assessment methods in the Graduate Certificate in Technology Practice include projects; written assignments; design projects; research reports and presentations.

### 3.3.5 Graduate Certificate in Technology Practice (Accelerated) 1 Semester

#### COURSE STRUCTURE

##### Stage 1

TPRM801	Project Management
TTRC801	Technical Research Preparation
TTPS801	Technology Professional and Society
TPRS801	Project Studio

### 3.3.6 Graduate Certificate in Technology Practice (Standard) 2 Semesters

#### COURSE STRUCTURE

##### Stage 1

EPS001	English for Postgraduate Study 1
TPRM801	Project Management
TTRC801	Technical Research Preparation

##### Stage 2

EPS002	English for Postgraduate Study 2*
TTPS801	Technology Professional and Society
TPRS801	Project Studio

##### Prerequisites

\*Prerequisite is EPS001



# Graduate Certificate in Technology Practice

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## SUBJECT DESCRIPTIONS

### EPS001 English for Postgraduate Study 1

This subject prepares students primarily for the English language demands, but also for the academic skills demands, of degree, higher education diploma and foundation studies courses at UTS and other higher education institutions. Students who successfully complete this subject and English for Postgraduate Study 2 will be deemed by UTS and other education providers with which UTS Insearch has a direct entry requirement to have met the English language requirements for degree courses which usually require an overall IELTS band score of 6.5 (with a minimum of 6.0 in writing).

### EPS002 English for Postgraduate Study 2

This subject prepares students primarily for the English language demands, but also for the academic skills demands, of degree, higher education diploma and foundation studies courses at UTS and other higher education institutions. Students who successfully complete this subject and English for Postgraduate Study 1 will be deemed by UTS and other education providers with which UTS Insearch has a direct entry requirement to have met the English language requirements for degree courses which usually require an overall IELTS band score of 6.5 (with a minimum of 6.0 in writing).

### TPRM801 Project Management

This subject covers the management of the development and implementation of information technology solutions, with particular emphasis on information systems, project management and contemporary issues in the delivery of information technology solutions to business. It considers the role of project management in business and identifies the managerial control and reporting aspects necessary from inception to implementation of a development project.

### TTRC801 Technical Research Preparation

This subject provides postgraduate technology students with professional communication skills appropriate to their course. The subject begins with the techniques necessary to develop a literature-based report and professional ethics is taught in the research context. Students then learn to plan all aspects of research, producing a research proposal.

### TTPS801 Technology Professional and Society

This subject covers the body of ideas and commonly held principles that apply to professional standards and ethical behaviour in the information technology industry. The intent is to expose students to standards of professional behaviour and legal responsibility through case studies and current media-related articles featuring potential ethical and/or legal situations/dilemmas. It considers the history of information technology, the impact of information technology on society, the IT profession's codes of ethics and codes of conduct and the legal requirements pertaining to the information technology industry.

### TPRS801 Project Studio

Project studios are designed to be high energy, high collaboration, project-based subjects where students can engage in real-world design challenges. The studios enable students to demonstrate achievement of professional skills by working on real-world projects. Facilitated by a mixture of studio facilitators, academic experts, industry and community partners, students work in teams to define problems, and identify, develop, and implement solutions. Using a design-thinking framework and systems thinking, students regularly engage in pitching and critiquing work among peers. Assessment requires students to demonstrate their achievement of each of the subject learning objectives using a collection of artefacts and reflections that meet the relevant performance criteria.

## Undergraduate Certificate programs (Semester 2 and 3 only)

# Undergraduate Certificate in Business Essentials

### Mode of Study

This course is delivered full time and face to face in scheduled classes. The course is also delivered live online in exceptional circumstances such as the current pandemic.

### ASSESSMENT METHODS FOR THE UNDERGRADUATE CERTIFICATE IN BUSINESS ESSENTIALS

The assessment methods in the Undergraduate Certificate in Business Essentials include online quiz (multiple choice, calculations, open ended questions); Learning Portfolios; Presentations (Group & Individual); videos presentations (vivas); written case studies; written reflections; written assignments and report (Group and Individual) and final exams (multiple choice, calculations, and open-ended questions).

### 3.4.1 Undergraduate Certificate in Business Essentials 1 Semester

#### COURSE STRUCTURE

BABC011	Academic and Business Communication
BACC011	Accounting and Accountability
BECO011	Economics for Business
BMKT011	Marketing and Customer Value

#### SUBJECT DESCRIPTIONS

##### **BABC011** **Academic and Business Communication**

This subject provides an understanding of the literacy requirements of academic business environments. It examines the principles and practice of communication in undergraduate and professional business environments through an integrated approach that supports the learning of skills across disciplines.

Students have opportunities to practice and engage with the language and study skills required for undergraduate and further study in business. Such skills will help to develop an appreciation of the communication requirements of business professionals.

##### **BACC011** **Accounting and Accountability**

The subject provides students with a user perspective on accounting information, focusing on the types of accountability that most business students will use in their professional careers. Through the lens of accountability, it emphasises the key role of accounting in decision-making in business and society. Students will use spreadsheet software to assist in the analysis of financial reporting and internal business decision making. Students will be introduced to legal principles and rules related to the use of accounting information.

##### **BECO011** **Economics for Business**

This subject provides students with a foundational understanding of the economic influences on business. It offers an introductory treatment of consumer and business behaviour in competitive markets, the effects of government policies and different market structures on market outcomes, and other fundamental economic concepts used in business analysis and decision-making. It also introduces students to the problem of aggregate economic fluctuations, inflation and the structure of economic relations between countries. Economics for Business also equips students with analytical skills to examine the impact of these economic forces on business conditions and to communicate the results of their analysis in writing.

##### **BMKT011** **Marketing and Customer Value**

In a changing world, organisations are increasingly called to respond to the needs and wants of customers and other external stakeholders. This subject covers the basic principles of marketing and focuses on the customer, which in many cases is you! As well as the traditional 4P's (Product, Price, Place and Promotion), we explore a more consumer-based perspective on the marketing mix to include the 4 C's of marketing – Consumer wants and needs, Cost, Convenience, and Communication. It will also place a special focus on cultivating knowledge and skills related to analysing competitors, digital and non-digital communication, and developing strategies for generating customer value.

## Undergraduate Certificate programs (Semester 2 and 3 only)

# Undergraduate Certificate in Digital Literacy

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### Mode of Study

This course is delivered live online.

### ASSESSMENT METHODS FOR THE UNDERGRADUATE CERTIFICATE IN DIGITAL LITERACY

The assessment methods in the Undergraduate Certificate in Digital Literacy include quizzes (multiple-choice, open-ended questions); presentations (Group and Individual); written reflections and learning journals; written reports; essays and essay drafts; website creation; group debates; group reports and presentations.

### 3.4.2 Undergraduate Certificate in Digital Literacy 1 Semester

#### COURSE STRUCTURE

CCOF001	Academic English: Communication Fundamentals
CDIL001	Digital Literacies
CCAC001	Citizenship and Communication

#### SUBJECT DESCRIPTIONS

##### CCOF001 Academic English: Communication Fundamentals

This subject is designed to provide students with an introduction to the nature of effective written and spoken communication in academic contexts, and to assist in reading academic texts. It examines what makes academic communication different from communication in other contexts, explaining some of the 'hidden rules' through the study of the 'principles of academic communication.' Putting these principles into practice, students will analyse and reflect on their own written and spoken communication, at the beginning of the course and as it proceeds. In addition, students have the opportunity of putting into practice skills of effective reading with academic journal articles and other published resources. The subject assists students to apply these frameworks and concepts to their required readings for 'Citizenship and Communication' (CCAC001) and to the spoken and written assessments in that subject, as well as to their future tertiary studies.

##### CDLC001 Digital Literacies

This subject addresses literacies that are not only crucial for everyday life and our full participation as citizens, but are also required by every contemporary industry and workplace. Practical, critical and theoretical aspects of contemporary media use are explored and integrated. Students gain foundational digital media skills involving digital publishing and digital image production and compositing. They explore the shift in our understandings of being and knowing that both enabled and were enhanced by the development of digital technologies, and which provide the context for our use of them. Students also gain knowledge of the ethical responsibilities of using these media and learn to critically reflect on their own production of multimodal and participatory communication.

##### CCAC001 Citizenship and Communication

This subject explores the role of the citizen communicator by examining the institutions which structure our social world, and the social arenas in which civic participation occurs. Students are introduced to political, legal, economic and media institutions and concepts in national and, to a lesser extent, global contexts. There is a particular emphasis on the skills of academic literacy, reflective practice, collaboration and cooperative peer review. Assessments include traditional essay and presentations in addition to reflective journal and interactive game based presentations.



Undergraduate Certificate programs (Semester 2 and 3 only)

# Undergraduate Certificate in Design Practice

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## Mode of Study

This course is delivered live online.

## ASSESSMENT METHODS FOR THE UNDERGRADUATE CERTIFICATE IN DESIGN PRACTICE

The assessment methods in the Undergraduate Certificate in Design Practice include quizzes (multiple-choice, calculations, open-ended questions); presentations (Group and Individual); written reports; design projects requiring computer and hand drawings; critical reflective writing.

### 3.4.1 Undergraduate Certificate in Design Practice 1 Semester

#### COURSE STRUCTURE

DADC001	Academic and Design Communication
DRDH001	Researching Design Histories
DSTU001	Design Workflows
DSMC001	Social Media Cultures

#### SUBJECT DESCRIPTIONS

##### DADC001 Academic and Design Communication

By drawing on a variety of theoretical frameworks from the disciplines of architecture and design this subject provides innovative ways in which to construct, analyse, interpret and redesign various modes of design. Students develop the necessary skills to move between and synthesise various means of communication, turning ideas into designs and turning designs into verbal and written texts. This subject fosters a community of design practitioners who can critically reflect on design and successfully explicate their own designs by incorporating appropriate modes of communication in their seminars, presentations and reports.

##### DRDH001 Researching Design Histories

The knowledge and skills gained through understanding and engaging with design histories are of vital importance to designers. In terms of design practice, the study of design histories enables designers to critically assess practical design projects and participate in debates within the field of design. This subject provides an opportunity for students to develop an historical understanding of design and learn research and critical thinking skills that may be applied in other subjects, educational contexts and professional practice.

##### DSTU001 Design Workflows

The central aim of this subject is to demonstrate the importance that critical thinking and iterative working methods play in the development of good design thinking. Themes include a range of design media spanning photography, film, drawing, modelling, sound and magazines, which are explored through operational systems of framing, sequence, notation, scale, ambience and montage/collages. These mediums and operations address a variety of design influences driven by applications of relevant software and rendering techniques.

##### DSMC001 Social Media Cultures

This subject introduces students to methods for making sense of the internet and social media. Focusing on the interaction designs that empower digital connectivity and the way different cultures are responding to those interaction designs. This subject exposes students to critical frameworks for interrogating online cultures and their own experiences using these platforms.

## Undergraduate Certificate programs (Semester 2 and 3 only)

# Undergraduate Certificate in Information Technology

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### Mode of Study

This course is delivered live online.

### ASSESSMENT METHODS FOR THE UNDERGRADUATE CERTIFICATE IN INFORMATION TECHNOLOGY

The assessment methods in the Diploma of Engineering include quizzes (multiple-choice, calculations, open-ended questions); presentations (Group and Individual); written case studies; written reports; written assignments; skills tests; lab tests; practical tests; SQL scripts; projects; reflective journal; mid-semester tests and final exams (multiple-choice, calculations, open-ended questions).

### 3.4.2 Undergraduate Certificate in Information Technology 1 Semester

#### COURSE STRUCTURE

IITC001	Introduction to Technical Communication
IIIS001	Introduction to Information Systems
IPRG001	Programming Fundamentals
IWBS001	Web Systems

#### SUBJECT DESCRIPTIONS

#### IITC001 Introduction to Technical Communication

This subject introduces both Engineering and IT students to the basic principles of technical communication. The subject allows students to engage with and practise the language and study skills required for undergraduate study in Engineering and IT. Students will have opportunities to understand and appreciate the communication requirements of the profession, and also to develop skills in oral, written, visual, and digital technical communication, essential for them to succeed in increasingly globalised electronic communication environments.

#### IIIS001 Introduction to Information Systems

This subject introduces students to the type of information systems which form the foundation of conducting business in the 21st century. Key concepts include how information systems support organisations and add business value, the importance of stakeholders and users in information systems, systems development methodologies, collaborative work processes, teamwork and usability evaluation.

#### IPRG001 Programming Fundamentals

This subject introduces object-oriented programming in Java. It covers data flow, procedures, classes, and data structures. The topics include the Blue J environment, Object Oriented Programming, data structures and basic algorithms, file storage and retrieval, debugging strategies, design notations, processes and rules and software quality.

#### IWBS001 Web Systems

This subject introduces the computer as a component of the internet. This enables students to understand the use of a computer in a distributed environment, and provides the context for later subjects on distributed services. Students will be able to develop scripting skills required in later subjects, such as using the command line interface of UNIX and building web sites. Some fundamental computing theory is introduced.



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