



Step-by-Step guide for applying to ICMS

International Undergraduate students and study abroad

If you are applying directly, please follow the steps below. Alternatively an Education Representative in your home country can assist you with this process

- 1 Contact your nearest Australian Consulate or Embassy regarding applying for an Australian Student Visa. For further information visit: www.immi.gov.au or www.studyinaustralia.gov.au
 - 2 Depending on your passport country, it can take between four weeks and three months to have your study visa granted, so make sure you leave plenty of time!
 - 3 Send your completed application form to ICMS with the required documents.
 - 4 You will then receive a “letter of offer”.
 - 5 You will need to attach your “letter of offer” (with other documents requested by the Department of Immigration) to your visa application – apply now.
 - 6 For students requiring PVA (Pre Visa Assessment) – send your PVA approval to ICMS.
 - 7 Fulfill your enrolment conditions and pay your deposit to ICMS.
 - 8 Send the CoE request form to ICMS. ICMS will then send you a CoE certificate (Confirmation of Enrolment).
 - 9 Submit your CoE to the Department of Immigration and Multicultural affairs (DIMA).
 - 10 Receive your visa.
 - 11 Pay your tuition fees.
 - 12 Visit www.icms.edu.au and register your arrival details online.
 - 13 If you don't think you will get your visa in time to start study, or if your visa is not granted, please contact our team as soon as possible on enquiry@icms.edu.au
 - 14 Welcome to ICMS
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CoE Request Form

Please complete once all your enrolment conditions have been met. This form MUST be completed by all students accepting Offers.

To: Admissions Department, ICMS Fax no: +612 9466 1045 or dmair@icms.edu.au

Personal details (as they appear on your passport)		Please complete in BLOCK letters				
Title: Mr <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>	Other _____	Gender: Male <input type="checkbox"/>	Female <input type="checkbox"/>
Given Name (s): _____		Date of Birth (DD/MM/YYYY): _____				
Surname/ Family Name: _____		Country of Birth: _____				
ID Number (As per Letter of Offer): _____		Country of Passport: _____				
Passport number (Passport number MUST be given if you are applying for your student visa in Australia):						
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>						
Payment Details						
<input type="checkbox"/> Bank Draft or Bank Cheque – attach copy of the draft/ cheque						
<input type="checkbox"/> Telegraphic transfer – attach the transfer slip						
<input type="checkbox"/> In person at ICMS (attach receipt)						
Date of payment: _____		Amount paid (\$AUD): _____				
Overseas Student Health Cover (please tick one)						
<input type="checkbox"/> Please deduct OSHC from my deposit OR						
<input type="checkbox"/> I have current OSHC as stated below. (Contact your OSHC provider directly to arrange renewal)						
OSHC Provider: _____		Expiry date: _____				
Confirmation of Enrolment (Note that a CoE will not be issued until payment can be verified)						
Created CoE will also be forwarded to the Australian Embassy/High Commission office as indicated below.						
DIAC Office: Australian Embassy/High Commission office where you will be applying for your student visa.						
Country: _____		City: _____				
Signature: _____		Date: _____				



Payment of Fees to ICMS

Please include your student number on all payments

Please complete once all your enrolment conditions are met.

You may use the following methods of payment to send your fees and or student deposit to the College.

Payment by bank transfer (telegraphic transfer)

You will need to provide the following details to your bank so that they can send the fees/deposit to the College bank account:

Bank:	ANZ Banking Group Limited
Branch Number:	014 – 002
Swift Code:	ANZBAU3M
Address:	324 Queen Street BRISBANE QLD 4000 AUSTRALIA All Students
Account Number:	833 375 472

VERY IMPORTANT

You must tell the bank to put your full name and ICMS ID number on the transfer details so that the College knows that the fees are yours. When you have transferred the fees, you must send the College a fax copy of the bank transfer form (fax: 61-2 9466 1045). The College reserves the right to refuse acceptance of funds if student identification is not provided.

Payment by cheque

You may send the College a bank draft, bank cheque, or a personal cheque. The cheque must be made in Australian dollars. Please make the cheque or draft payable to: International College of Management, Sydney

VERY IMPORTANT

When you send the cheque to the College, you must put your full name and ICMS ID number on the back of the cheque or draft so that the College knows the fees are yours.

Payment by cash or direct deposit

A cash payment or direct deposit can be made at any ANZ Bank in Australia. Please ensure that your full name and ICMS ID number is written on the deposit form and you receive a receipt. Alternatively cash payments may be made directly to the College Accounts Department.

The College will not send confirmation that your fees have been received. You will receive a fees statement after the term has started. If you wish to confirm that the College has received your fees, please telephone the College Accounts Department on +61 2 9466 1004. Please bring proof of payment when you check in to College.
text

International Students

Please fax or email the attached COE Request Form together with evidence of payment to ICMS as soon as payment is made.

Australian/New Zealand students

Please fax or email evidence of payment to ICMS as soon as payment is made.

Fax: +612 9466 1045

Email: dmair@icms.edu.au



Accommodation

On campus accommodation

Living on campus is an excellent option for anyone studying at ICMS. Residential Fees at ICMS include accommodation, unlimited access to the College's sporting and recreational facilities, including 24 hour computer access and all meals seven days a week.

Residency has many advantages. It exposes you to students from different cultures and customs in an atmosphere of respect, appreciation and fellowship. It also means that you can discuss academic subjects with your student colleagues, and use the College's dedicated website to keep in touch with events at the College whether academic, social or sporting.

The College accommodation is dormitory style. Allocation of rooms is done on a first-come, first served basis. Rooms are equipped with desk/study facilities, heating and personal phones with voicemail and have all linen provided. Each floor is equipped with common bathrooms, iron and ironing board, and a kitchenette you can use to make a quick snack.

Off Campus Accommodation

Off campus accommodation options include shared houses and apartments or home stay (your own bedroom, usually in a family home with meals included). For more information on finding accommodation in the local area please refer to:
www.students.icms.edu.au/college_life or
www.gomanly.com.au

Applying for Accommodation

Applicants are required to complete an accommodation request form at:

www.icms.edu.au/college/college_life/accommodation

Follow the step-by-step procedure on the application form and ensure your credit card details for the \$500 deposit accompanies the application.

The accommodation application form should be completed as soon as possible as room availability is limited.

A \$500 deposit is required to secure accommodation. The deposit reduces the total residential fee due. A credit card imprint will be taken at the time of check-in and in the event the College incurs any expenses related to residential or common damage, these expenses will be deducted from the credit card.

Once accommodation has been confirmed, full payment of residential fees will be required prior to the residential stay commencing. Cancellation of accommodation after the confirmation notice has been issued will result in 100% forfeiture of the residential fees. If payment has not been received prior to the residential stay commencing and if no alternative arrangements have been made directly with the College, the accommodation request will be cancelled and the room will be re-allocated.

Should a student's application for enrolment at the College be unsuccessful, or if accommodation is not available, residential fees will be refunded in full.

Payment of Refunds

Any eligible refunds will be processed within 45 days from the date ICMS receives advice that a residential student has vacated their room.



Term Dates 2011 - 2014

TERM	O Week Commences	Week one	End of Term
2011			
Feb-11	Mon 7 th February 11	Mon 14 th February 11	Fri 13 th May 11
May-11	Mon 30 th May 11	Mon 6 th June 11	Fri 2 nd September 11
Sep-11	Mon 19 th September 11	Mon 26 th September 11	Tue 20 th December 11
2012			
Feb-12	Mon 6 th February 12	Mon 13 th February 12	Fri 11 th May 12
Jun-12	Mon 28 th May 12	Mon 4 th June 12	Fri 31 st August 12
Sep-12	Mon 17 th September 12	Mon 24 th September 12	Fri 21 st December 12
2013			
Feb-13	Mon 4 th February 13	Mon 11 ^h February 13	Fri 10 th May 13
Jun-13	Mon 27 th May 13	Mon 3 rd June 13	Fri 30 th August 13
Sep-13	Mon 16 th September 13	Mon 23 rd September 13	Fri 20 th December09
2014			
Feb-14	Mon 3 rd February 14	Mon 10 th February 14	Fri 9 th May 14
May-14	Mon 26 th May 14	Mon 2 nd June 14	Fri 29 th Aug 14
Sep-14	Mon 15 th September 14	Mon 22 nd September 14	Fri 19 th Dec 14

Students are only required to attend 1 Orientation week, upon commencement with the College.

Dates are subject to change

For information on Australian public holidays please visit <http://www.industrialrelations.nsw.gov.au/holidays/index.html>



English language proficiency requirements

May 2009 intake only. Please read page two for English Requirements for September 2009 intake.

All international students are required to provide proof of English Proficiency required for enrolment at ICMS. Students must demonstrate English Proficiency by submitting an assessment score recognised by ICMS.

IELTS & TOEFL Assessments:

Assessments must be completed no longer than two years prior to commencement or 1 year prior to commencement for applicants studying/residing in a non-English speaking environment.

Category	IELTS (Academic)	TOEFL (Internet)
For entry into BBP "Plus"		
Writing	4.5	
Speaking	5.0	
Overall	4.5	
For entry into BPP		
Writing	5.0	
Speaking	5.5	
Overall	5.0	
Diploma/Associate Degree		
Writing	5.5	20
Speaking	6.0	22
Overall	5.5	76
Direct entry Degree		
Writing	6.0	22
Speaking	6.0	22
Overall	6.0	81
Masters program		
Writing	6.0	22
Speaking	6.0	22
Listening	6.0	18
Reading	6.0	17
Overall	6.5	92

The International College of Management, Sydney also accepts the following as meeting the English Proficiency requirements:

1. Completed secondary or tertiary level qualification in English in one of the following countries:
American Samoa, Australia, Barbados, Botswana, Canada, East Africa (Kenya, Tanzania, Uganda), Eire, Fiji, Gambia, Ghana, Ireland, Kenya, Mauritius, New Zealand, Nigeria, Papua New Guinea, Scotland, Sierra Leone, Singapore, Solomon Islands, South Africa, Tanzania, Uganda, United Kingdom (including Northern Ireland), United States of America, West Indies, Zambia, Zimbabwe

2. A tertiary (University or TAFE) qualification of at least one year's duration, completed in Australia in the last two years

3. Tertiary qualification from an approved institution where the language of instruction is English, completed in the last two years

4. An AQF Certificate IV (including English for Academic Purposes (EAP) or Advanced Certificate (including EAP) completed in Australia in the last two years

5. A satisfactory score in the English Assessment administered by the Centre for Macquarie English (CME) on behalf of ICMS indicating that no further English instruction is required to meet the entry requirements for the Associate Degree in Business

6. One of the following qualifications with the indicated English grade

Test or Qualification	Minimum English Grade
Denmark – Upper Secondary School	B level English (only) – minimum grade of 9 B level AND A level English – minimum grade of 7
Finland	Completion of High School with grade of 8 in English unit
Germany	Minimum English score in Abitur (High School/two years) of 3.0 (grades 7-15) AND DAAD (5 Section option): minimum top two bands for each section.
Germany	Minimum English score in Abitur (High School/two years) of 3.0 (grades 7-15) AND DAAD (4 Section option): minimum top three bands for each section.
Netherlands VWO (pre-university education)	With an overall score of at least 7 in English
Netherlands HAVO	With an overall score of at least 7 in English (after at least 1 year of tertiary education)
Norway - Upper Secondary School	IEC – 4/p
Sweden - Upper Secondary School	Very Good (VG)
International Baccalaureate (IB)	Minimum English A2 at higher level
General Certificate of Education 'A' Levels (GCE 'A' Levels) UK, Singapore	C pass in Humanities subject
Hong Kong Advanced Level Examination (HKALE), India GCE "A Level", Sri Lanka GCE "A Level"	C pass in use of English
Cambridge English Test (CET)	Minimum B grade in Advanced English

ELICOS providers

English language assessment scores are also accepted from a number of Australian ELICOS providers. Please refer to our list of providers at www.icms.edu.au

Please Note

According to Australian visa requirements IELTS is now the only English Language proficiency assessment accepted by Australian Immigration Officials in certain Country assessment levels. Please refer to www.immi.gov.au



English language proficiency requirements

From August 2009 the IELTS score requirements changes as per NSW Department of Education & Training standards. Students enrolling in the September 2009 intake will be required to meet the standards below.

All international students are required to provide proof of English Proficiency required for enrolment at ICMS. Students must demonstrate English Proficiency by submitting an assessment score recognised by ICMS.

IELTS & TOEFL Assessments:

Assessments must be completed no longer than two years prior to commencement or 1 year prior to commencement for applicants studying/residing in a non-English speaking environment.

Category	IELTS (Academic)	TOEFL (Internet)
For entry into BPP "Plus"		
Writing	4.5	
Speaking	5.0	
Overall	5.0	
For entry into BPP		
Writing	5.0	
Speaking	5.5	
Overall	5.5	
Diploma/Associate Degree		
Writing	5.5	20
Speaking	6.0	22
Overall	6.0	81
Direct entry Degree (ICMS)		
Writing	6.0	22
Speaking	6.0	22
Overall	6.0	81
Direct entry Degree (MQ)		
Writing	6.0	22
Speaking	6.0	22
Listening	6.0	18
Reading	6.0	17
Overall	6.5	92
Masters program		
Writing	6.0	22
Speaking	6.0	22
Listening	6.0	18
Reading	6.0	17
Overall	6.5	92

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1. Completed secondary or tertiary level qualification in English in one of the following countries:

American Samoa, Australia, Barbados, Botswana, Canada, East Africa (Kenya, Tanzania, Uganda), Eire, Fiji, Gambia, Ghana, Ireland, Kenya, Mauritius, New Zealand, Nigeria, Papua New Guinea, Scotland, Sierra Leone, Singapore, Solomon Islands, South Africa, Tanzania, Uganda, United Kingdom (including Northern Ireland), United States of America, West Indies, Zambia, Zimbabwe

2. A tertiary (University or TAFE) qualification of at least one year's duration, completed in Australia in the last two years

3. Tertiary qualification from an approved institution where the language of instruction is English, completed in the last two years

4. An AQF Certificate IV (including English for Academic Purposes (EAP) or Advanced Certificate (including EAP) completed in Australia in the last two years

5. A satisfactory score in the English Assessment administered by the Centre for Macquarie English (CME) on behalf of ICMS indicating that no further English instruction is required to meet the entry requirements for the Associate Degree in Business

6. One of the following qualifications with the indicated English grade

Test or Qualification	Minimum English Grade
Denmark – Upper Secondary School	B level English (only) – minimum grade of 9 B level AND A level English – minimum grade of 7
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Germany	Minimum English score in Abitur (High School/two years) of 3.0 (grades 7-15) AND DAAD (5 Section option): minimum top two bands for each section.
Germany	Minimum English score in Abitur (High School/two years) of 3.0 (grades 7-15) AND DAAD (4 Section option): minimum top three bands for each section.
Netherlands VWO (pre-university education)	With an overall score of at least 7 in English
Netherlands HAVO	With an overall score of at least 7 in English (after at least 1 year of tertiary education)
Norway - Upper Secondary School	IEC – 4/p
Sweden - Upper Secondary School	Very Good (VG)
International Baccalaureate (IB)	Minimum English A2 at higher level
General Certificate of Education 'A' Levels (GCE 'A' Levels) UK, Singapore	C pass in Humanities subject
Hong Kong Advanced Level Examination (HKALE), India GCE "A Level", Sri Lanka GCE "A Level"	C pass in use of English
Cambridge English Test (CET)	Minimum B grade in Advanced English

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Please Note

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Refund Policy – International students

New international students

If a new international student withdraws his or her application:

Time of withdrawal	Effect on fee refund
Before payment of the security deposit	Enrolment and student visa cancelled without financial penalty
After payment of the security deposit and prior to the commencement of term (Monday of Orientation Week)	100% deposit forfeiture penalty and enrolment and student visa cancelled. Tuition fees returned in full.
Student fails to enrol on prescribed date during Orientation Week and fails to notify ICMS of their intent to defer or withdrawal prior to commencement	100% deposit forfeiture penalty and enrolment and student visa cancelled. Tuition fees returned in full.
After enrolment and Program commencement (Monday of Orientation Week)	Before the end of Week 2 – 50% of Tuition Fees penalty. After the end of Week 2 – 100% of Tuition Fees penalty. Any other outstanding debts to ICMS must be paid.

If accommodation has been confirmed, 100% of the accommodation and meal component will be forfeited. Should a student's application for enrolment at the College be unsuccessful, or if accommodation is not available, residential fees will be refunded in full. The balance of the student account after all deductions have been taken, including any outstanding balances owed, will be refunded in full.

Returning international students

If a returning international student withdraws his or her enrolment:

Time of withdrawal	Effect on fee refund
Before program commencement (Monday of Week One)	Enrolment and student visa cancelled without financial penalty
Student fails to advise Student Services in writing of their withdrawal by the commencement of term and have not paid their fees	Administration fee of \$500 and enrolment and Any other outstanding debts to ICMS must be paid. student visa cancelled.
After enrolment and program commencement (Monday of Week One)	Before the end of Week 2 – 50% of Tuition Fees penalty After the end of Week 2 – 100% of Tuition Fees penalty Any other outstanding debts to ICMS must be paid.

If accommodation has been confirmed, 100% of the accommodation and meal component will be forfeited. Should accommodation not be available, residential fees will be refunded in full. The balance of the student account after all deductions have been taken, including any outstanding



Refund Policy – International students

Deferral to a future intake

If a student applies for deferral of his or her enrolment to a future intake, the normal withdrawal policy applies.

No refund

If an international or domestic student is suspended, dismissed or expelled due to misconduct during the term, there will be no refund of tuition or residential fees.

Procedures

- Students wishing to withdraw must inform Student Services in writing.
- If a College representative is liaising with ICMS to arrange a student's application, Student Services (Admissions Office) will accept written withdrawal advice via the representative.
- If a student withdraws, ICMS will cancel the student's visa and advise DIAC.
- All refunds will be processed within four weeks from the date ICMS receives written advice of the student's withdrawal.
- If a student fails to arrive on the proscribed date, and has not advised ICMS of the reasons for a delay, ICMS will immediately advise the student that we have cancelled his/her enrolment and plan to cancel his/her student visa by advising DIAC. A student so advised will have 20 days to access the ICMS appeals and grievance procedure before DIAC is advised and the student visa cancelled.
- Once the cancellation of enrolment is finalised, and DIAC is informed, a student has 28 days from the date of cancellation to leave Australia, or make alternative arrangements.



Applying for an Exemption from Industry Training

Students who have previous industry experience may apply for an exemption from the program:

In order for a student to be eligible for an exemption from Industry Training, the student must have:

1. accrued a minimum of 1200 hours for the Associate and Bachelor degree programs and a minimum of 600 hours for the Diploma programs of employment with an industry related provider which is approved by the College; and
2. achieved a consistently high standard of work performance during their period(s) of employment in the related industry

In order for the College to assess an application for exemption a student must provide relevant references from their previous employer(s). These references must:

- be on the employer's business letterhead;
- be written in English;
- where not written in English, an official English translation must be provided (details available from relevant embassy);
- include the dates of employment and the position(s) held;
- provide a description of the **standard** of your work performance;
- In addition: you will be required to provide, with your application, two (2) names, titles and phone numbers of people we can speak with to verify your employment (payroll, manager, supervisor etc).

Request for Exemption from Industry Training

I wish to apply for an exemption from the ICMS Industry Training program and have attached all documentation as required.

Name: _____ Student ID: _____

Phone: _____ Email: _____

I acknowledge that I have elected NOT to participate in the ICMS Industry Training program, and, if approved, I would be enrolled for my academic terms only.

Signature: _____ Date: _____

SEND OR FAX THIS COMPLETED FORM to :

**Admissions Office
International College of Management, Sydney**

**Fax: 612 9466 1045
Email: dmair@icms.edu.au**



Policy on Advanced Standing Recognition of Prior Learning

Advanced standing

Applicants who can demonstrate that they have completed equivalent courses and / or subjects at a recognised university or college may apply to have these studies recognised by the ICMS. If successful, the applicant will receive exemption from the subject(s) based on advanced standing. This is different from Recognised Prior Learning (RPL) in that it only considers previous formal studies.

It is the applicant's responsibility to lodge all requests for advanced standing no later than 30 days prior to commencing the program (or upon application for enrolment if submitted within 30 days of term commencement), ensuring that their application includes the following (refer also to Academic Compendium section **Admission Procedure**):

1. certified academic records (transcripts).
2. official copies of program curriculum for the course of study undertaken by the applicant, including:
 - a. descriptions of each subject,
 - b. the duration of tuition for each subject in hours,
 - c. credit weighting for each subjects.

All official documents in any language other than English must also be accompanied by an official translation into English, bearing the stamp and signature of a certified translator.

Conditions

A minimum of 50% of the course curriculum must be completed at ICMS to be eligible for an award. The Admissions Manager will determine the number of exemptions to be granted based on the documentation provided. Late applications for advanced standing and/or RPL will not be accepted. Further queries regarding application for advanced standing or RPL can be made to the ICMS Admissions Office.

Recognition of Prior Learning (RPL)

RPL is the granting of subject exemptions as a result of evidence provided by a student showing their competence attained through formal training, work experience and / or life experience. RPL differs from advanced standing in that it acknowledges skills and knowledge in order to demonstrate current competency, rather than requiring proof of having completed an equivalent academic qualification at a comparable education provider.

It is the applicant's responsibility to lodge all requests for RPL no later than 30 days prior to commencing the program (or upon application for enrolment if submitted within 30 days of term commencement), ensuring that their application includes types of evidence that may assist with the application such as certified copies of qualifications attained, original statements of employment, or examples of work completed (refer also to Academic Compendium section Applying for RPL).

Event Management

Typical Study Pattern

Event Management
Specialisation

	Bachelor of Event Management	Bachelor of Business Management (Majoring in Event Management)	Associate Degree of Business in Event Management and Diploma of Event Management
Year One	Subject Name		
	Trimester One	Introduction to Event Management	Event Management Subject Elective - 100 or 200 level
		Business Economics	Business Communication
		Business Communication	Introduction to Information Systems
		Introduction to Information Systems	Event Management Subject Elective - 100 or 200 level
		Service Management	Introduction to Information Systems and Technologies
			Service Management
			Introduction to Event Management
			Venue and Hospitality Operations
		Legal Issues in Event Management	
Trimester Two	Event Operations & Logistics	Managing People and Organisations	Event Operations and Logistics
	Venue and Hospitality Operations	Event Management Subject Elective - 100 or 200 level	Event Production and Design
	Accounting Fundamentals	Principles of Marketing	Accounting Fundamentals
	Principles of Marketing	Service Management	Business Organisation Principles
	Introduction to Human Resources		Business Communication
Trimester Three	Event Production and Design	Introduction to Human Resources	INDUSTRY TRAINING*
	Legal Issues for Event Management	Academic Writing and Research Skills	
	Elective - 100 or 200 level	Accounting Fundamentals	
	Academic Writing and Research Skills	Event Management Subject Elective - 200 or 300 level	
	Business Law		

Optional Exit with Diploma of Event Management

Year Two	Trimester Four	INDUSTRY TRAINING*	INDUSTRY TRAINING*	INDUSTRY TRAINING*
	Trimester Five	INDUSTRY TRAINING*	INDUSTRY TRAINING*	Academic Writing and Research Skills
				Principles of Marketing
Trimester Six	Event Practicum	Management, Philosophy and Performance	Managerial Accounting	
	Business Statistics	Business Economics	Business Economics	
	Managerial Accounting	Human Resource Planning and Performance	Basic Business Law	
	Managing People and Organisations	Business Law	Contemporary Issues In Event Management	
	Human Resource Planning and Performance	Leadership Foundations	Exhibition Services	
	Leadership Foundations		Leadership Foundations	

Trimester Seven	Event Promotions and Sponsorship	Business Statistics
	Business Ethics	Strategic Marketing Management
	Business Finance I	Event Management Subject Elective - 300 level
	Elective - 200 or 300 level	Research Methods
Trimester Eight	International Events	Business Finance I
	Research Methods	Strategic Management
	Strategic Marketing Management	Event Management Subject Elective - 300 level
	Elective - 200 or 300 level	Event Management Project
Trimester Nine	Event Management Project	Electives in the Bachelor of Event Management may be chosen from any ICMS specialisation, subject to availability and eligibility.
	Business Forecasting	
	Strategic Management	
	Elective - 200 or 300 level	

Electives in the Bachelor of Business Management (Majoring in Event Management) must be chosen from:

Subject	Level
Introduction to Event Management	100
Event Operations and Logistics	100
Venue and Hospitality Operations	100
Legal Issues in Event Management	200
Exhibition Services	200
Event Production and Design	200
Event Practicum	200
Event Promotions and Sponsorship	300
International Events	300

The above Study Pattern is to be used as guide only. Subjects and curriculum are subject to change.

CRICOS CODES: Diploma of Event Management: 055639F. Associate Degree of Business in Event Management: 060096A. Bachelor of Business Management (Majoring in Event Management): 068149F. Bachelor of Event Management: 068282A. *Industry Training may be deferred, taken part time or earlier provided all prerequisites are met. Students will be assisted by an Academic Advisor when choosing their electives. Not all electives may be offered every term.

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Hospitality Management

Typical Study Pattern

Hospitality Specialisation

	Bachelor of Hospitality Management	Bachelor of Business Management (Majoring in Hospitality Management)	Associate Degree of Business in Hospitality Management and Diploma of Hospitality Management	
	Subject Name	Subject Name	Subject Name	
Year One	Trimester One	Introduction to Hospitality Management	Hospitality Subject Elective - 100 or 200 level	Introduction to Information Systems & Technologies
		Business Economics	Business Communication	Service Management
		Business Communication	Introduction to Information Systems	Introduction to Hospitality Management
		Introduction to Information Systems	Hospitality Subject Elective - 100 or 200 level	Facilities Management
		Facilities Management		Hospitality Operations 1
	Trimester Two	Hospitality Operations I	Managing People and Organisations	Hospitality Operations 2
		Rooms Division Operations	Hospitality Subject Elective - 100 or 200 level	Rooms Division Operations
		Accounting Fundamentals	Principles of Marketing	Accounting Fundamentals
		Principles of Marketing	Service Management	Business Organisation Principles
Introduction to Human Resources			Business Communication	
Trimester Three	Hospitality Operations II	Introduction to Human Resources	INDUSTRY TRAINING*	
	Operational Management and Cost Control	Academic Writing and Research Skills		
	Service Management	Accounting Fundamentals		
	Academic Writing and Research Skills	Hospitality Subject Elective - 200 or 300 level		
	Business Law			

End of year 1 - Optional Exit with of Hospitality Management

Year Two	Trimester Four	INDUSTRY TRAINING*	INDUSTRY TRAINING*	INDUSTRY TRAINING*
	Trimester Five	INDUSTRY TRAINING*	INDUSTRY TRAINING*	Academic Writing and Research Skills Principles of Marketing Rooms Division Management Operational Management and Cost Control Introduction to Human Resources
	Trimester Six	Rooms Division Management Business Statistics Managerial Accounting Managing People and Organisations Human Resource Planning and Performance Leadership Foundations	Management, Philosophy and Performance Business Economics Human Resource Planning and Performance Business Law Leadership Foundations	Managerial Accounting Business Economics Basic Business Law Contemporary Issues In Hospitality Management Hotel Management Simulations (HOTS) Leadership Foundations

Year Three	Trimester Seven	Globalisation in the Hospitality Industry Business Ethics Business Finance I Elective - 200 or 300 level	Business Statistics Strategic Marketing Management Hospitality Subject Elective - 300 level Research Methods
	Trimester Eight	Hotel Management Simulations (HOTS) Research Methods Strategic Marketing Management Elective - 200 or 300 level	Business Finance I Strategic Management Hospitality Subject Elective - 300 level Hospitality Management Project
	Trimester Nine	Hospitality Management Project Business Forecasting Strategic Management Elective - 200 or 300 level	Electives in the Bachelor of Hospitality Management may be chosen from any ICMS specialisation, subject to availability and eligibility.

Electives in the Bachelor of Business Management (Majoring in Hospitality Management) must be chosen from:

Introduction to Hospitality Management	100 level
Facilities Management	100 level
Hospitality Operations 1	100 level
Hospitality Operations 2	100 level
Rooms Division Operations	100 level
Rooms Division Management	200 level
Operational Management and Cost Control	200 level
Hotel Management Simulations (HOTS)	300 level
Globalisation in the Hospitality Industry	300 level

The above Study Pattern is to be used as guide only. Subjects and curriculum are subject to change.

CRICOS CODES: Diploma of Hospitality Management: 055638G, Associate Degree of Business in Hospitality Management: 060096A, Bachelor of Business Management (Majoring in Hospitality Management): 068149F, Bachelor of Hospitality Management: 068277J. *Industry Training may be deferred, taken part time or earlier provided all prerequisites are met. Students will be assisted by an Academic Advisor when choosing their electives. Not all electives may be offered every term.

Published: July 2011.

Property Services Management

Typical Study Pattern

Property Specialisation

	Bachelor of Property Services Management	Bachelor of Business Management (Majoring in Property Services Management)	Associate Degree of Business in Property Services Management and Diploma of Property Management	
	Subject Name	Subject Name	Subject Name	
Year One	Trimester One	Introduction to Property Management Business Economics Business Communication Introduction to Information Systems Facilities Management	Property Management Elective - 100 or 200 level Business Communication Introduction to Information Systems Property Management Elective - 100 or 200 level	Introduction to Information Systems and Technologies Service Management Introduction to Property Management Principles of Valuation Facilities Management
	Trimester Two	Building Construction and Technology Principles of Valuation Accounting Fundamentals Principles of Marketing Introduction to Human Resources	Managing People and Organisations Property Management Elective - 100 or 200 level Principles of Marketing Service Management	Basic Business Law Accounting Fundamentals Business Communication Business Organisation Principles Principles of Marketing
	Trimester Three	Commercial Building and Hotel Valuation Land and Property Law Service Management Academic Writing and Research Skills Business Law	Introduction to Human Resources Academic Writing and Research Skills Accounting Fundamentals Property Management Elective - 200 or 300 level	INDUSTRY TRAINING*

Optional Exit with Diploma of Property Management

Year Two	Trimester Four	INDUSTRY TRAINING*	INDUSTRY TRAINING*	INDUSTRY TRAINING*
	Trimester Five	INDUSTRY TRAINING*	INDUSTRY TRAINING*	Business Economics Academic Writing and Research Skills Land and Property Law Building Principles Commercial Valuation Techniques
	Trimester Six	Computer Based Property Management and Maintenance Business Statistics Managerial Accounting Managing People and Organisations Human Resource Planning and Performance Leadership Foundations	Management, Philosophy and Performance Business Economics Human Resource Planning and Performance Business Law Leadership Foundations	Commercial Property Management Property Development Controls Contemporary Issues in Property Management Introduction to Human Resources Managerial Accounting Leadership Foundations

Year Three	Trimester Seven	Property Finance and Portfolio/Trust Management Business Ethics Business Finance I Elective - 200 or 300 level	Business Statistics Strategic Marketing Management Property Management Elective - 300 level Research Methods	Electives in the Bachelor of Business Management (Majoring in Property Services Management) must be chosen from: <table border="1"> <thead> <tr> <th>Subject</th> <th>Level</th> </tr> </thead> <tbody> <tr><td>Introduction to Property Management</td><td>100</td></tr> <tr><td>Principles of Valuation</td><td>100</td></tr> <tr><td>Building Construction and Technology</td><td>100</td></tr> <tr><td>Facilities Management</td><td>100</td></tr> <tr><td>Commercial Building and Hotel Valuation</td><td>200</td></tr> <tr><td>Land and Property Law</td><td>200</td></tr> <tr><td>Computer Based Property Management & Maintenance</td><td>200</td></tr> <tr><td>Property Finance & Portfolio/Trust Management</td><td>300</td></tr> <tr><td>Strategic Facilities Management</td><td>300</td></tr> <tr><td>Corporate Real Estate</td><td>300</td></tr> </tbody> </table>	Subject	Level	Introduction to Property Management	100	Principles of Valuation	100	Building Construction and Technology	100	Facilities Management	100	Commercial Building and Hotel Valuation	200	Land and Property Law	200	Computer Based Property Management & Maintenance	200	Property Finance & Portfolio/Trust Management	300	Strategic Facilities Management	300	Corporate Real Estate	300
	Subject	Level																								
	Introduction to Property Management	100																								
Principles of Valuation	100																									
Building Construction and Technology	100																									
Facilities Management	100																									
Commercial Building and Hotel Valuation	200																									
Land and Property Law	200																									
Computer Based Property Management & Maintenance	200																									
Property Finance & Portfolio/Trust Management	300																									
Strategic Facilities Management	300																									
Corporate Real Estate	300																									
Trimester Eight	Strategic Facilities Management Research Methods Strategic Marketing Management Elective - 200 or 300 level	Business Finance I Strategic Management Property Management Elective - 300 level Property Management Project																								
Trimester Nine	Property Services Management Project Business Forecasting Strategic Management Elective - 200 or 300 level	Electives in the Bachelor of Property Services Management may be chosen from any ICMS specialisation, subject to availability and eligibility.																								

The above Study Pattern is to be used as guide only. Subjects and curriculum are subject to change.

CRICOS CODES: Diploma of Property Management 072935A, Associate Degree of Business in Property Services Management: 060096A, Bachelor of Business Management (Majoring in Property Services Management): 068149F, Bachelor of Property Services Management: 068279G. *Industry Training may be deferred, taken part time or earlier provided all prerequisites are met. Students will be assisted by an Academic Advisor when choosing their electives. Not all electives may be offered every term.

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Sports Management

Typical Study Pattern

Sports Specialisation

	Bachelor of Sports Management	Bachelor of Business Management (Majoring in Sports Management)	Associate Degree of Business in Sports Management and Diploma of Sports Management
	Subject Name	Subject Name	Subject Name
Year One	Trimester One	Introduction to Sports Management Business Economics Business Communication Introduction to Information Systems Facilities Management	Sports Management Elective - 100 or 200 level Business Communication Introduction to Information Systems Sports Management Elective - 100 or 200 level
	Trimester Two	Contemporary Health Issues Psychology and Sociology of Sports and Leisure Accounting Fundamentals Principles of Marketing Introduction to Human Resources	Managing People and Organisations Sports Management Elective - 100 or 200 level Principles of Marketing Service Management
	Trimester Three	Introduction to Sports Law Player and Performance Management Service Management Academic Writing and Research Skills Business Law	Introduction to Human Resources Academic Writing and Research Skills Accounting Fundamentals Sports Management Elective - 200 or 300 level
			Introduction to Information Systems and Technologies Service Management Introduction to Sports Management Contemporary Health Issues Facilities Management
			Psychology and Sociology of Sport and Leisure Accounting Fundamentals Business Communication Business Organisation Principles Principles of Marketing
			INDUSTRY TRAINING*

Optional Exit with Diploma of Sports Management

Year Two	Trimester Four	INDUSTRY TRAINING*	INDUSTRY TRAINING*	INDUSTRY TRAINING*
	Trimester Five	INDUSTRY TRAINING*	INDUSTRY TRAINING*	Business Economics Academic Writing and Research Skills Basic Business Law Sports Arbitration/Introduction to Sport Law Sport and Event Marketing/Sports Promotion and Sponsorship
	Trimester Six	Sports Media Management Business Statistics Managerial Accounting Managing People and Organisations Human Resource Planning and Performance Leadership Foundations	Management, Philosophy and Performance Business Economics Human Resource Planning and Performance Business Law Leadership Foundations	Innovation in Sports Management Player and Performance Management Contemporary Issues in Sport Management Introduction to Human Resources Managerial Accounting Leadership Foundations

Year Three	Trimester Seven	Sports Promotion and Sponsorship Business Ethics Business Finance I Elective - 200 or 300 level	Business Statistics Strategic Marketing Management Sports Management Elective - 300 level Research Methods	Electives in the Bachelor of Business Management (Majoring in Sports Management) must be chosen from: <table border="1"> <thead> <tr> <th>Subject</th> <th>Level</th> </tr> </thead> <tbody> <tr><td>Introduction to Sports Management</td><td>100</td></tr> <tr><td>Facilities Management</td><td>100</td></tr> <tr><td>Contemporary Health Issues</td><td>100</td></tr> <tr><td>Psychology and Sociology of Sport and Leisure</td><td>100</td></tr> <tr><td>Sports Arbitration/Introduction to Sport Law</td><td>200</td></tr> <tr><td>Sport and Event Marketing/Sports Promotion and Sponsorship</td><td>200</td></tr> <tr><td>Player and Performance Management</td><td>200</td></tr> <tr><td>Sports Promotion and Sponsorship</td><td>200</td></tr> <tr><td>Sports Media Management</td><td>300</td></tr> <tr><td>Innovation in Sports Management</td><td>300</td></tr> </tbody> </table>	Subject	Level	Introduction to Sports Management	100	Facilities Management	100	Contemporary Health Issues	100	Psychology and Sociology of Sport and Leisure	100	Sports Arbitration/Introduction to Sport Law	200	Sport and Event Marketing/Sports Promotion and Sponsorship	200	Player and Performance Management	200	Sports Promotion and Sponsorship	200	Sports Media Management	300	Innovation in Sports Management	300
	Subject	Level																								
	Introduction to Sports Management	100																								
Facilities Management	100																									
Contemporary Health Issues	100																									
Psychology and Sociology of Sport and Leisure	100																									
Sports Arbitration/Introduction to Sport Law	200																									
Sport and Event Marketing/Sports Promotion and Sponsorship	200																									
Player and Performance Management	200																									
Sports Promotion and Sponsorship	200																									
Sports Media Management	300																									
Innovation in Sports Management	300																									
Trimester Eight	Innovation in Sports Management Research Methods Strategic Marketing Management Elective - 200 or 300 level	Business Finance I Strategic Management Sports Management Elective - 300 level Sports Management Project																								
Trimester Nine	Sports Management Project Business Forecasting Strategic Management Elective - 200 or 300 level	Electives in the Bachelor of Sports Management may be chosen from any ICMS specialisation, subject to availability and eligibility.																								

The above Study Pattern is to be used as guide only. Subjects and curriculum are subject to change.

CRICOS CODES: Diploma of Sports Management: 072937K. Associate Degree of Business in Sports Management: 060096A. Bachelor of Business Management (Majoring in Sports Management): 068149F.

*Industry Training may be deferred, taken part time or earlier provided all prerequisites are met. Students will be assisted by an Academic Advisor when choosing their electives. Not all electives may be offered every term.

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International Tourism

Typical Study Pattern

International Tourism
Specialisation

	Bachelor of International Tourism	Bachelor of Business Management (Majoring in International Tourism)	Associate Degree of Business in International Tourism and Diploma of International Tourism
Year One	Subject Name		
	Trimester One	Introduction to Tourism Management	International Tourism Elective - 100 or 200 level
		Business Economics	Business Communication
		Business Communication	Introduction to Information Systems
		Introduction to Information Systems	International Tourism Elective - 100 or 200 level
		Service Management	Introduction to Information Systems and Technologies
			Service Management
			Introduction to Tourism Management
			Destination Sales and Marketing
		Attraction and Resort Operations	
Trimester Two	Destination Sales and Marketing	Managing People and Organisations	Travel Industry Services
	Attraction and Resort Operations	International Tourism Elective - 100 or 200 level	Destination Management Issues
	Accounting Fundamentals	Principles of Marketing	Accounting Fundamentals
	Principles of Marketing	Service Management	Business Organisation Principles
	Introduction to Human Resources		Business Communication
Trimester Three	Destination Management Issues	Introduction to Human Resources	INDUSTRY TRAINING*
	Tourism Governance and Policy	Academic Writing and Research Skills	
	Elective - 100 or 200 level	Accounting Fundamentals	
	Academic Writing and Research Skills	International Tourism Elective - 200 or 300 level	
	Business Law		

Optional Exit with Diploma of International Tourism

Year Two	Trimester Four	INDUSTRY TRAINING*	INDUSTRY TRAINING*	INDUSTRY TRAINING*
	Trimester Five	INDUSTRY TRAINING*	INDUSTRY TRAINING*	Academic Writing and Research Skills
				Principles of Marketing
Trimester Six	Tourism Technology and Service Innovation	Management, Philosophy and Performance	Managerial Accounting	
	Business Statistics	Business Economics	Business Economics	
	Managerial Accounting	Human Resource Planning and Performance	Basic Business Law	
	Managing People and Organisations	Business Law	Contemporary Issues in International Tourism	
	Human Resource Planning and Performance	Leadership Foundations	Environmental Planning and Sustainability	
	Leadership Foundations		Leadership Foundations	
Trimester Seven	Environmental Planning and Sustainability	Business Statistics	Electives in the Bachelor of Business Management (Majoring in International Tourism) must be chosen from:	
	Business Ethics	Strategic Marketing Management		
	Business Finance I	International Tourism Elective - 300 level		
	Elective - 200 or 300 level	Research Methods		
Trimester Eight	Global Trends in Tourism	Business Finance I	Introduction to Tourism Management	
	Research Methods	Strategic Management	Travel Industry Services	
	Strategic Marketing Management	International Tourism Elective - 300 level	Destination Sales and Marketing	
	Elective - 200 or 300 level	International Tourism Project	Attraction and Resort Operations	
Trimester Nine	International Tourism Project	Electives in the Bachelor of International Tourism may be chosen from any ICMS specialisation, subject to availability and eligibility.	Tourism Governance and Policy	
	Business Forecasting		Destination Management Issues	
	Strategic Management		Tourism Technology and Service Innovation	
	Elective - 200 or 300 level		Environmental Planning and Sustainability	
		Global Trends in Tourism		

Electives in the Bachelor of Business Management (Majoring in International Tourism) must be chosen from:

Subject	Level
Introduction to Tourism Management	100
Travel Industry Services	100
Destination Sales and Marketing	100
Attraction and Resort Operations	100
Tourism Governance and Policy	200
Destination Management Issues	200
Tourism Technology and Service Innovation	200
Environmental Planning and Sustainability	300
Global Trends in Tourism	300

The above Study Pattern is to be used as guide only. Subjects and curriculum are subject to change.

CRICOS CODES: Diploma of International Tourism: 055640B. Associate Degree of Business in International Tourism: 060096A. Bachelor of Business Management (Majoring in International Tourism): 068149F. Bachelor of International Tourism: 068278G. *Industry Training may be deferred, taken part time or earlier provided all prerequisites are met. Students will be assisted by an Academic Advisor when choosing their electives. Not all electives may be offered every term.

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Business Management

Typical Study Pattern

Electives

Bachelor of Business Management		
Subject Name		
Year One	Trimester One	
	Business Economics	
	Business Communication	
	Introduction to Information Systems	
Year One	Trimester Two	
	Managing People and Organisations	
	Accounting Fundamentals	
	Principles of Marketing	
Year One	Trimester Three	
	Business Statistics	
	Academic Writing and Research Skills	
	Business Law	
Year One	Trimester Four	
	INDUSTRY TRAINING*	
	Year Two	Trimester Five
		INDUSTRY TRAINING*
Year Two		Trimester Six
		Management, Philosophy and Performance
	Business Finance I	
	Human Resource Planning and Performance	
Year Two	Trimester Seven	
	Research Methods	
	Strategic Marketing Management	
	Elective - 200 or 300 level	
Year Three	Trimester Eight	
	Business Project	
	Strategic Management	
	Elective - 200 or 300 level	
Year Three	Trimester Eight	
	Elective - 300 level	

Electives may be chosen from

Any ICMS subject may be chosen as an elective provided pre-requisites are met. Specialist subjects may be chosen from the following list.

Subject	Level
Event Management	
Introduction to Event Management	100
Event Operations and Logistics	100
Venue and Hospitality Operations	100
Event Production and Design	200
Exhibition Services	200
Legal Issues in Event Management	200
Event Practicum	200
Event Promotions and Sponsorship	300
International Events	300
International Tourism	
Introduction to Tourism Management	100
Travel Industry Services	100
Attraction and Resort Operations	100
Destination Sales and Marketing	200
Tourism Governance and Policy	200
Destination Management Issues	200
Tourism Technology and Service Innovation	200
Environmental Planning and Sustainability	300
Global Trends in Tourism	300
Property Management	
Introduction to Property Management	100
Principles of Valuation	100
Building Construction and Technology	100
Commercial Building and Hotel Valuation	200
Land and Property Law	200
Computer Based Property Management & Maintenance	200
Property Finance & Portfolio/Trust Management	300
Strategic Facilities Management	300
Corporate Real Estate	300
Sports Management	
Introduction to Sports Management	100
Contemporary Health Issues	100
Psychology and Sociology of Sport and Leisure	100
Introduction to Sport Law	200
Player and Performance Management	200
Sports Promotion and Sponsorship	200
Innovation in Sports Management	300
Sports Media Management	300
Hospitality Management	
Introduction to Hospitality Management	100
Facilities Management	100
Hospitality Operations 1	100
Hospitality Operations 2	100
Rooms Division Operations	100
Rooms Division Management	200
Operational Management and Cost Control	200
Hotel Management Simulations (HOTS)	300
Globalisation in the Hospitality Industry	300

The above Study Pattern is to be used as guide only. Subjects and curriculum are subject to change.

CRICOS CODES: Diploma of Business Management: 072938J. Bachelor of Business Management: 068149F

*Industry Training may be deferred or taken part time. Industry Training may only be taken provided all prerequisites are met. Students will be assisted by an Academic Advisor when choosing their electives.

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