



**CIM** | CANTEBURY  
AUSTRALIA | INSTITUTE OF  
MANAGEMENT



# Welcome to CIM

On behalf of our faculty and staff, welcome to Canterbury Institute of Management (CIM).

We are pleased that you have chosen to study at CIM. Your success matters to us and we are here to help guide you to your ultimate educational and career goals. We provide an array of services which will ensure you succeed in achieving your goal to complete your chosen degree program. Our mission is to offer you a learning experience that enhances your career development, implants lifetime values and provides personal fulfilment.

CIM aims to become one of the most successful academic institutions in Australia where students gain a quality education in a vibrant and business-like environment. We are an ambitious institution that values face-to-face communication and problem-solving, innovation and intellectual inquiry. We are widely recognised for the practical and applied nature of our

courses, which equip graduates with essential skills through exposure to industry and business. This would enable our graduates to be effective in the workplace immediately upon graduation.

CIM provides strong academic and pastoral care. Our team of academics consists of learned scholars and experienced educators with sound industry links. Our student support staff take great pride in providing quality support and mentorship.

We encourage you to access all our services and ask any one of our professional staff to assist you with your educational endeavours.

# CIM Campuses

## Sydney

**North Sydney Campus**  
41 McLaren Street,  
NORTH SYDNEY, NSW 2060

Sydney, the capital of New South Wales, is a sparkling harbour city that is known also for its famous beaches, relaxed lifestyle and bustling business districts.

The North Sydney campus is located in the heart of North Sydney, close to shops, parks and public transport hubs.

**Redfern Campus**  
21 Regent Street,  
REDFERN, NSW 2016

Redfern is an inner-city suburb of Sydney and is part of the City of Sydney Council. CIM Redfern campus is located within walking distance of Redfern and Central train stations.

It is also in close vicinity of Redfern Park which has always been a significant social, cultural, political and historical site for indigenous Australians.

## Darwin

**Darwin Campus**  
2 Printers Place,  
DARWIN CITY, NT 0800

Darwin, the capital of the Northern Territory, is Australia's northernmost capital city and the gateway to the Australian outback, including the breathtaking Kakadu National Park. The Darwin campus is located in the heart of the city, close to shops, parks and public transport hubs.

Weekly lectures and tutorials are held on campus in CIM's modern classrooms and computer laboratories. Classes are taught by highly qualified professionals and dedicated academics who want to bring out the best in each student. Classes are practical, engaging, and industry-relevant. An on-campus library compliments extensive online learning resources, where students can access vast research databases containing the latest journal articles, newspapers and magazines.

New students attend an on-campus Orientation Session, where they meet their classmates, learn about living in Australia, and begin the transition to higher education. Our friendly Student Support Team provides personalised support to each student throughout their studies.



North Sydney Campus



Darwin City Campus



Redfern Campus

# Graduate Attributes

## Undergraduate Programs

It is expected that the graduates of Bachelor of Business program will be:

1. Knowledgeable and skilled specially in their area of specialisation, with critical judgement;
2. Innovative, creative and entrepreneurial;
3. Able to apply problem solving skills across business disciplines;
4. Effective communicators and culturally capable when working in diverse cultures;
5. Socially responsible and engaged in their communities.

## Graduate Programs

It is expected that all CIM graduates will be able to:

1. Formulate and communicate views to develop mastery of discipline-relevant research knowledge and critical judgement in their area of specialisation;
2. Innovate and implement strategies to fulfil the information requirements of complex tasks or scenarios across a range of contexts;
3. Analyse and synthesise business problems for sustainable solutions;
4. Communicate and collaborate effectively in teams and individually, and when working in diverse cultures;
5. Demonstrate leadership to effectively manage emerging ethical and professional issues and be socially responsible.

# Chairs of Governing Council & Academic Board



**Emeritus Professor Jim Psaros,  
Chair of the Governing Council**

Emeritus Professor Jim Psaros was a Professor of Accounting at the University of Newcastle until 2015. He held senior positions at the University of Newcastle including Deputy Head – Faculty of Business and Law, Assistant Dean Teaching and Learning, Director of Executive and Corporate Programs, Head of the Department of Accounting and Finance, and Academic Director of the Sydney Campus.

Prior to entering academia, Emeritus Professor Psaros was employed for several years in Chartered Accounting. He has experience in Australia and overseas working for Big 4 Accounting Firms. For more than 20 years he has taught and researched at Australian and British Universities. He has sat on the Board of Directors of companies and the audit committee of government authorities. He has both extensive professional accounting and research experience.

Emeritus Professor Psaros has a PhD in Accounting from the University of New South Wales. Throughout his research career, Emeritus Professor Psaros has focused on issues of practical importance. He has conducted research in a range of areas including auditing and fraud, the inadequacies of Australian accounting standards, and more recently, corporate governance mechanisms. Emeritus Professor Psaros has published extensively and has made many presentations at professional and academic forums.

Since Emeritus Professor Psaros retired from full-time academia in 2015 he has engaged in various consulting activities in the Higher Education Sector.



**Dr Ian Benton,  
Chair of the Academic Board**

Ian Benton's professional specialty is guiding organisations in internationalising their marketing operations across unfamiliar cultures and in achieving organisational agility whilst doing it. For over 30 years, Ian has maintained a dual-career to Marketing Director roles in technology-based organisations in UK, Japan, and Australia in tandem lecturing various marketing and management subjects and often providing academic/

administrative leadership at universities across the world where business has taken him. He has taught in the UNSW MBA, MBT, Master of Marketing and MCom programs as an Adjunct Senior Lecturer since 2006. Ian is a Fellow of the Australian Marketing Institute & member of the Chartered Institute of Marketing (UK). He is an expert panel advisor to the Australian Federal Government's Commercialisation Australia Innovation Program and sits on several Australian and UK Boards.

**Canterbury Institute of Management qualifications are aimed to provide a broad-based foundation for entry into graduate positions that can lead to a wide range of rewarding careers.**

CIM's Bachelor of Business (BBus) program is designed to help you to build the knowledge and skills necessary for a career in a wide range of areas within business and the not-for-profit and public sectors. The Bachelor of Business program is designed to allow you to customise your program by sampling a range of business disciplines prior to choosing the business discipline in which to specialise, through a selected major. No work-based training is involved. You are expected to develop important problem-solving and decision-making skills needed in any business. Graduates go on to develop careers in the management of large, medium and small businesses in government and private sectors, both domestically and internationally.

### Program Learning Outcomes

The Bachelor of Business program has the following learning objectives:

1. To demonstrate the ability to think critically and analyse complex business situations.
2. To demonstrate the ability to apply business theory of their area of specialisation in practice.
3. To demonstrate well-developed oral and written communication skills.
4. To demonstrate awareness of business ethics principles, corporate social responsibility and sustainability in a global context.
5. To demonstrate knowledge and skills in their field of expertise.
6. To demonstrate the capacity to work individually and as part of a team.
7. To demonstrate an understanding of corporate, legal, and regulatory environments.

**CRICOS CODE: 0101271**

**Program Duration:** 3 years full-time

**Delivery Locations:** Sydney & Darwin

**Delivery Mode:** Face-to-face

**Number of Courses:** 24

### Industry Needs

As identified by Andrew Norton in Grattan Institute's report 'Mapping Australian Higher Education', there is a demonstrable skills shortage for qualified individuals across a broad range of business disciplines that needs to be satisfied. In addition to that, generally, the demand for higher education in Australia has been on the rise in the last decade and is still growing rapidly. The proposed Bachelor of Business with majors in Accounting, Hospitality Management, Information Systems, and Management are likely to contribute in satisfying that increased demand of higher education among domestic and international students.

### Graduate Career Outcomes

CIM Bachelor of Business qualifications are aimed to provide a broad-based foundation for entry into graduate positions that can lead to a wide range of rewarding careers. It is expected that graduates start a career in the fields including:

- Accounting
- Public Accounting Practice
- Public Sector Accounting /Auditing
- Business Analysis
- Systems Analysis
- Multinational Corporations Management
- Hospitality Services Professions
- Project Management Professions

# Bachelor of Business

## Accounting

In the Bachelor of Business – Accounting major, you will achieve strong foundation skills and knowledge required to successfully enter the workforce as an accountant. Upon graduation, you would be equipped with a specialist understanding of accounting and its associated business fields. This profession has seen a major shift in recent times, from a strictly financial focus of economic accountability, to a more complex role within business organisations and management. The accounting profession has also expanded to include areas such as information systems. BBus “Accounting Major” is approved by CPA Australia and Chartered Accountants Australia and New Zealand (Chartered Accountants ANZ)

## Hospitality Management

In the Bachelor of Business – Hospitality Management major, you will achieve an excellent basis for a management career in the hospitality industry. You will be provided with a comprehensive understanding of hospitality and business management principles, and fine-tuning relevant industry skills. This discipline of study will endow you with strong, real-life problem-solving capabilities, the ability to anticipate change, and a commitment to lifelong personal development.

## Information Systems

In the Bachelor of Business – Information Systems major, you will gain technical and analytical skills, as well as, the ability to assess, evaluate, and communicate the key aspects of information systems as an enabler of modern organisations. You will also study key commerce courses, such as accounting and management. You will also participate in team projects, developing solutions to real-world problems based on real organisations in the business world.

As part of your specialisation study, you may be eligible to join professional bodies in your area, such as ACS.

## Single Major (other than Accounting)

Courses	Year/Level
8 First Year Common Core Courses	First Year/100 Level
8 Courses In Chosen Major	at least 4 out of 8 courses must be at 300 level
4 Courses In Chosen Minor	at least 2 out of 4 courses must be at 300 level <i>To complete a Minor, students are required to successfully complete all four of the required courses in their chosen Minor. If no Minor is chosen, in this program students are allowed to choose 8 elective courses.</i>
4 Elective Courses	Half of the elective courses must be at 300 level

## Management

In the Bachelor of Business – Management major, you will develop the skills needed to successfully lead teams in a broad range of organisations. You will learn how to plan, monitor and control resources, meet key business objectives, and master the art of managing yourself and others. This discipline prepares you for a diverse range of management roles. You will know how to make effective, well-informed business decisions, in any situation.

As part of specialisation study, you will meet the prerequisites for your eligibility to apply for the membership of professional bodies in your area, such as AIM.

## Single Major (Accounting)

Courses	Year/Level
8 First Year Common Core Courses	100 Level
10 Courses In Chosen Major	at least 5 out of 10 courses must be at 300 level
4 Courses In Chosen Minor	at least 2 out of 4 courses must be at 300 level <i>To complete a Minor, students are required to successfully complete all four of the required courses in their chosen Minor. If no Minor is chosen, in this program students are allowed to choose 6 elective courses.</i>
2 Elective Courses	Half of the elective courses must be at 300 level

# Bachelor of Business - Majors and Courses

## Double Major Options

You also have the option to choose 2 majors from Accounting, Hospitality Management, Information Systems, and Management, for example, Hospitality Management and Information Systems or Management and Information Systems.

Most double majors will require 24 courses to be completed by you. Double major with accounting requires 26 courses to be completed.

Details of double majors are as follows.

## Double Major\* (other than Accounting)

- 8 First year common core courses (100 Level)
- 8 Courses in first chosen Major - at least 4 out of 8 courses must be at 300 level
- 8 Courses in second chosen Major - at least 4 out of 8 courses must be at 300 level

## Double Major\* (Accounting)

- 8 first-year common core courses (100 Level)
- 10 courses in first chosen major – at least 5 out of 10 courses must be at 300 level
- 8 courses in second chosen major – at least 4 out of 8 courses must be at 300 level

## \* Conditions

If you wish to study CIM Bachelor of Business Double Major:

- You may not receive advance standing on the basis of VET qualifications such as Diploma or Advanced Diploma;
- You will study a fully structured program that does not have elective courses;
- You will study and pay tuition fees for 2 additional courses where Accounting is one of the two majors.

## Bachelor of Business - Common Core Courses

Course Code	Course Title	Credit Points
BUSC101	Communication in Business	12
ACCT101	Foundations of Accounting	12
ECON101	Business Economics	12
ITIS101	IT and Business Processes	12
MKTG101	Marketing	12
MGMT101	Management	12
LAWS101	Fundamentals of Business Law	12
BUSS101	Business Statistics	12

## Bachelor of Business - Possible Minors

Information Systems		
ISBS201	Communications and Networks	12
ISBS202	Programming Concepts	12
ISBS302	Web Technologies	12
ISBS303	e-Business Solutions	12

Accounting		
ACCT201	Management Accounting	12
FINC201	Fundamentals of Finance	12
ACCT303	Accounting Systems	12
ACCT304	Taxation	12

Management		
MGMT201	Organisational Behaviour	12
MGMT202	Cross Cultural Management	12
MGMT302	Strategic Management	12
MGMT303	Leadership and Change Management	12

Hospitality Management		
HOST201	Introduction to Hospitality and Tourism Management	12
HOST202	Hospitality Asset and Operations Management	12
HOST301	Hospitality and Tourism Marketing	12
HOST302	Services and Experience Management	12

## Elective Courses

Students would be allowed to choose elective courses from the courses available/offered in the Bachelor of Business at CIM. Any available/offered courses could be chosen, provided they are not part of the chosen major or minor.

## Bachelor of Business - Accounting Major

	Course Code	Course Title	Credit Points
Level 200	ACCT201	Management Accounting	12
	ACCT202	Financial Accounting	12
	ACCT203	Corporate Accounting	12
	FINC201	Fundamentals of Finance	12
	BUSE201	Corporate Governance and Business Ethics	12
Level 300	ACCT301	Auditing	12
	ACCT302	Management Control Systems	12
	ACCT303	Accounting Systems	12
	ACCT304	Taxation	12
	ACCT305	Accounting Theory and Issues	12

First Year	
Semester One of Six	
BUSCI01	Communication in Business
ACCT101	Foundations of Accounting
ECON101	Business Economics
ITIS101	IT and Business Processes

First Year	
Semester Two of Six	
MKTG101	Marketing
MGMT101	Management
LAWS101	Fundamentals of Business Law
BUSS101	Business Statistics

Second Year	
Semester Three of Six	
ACCT201	Management Accounting
ACCT202	Financial Accounting
	Minor Course 1
	Elective Course 1

Second Year	
Semester Four of Six	
ACCT203	Corporate Accounting
FINC201	Fundamentals of Finance
BUSE201	Corporate Governance & Business Ethics
	Minor Course 2

Third Year	
Semester Five of Six	
ACCT301	Auditing
ACCT302	Management Control Systems
ACCT303	Accounting Systems
	Minor Course 3

Third Year	
Semester Six of Six	
ACCT304	Taxation
ACCT305	Accounting Theory and Issues
	Minor Course 4
	Elective Course 2

## Bachelor of Business - Hospitality Major

	Course Code	Course Title	Credit Points
Level 200	HOST201	Introduction to Hospitality and Tourism Management	12
	HOST202	Hospitality Asset and Operations Management	12
	HOST203	Hotel Management	12
	HOST204	Food Beverage Management	12
Level 300	HOST301	Hospitality and Tourism Marketing	12
	HOST302	Services and Experience Management	12
	HOST303	Contemporary Issues in Hospitality & Tourism	12
	HOST304	Strategic Planning in Hospitality	12

First Year	
Semester One of Six	
BUSCI01	Communication in Business
ACCT101	Foundations of Accounting
ECON101	Business Economics
ITIS101	IT and Business Processes

First Year	
Semester Two of Six	
MKTG101	Marketing
MGMT101	Management
LAWS101	Fundamentals of Business Law
BUSS101	Business Statistics

Second Year	
Semester Three of Six	
HOST201	Introduction to Hospitality & Tourism Management
HOST202	Hospitality Asset & Operations Management
	Minor Course 1
	Elective Course 1

Second Year	
Semester Four of Six	
HOST203	Hotel Management
HOST204	Food Beverage Management
	Minor Course 2
	Elective Course 2

Third Year	
Semester Five of Six	
HOST301	Hospitality & Tourism Marketing
HOST302	Services & Experience Management
	Minor Course 3
	Elective Course 3

Third Year	
Semester Six of Six	
HOST303	Contemporary Issues in Hospitality & Tourism
HOST304	Strategic Planning in Hospitality
	Minor Course 4
	Elective Course 4

## Bachelor of Business - Information Systems Major

	Course Code	Course Title	Credit Points
Level 200	ISBS201	Communications and Networks	12
	ISBS202	Programming Concepts	12
	ISBS203	System Analysis and Design	12
	ISBS204	Database Management Systems	12
Level 300	ISBS301	Information and Communication Security	12
	ISBS302	Web Technologies	12
	ISBS303	e-Business Solutions	12
	ISBS304	Information System Project	12

First Year	
Semester One of Six	
BUSCI01	Communication in Business
ACCTI01	Foundations of Accounting
ECONI01	Business Economics
ITISI01	IT and Business Processes

First Year	
Semester Two of Six	
MKTGI01	Marketing
MGMTI01	Management
LAWSI01	Fundamentals of Business Law
BUSSI01	Business Statistics

Second Year	
Semester Three of Six	
ISBS201	Communications and Networks
ISBS202	Programming Concepts
	Minor Course 1
	Elective Course 1

Second Year	
Semester Four of Six	
ISBS203	System Analysis and Design
ISBS204	Database Management Systems
	Minor Course 2
	Elective Course 2

Third Year	
Semester Five of Six	
ISBS301	Information and Communication Security
ISBS302	Web Technologies
	Minor Course 3
	Elective Course 3

Third Year	
Semester Six of Six	
ISBS303	e-Business Solutions
ISBS304	Information System Project
	Minor Course 4
	Elective Course 4

## Bachelor of Business - Management Major

	Course Code	Course Title	Credit Points
Level 200	MGMT203	Human Resources Management	12
	BUSE201	Corporate Governance and Business Ethics	12
	MGMT202	Cross Cultural Management	12
	MGMT201	Organisational Behaviour	12
Level 300	MGMT301	Contemporary Issues in Management	12
	MGMT302	Strategic Management	12
	BUSE301	Entrepreneurship and Innovation	12
	MGMT303	Leadership and Change Management	12

First Year	
Semester One of Six	
BUSCI01	Communication in Business
ACCTI01	Foundations of Accounting
ECONI01	Business Economics
ITISI01	IT and Business Processes

First Year	
Semester Two of Six	
MKTGI01	Marketing
MGMTI01	Management
LAWSI01	Fundamentals of Business Law
BUSSI01	Business Statistics

Second Year	
Semester Three of Six	
MGMT203	Human Resources Management
BUSE201	Corporate Governance & Business Ethics
	Minor Course 1
	Elective Course 1

Second Year	
Semester Four of Six	
MGMT202	Cross Cultural Management
MGMT201	Organisational Behaviour
	Minor Course 2
	Elective Course 2

Third Year	
Semester Five of Six	
MGMT301	Contemporary Issues in Management
MGMT302	Strategic Management
	Minor Course 3
	Elective Course 3

Third Year	
Semester Six of Six	
BUSE301	Entrepreneurship and Innovation
MGMT303	Leadership and Change Management
	Minor Course 4
	Elective Course 4

### Graduate Diploma of Business (GDBus)

### Master of Business Administration (MBA)

### Graduate Diploma of Information and Communications Technology (GDICT)

### Master of Information and Communications Technology (MICT)

The Graduate Diploma of Business is a standalone qualification for professionals with ambition and drive who wish to develop their responsible and sustainable leadership skills. You will gain a holistic strategic business point-of-view required to operate effectively in an increasingly competitive and changing global business world. You will learn to diagnose issues in real organisations. You will also start to explore the latest thinking and practices from leading organisations and research worldwide and evaluate emerging options in today's business environment. You will also get the chance to fine-tune skills in problem solving, ethical decision-making, communication and teamwork.

**CRICOS CODE:** 111203K

**Program Duration:** 1 year full-time

**Delivery Locations:** Sydney & Darwin

**Delivery Mode:** Face-to-face

**Number of Courses:** 6

### Courses in the Graduate Diploma of Business

Course Code	Course Title	Credit Points
MGMT401	Contemporary Management & Leadership	20
ECON401	Economics for Managers	20
CGES401	Corporate Governance, Ethics and Sustainability	20
MGMT402	Strategic Management	20
MGMT403	Marketing Management and Research Methods	20
ACCT401	Accounting and Financial Management	20

## Master of Business Administration

The MBA program provides you with advanced and integrated understanding of a complex body of knowledge to give you the ability to demonstrate expert judgement, adaptability and responsibility as a practitioner or learner.

Canterbury Institute of Management MBA is a graduate degree that provides theoretical and practical knowledge about business and management. This program is designed to help you gain a better understanding of general business management functions. The MBA program has a general focus (without major) or a specific focus in fields such as accounting, information systems and project management (with major). This program is aimed at developing your analytical and decision-making skills which will enable you to demonstrate advanced judgement and enable you to be responsible practitioners or learners.

The graduates of the MBA program are expected to go on to develop careers in the management of large, medium, and small businesses in government and private sectors, both domestically and internationally.

### Majors in the MBA Program

#### Information Systems

The MBA with major in information systems has been designed to provide you with an understanding of the use and management of information systems in organisations. In the MBA program with information systems major, you will learn about the underpinnings of information systems, including studies in business analysis, ICT project management and enterprise information management, requirements analysis, database design and professional issues. You are also expected to learn how to approach organisational problems from a broader, interdisciplinary perspective, and address information systems risk management, enterprise architecture, and information systems strategy and governance. You will develop proficient analytical skills to assess, design, implement and manage information systems after completion of this program. You will also gain advanced skills in leadership and management and broad insight into the ICT industry's global challenges and opportunities.

#### Project Management

The growth of new forms of technology in project management has prompted organisations to look for skilled project managers who can enhance the performance of their businesses. The MBA Project Management major is designed to provide you with skills and ability to plan, implement and control business activities.

This discipline of study provides you with comprehensive project management skills and capabilities on the full project lifecycle; from project initiation, planning, execution to project closing, and teaches strategies for dealing with a broad range of issues encountered within business organisations. Upon graduation, you will be able to develop comprehensive project plans involving cost and quality control, managing risks and stakeholders and understand team dynamics and behaviour in different team settings.

#### Accounting

Qualified accountants are critical to the success of all businesses and organisations. In MBA with accounting major you will gain specialised knowledge in accounting which you can apply broadly in the increasingly dynamic and global accounting environment. Upon graduation, you will develop financial skills, analytical skills and organisational skills required in every business and will be able to apply professional judgment when preparing, analysing, and interpreting financial information. You will be able to demonstrate general business knowledge, communication skills, leadership abilities, and customer service orientation, in addition to key accounting skills. The MBA program with accounting major has been designed to prepare you to pursue roles in public practice, business advisory services, taxation, commerce, budget planning, financial management, auditing and many more.

#### No Major Option

The MBA program (without major) will provide you with a general focus. Under this option, you will complete the 6 core courses and 6 elective courses from the courses available/offered in the Master of Business Administration at CIM.

**CRICOS CODE: 111201A**

**Program Duration:** 2 years full-time

**Delivery Locations:** Sydney & Darwin

**Delivery Mode:** Face-to-face

**Number of Courses:** 12

## Master of Business Administration

### Courses in the MBA - Information Systems Major

First Year		First Year	
Semester One of Four		Semester Two of Four	
MGMT401	Contemporary Management & Leadership	CGES401	Corporate Governance, Ethics & Sustainability
ACCT401	Accounting and Financial Management	ECON401	Economics for Managers
MGMT402	Strategic Management	MGMT403	Marketing Management & Research Methods
Second Year		Second Year	
Semester Three of Four		Semester Four of Four	
MBIS401	Information Systems and Strategy	MSIT401	System Development Methodologies
MBIS404	Networks and Communications	MBIS402	Programming Fundamentals and Techniques
MBIS403	Data Modelling & Database Development	MBIS405	Business Intelligence - Capstone

### Courses in the MBA - Project Management Major

First Year		First Year	
Semester One of Four		Semester Two of Four	
MGMT401	Contemporary Management & Leadership	MGMT402	Strategic Management
ACCT401	Accounting and Financial Management	CGES401	Corporate Governance, Ethics & Sustainability
MPMG404	Process and Change Management	MGMT403	Marketing Management & Research Methods
Second Year		Second Year	
Semester Three of Four		Semester Four of Four	
MPMG405	Project Portfolio and Project Management Techniques	MPMG408	Managing Project Quality - Capstone
	Elective Course		Elective Course
ECON401	Economics for Managers		Elective Course

### Courses in the MBA - Accounting Major

First Year		First Year	
Semester One of Four		Semester Two of Four	
MGMT401	Contemporary Management & Leadership	CGES401	Corporate Governance, Ethics & Sustainability
ACCT401	Accounting and Financial Management	ACCT402	Management Accounting
MGMT402	Strategic Management	MGMT403	Marketing Management & Research Methods
Second Year		Second Year	
Semester Three of Four		Semester Four of Four	
ACCT407	Accounting Systems and Theory	ACCT410	Forensic Accounting - Capstone
	Elective Course		Elective Course
ECON401	Economics for Managers		Elective Course

## Graduate Diploma of Information & Communications Technology

The Graduate Diploma of Information & Communications Technology is a standalone qualification for professionals who wish to extend and update their knowledge in the space of ICT applications, their use, management and integration in business. This qualification offers non-ICT graduates a path to pursue a career in IT.

You will gain a comprehensive understanding of the techniques and practicalities of the information systems development process and will also gain a broad understanding of ICT applications. You will obtain the knowledge to successfully design, implement and manage issues involved in the application of Information Technology. This program prepares you for the growing demand from business for graduates to be able to work with emerging technologies. You will have the skills to manage future business challenges and enhance individual advancement and employment opportunities.

In addition to being a standalone qualification, successful completion of the Graduate Diploma in Information & Communications Technology provides opportunity to you to enter the Master of Information & Communications Technology (MICT), with credit for all 8 courses completed during the program.

**CRICOS CODE:** 111204J

**Program Duration:** 1 year full-time

**Delivery Locations:** Sydney & Darwin

**Delivery Mode:** Face-to-face

**Number of Courses:** 8

### Courses in the Graduate Diploma of Information & Communications Technology

Course Code	Course Title	Credit Points
MSIT401	System Development Methodologies	20
MGMT401	Contemporary Management & Leadership	20
MBIS404	Networks and Communications	20
MBIS401	Information Systems and Strategy	20
MSIT403	Project and Change Management in ICT	20
MBIS403	Data Modelling and Database Development	20
MBIS402	Programming Fundamentals and Techniques	20
MGMT402	Strategic Management	20

## Master of Information & Communications Technology

The MICT program provides you with specialised cognitive and technical skills to demonstrate expert judgement, adaptability and responsibility as a practitioner or learner in the discipline of information and communications technology. It provides a combination of leading-edge theory and technical knowledge for a successful career as an ICT professional in Australia and around the world. This program provides you with an enhanced understanding of the business context and the technical developments shaping contemporary information and communications technology (ICT) and equips you to meet the challenges of working in the ICT industry.

After completing the MICT program, you will possess the specialised skills and solid understanding of the issues, concepts and practices in ICT and management. These skills will enable you to be an innovative and solution-focused ICT professional.

The Master of Information & Communications Technology is a useful pathway to a technical career, providing you with the technical proficiency and theoretical base to keep pace with rapid changes in technology and business.

**CRICOS CODE:** 111202M

**Program Duration:** 2 years full-time

**Delivery Locations:** Sydney & Darwin

**Delivery Mode:** Face-to-face

**Number of Courses:** 16

### Courses in the Master of Information & Communications Technology

First Year		First Year	
Semester One of Four		Semester Two of Four	
MSIT401	System Development Methodologies	MSIT403	Project and Change Management in ICT
MGMT401	Contemporary Management & Leadership	MBIS403	Data Modelling & Database Development
MBIS404	Networks and Communications	MBIS402	Programming Fundamentals and Techniques
MBIS401	Information Systems and Strategy	MGMT402	Strategic Management
Second Year		Second Year	
Semester Three of Four		Semester Four of Four	
MSIT402	Information Design and Content Management	MSIT404	Cyber Security
CGES401	Corporate Governance, Ethics and Sustainability	MBIS406	Big Data Analytics
MGMT403	Marketing Management and Research Methods	MSIT405	ICT Project - Capstone
MBIS405	Business Intelligence	MSIT405	ICT Project - Capstone



# Entry Requirements

Undergraduate Programs	Graduate Diploma Programs	Masters Programs
<b>Minimum Age</b> An applicant for admission to CIM undergraduate or graduate programs must be over 18 years age and satisfy at least one of the following academic admission requirements.		
Successful completion of Year 12 or equivalent.	Successful completion of a bachelor's degree from an Australian higher education institution or overseas equivalent.	Successful completion of a bachelor's degree from an Australian higher education institution or overseas equivalent. Students enrolling into graduate programs, particularly in ICT programs, require a bachelor's degree from an Australian higher education institution or overseas equivalent in a discipline containing mathematics up to year two level.*
Satisfactory completion of an approved Tertiary Preparation Program, Tertiary Orientation Program, or a Foundation Year Program through an accredited institution of higher education offered at Australian Universities, TAFE Institutes or government approved Registered Training Organisations (RTOs)	Successful completion of a Graduate Certificate (or equivalent) in similar discipline from an Australian higher education institution or overseas equivalent	Successful completion of a Graduate Certificate or Graduate Diploma from an Australian institution or overseas equivalent.
Satisfactory completion of one year of accredited full-time study in a related discipline at a registered Australian provider of tertiary education at Certificate IV or higher level.	Equivalent prior learning including at least five years relevant professional experience that demonstrates potential to pursue graduate programs.	Evidence of a minimum of two years relevant industry experience at managerial level.
Admission to candidature for an undergraduate course at an Australian university which achieve equivalent point.	Completion of a relevant postgraduate preparation program	Successful completion of an approved Graduate Qualifying Program from an Australian higher education institution or overseas equivalent.

\*A discipline containing "mathematics up to year two level" would mean that applicants need to have an appropriate background in one of the following areas:

Discrete Mathematics    Linear Algebra    Engineering Maths    Calculus    Statistics  
 Probability    Actuarial Maths    Numerical Methods    Vector Algebra

## Mature Age Admission Arrangements

- Mature aged applicants who are 21 years or over and who do not qualify for admission on the basis of formal educational attainment alone, may apply for admission as Mature Aged Applicants.
- CIM recognises that preparation for tertiary study is not restricted to formal educational attainment and that valuable intellectual and skills development can be gained through wide ranging experiences and informal study. Each applicant's case is considered on its merits on the basis of evidence of achievement and of their interest in and capacity to work in the broad field of their chosen field of further study.
- To be considered under the Mature Aged Admission category, an applicant must be 21 years of age or over by 1 January (for February entry) or by 1 June (for July entry) in the year of commencement of their proposed program. An application in this category is considered for admission based on an assessment of work experience and personal competencies.

- The applicants should ensure that the following information (where relevant) is included in their application:
- details of formal education including level reached, state/country, year, subjects and results;
  - details of other study, training or development courses attempted or completed since leaving school;
  - work experience;
  - details and proof of membership and affiliations with recognised professional and semi-professional bodies.

## English Language Requirements

Test	Undergraduate Programs	Graduate Programs
IELTS*	6.0 (or better) (no component lower than 5.5)	6.5 (or better) (no component lower than 6.0)
TOEFL (internet-based)*	Minimum overall score of 60	Minimum overall score of 80
Pearson (PTE Academic)*	Minimum overall score of 50 with no band less than 42	Minimum overall score of 58 with no band less than 50
Successful completion of an approved English for Academic Purposes (EAP) course	EAP	EAP

\* If the admission applicant's IELTS or other test result is older than two years, to prove their required English language competency, the admission applicant may sit for an English language test conducted by an Australian ELICOS provider.

If students have completed studies in a different country, they can prove their proficiency through satisfactory achievement in foundation, Degree, one-year of a postgraduate degree conducted entirely in English, including all teaching, assessments, and examinations. The above studies must be undertaken in English within five years of the date students will commence their course. This will be assessed on a case by case basis. For details, please refer to CIM's Student Admissions Policy and Procedure.

# Applying to Study at CIM

- Candidates must be at least 18 years of age to apply for CIM's Undergraduate and Graduate Programs.
- Please read the entry requirements, including CIM's English language requirements, and provide evidence of English language proficiency with your application.
- Complete the application form ensuring all sections of the form are complete.
- Attach all your academic transcripts to support your application.
- Please ensure all documents submitted with the application form are certified true copies.
- If you would like to apply for advanced standing for past studies, please provide details of the material/content of the course you studied as well as a certified copy of your qualification.
- Please ensure that you provide all the required supporting documentation with your application. Incomplete documentation will delay a decision about admission.

Send your completed application form and certified copies of documents to your Education Agent OR post the application to:

## Admissions Office

Canterbury Institute of Management  
41 McLaren St,  
NORTH SYDNEY NSW 2060  
AUSTRALIA  
Email: [admissions@ciom.edu.au](mailto:admissions@ciom.edu.au)

## Tuition Fees

### Domestic Students

Program	Courses	Duration	Per Course	Per Semester	Per Year	Total Cost
BBus	24	3 Years	\$1750	\$7000	\$14,000	\$42,000
GDICT	8	1 Year	\$3250	\$13,000	\$26,000	\$26,000
MICT	16	2 Years	\$3250	\$13,000	\$26,000	\$52,000
GDBus	6	1 Year	\$3250	\$9750	\$19,500	\$19,500
MBA	12	2 Years	\$3250	\$9750	\$19,500	\$39,000

### International Students

Program	Courses	Duration	Per Course	Per Semester	Per Year	Total Cost
BBus	24	3 Years	\$2000	\$8000	\$16,000	\$48,000
GDICT	8	1 Year	\$3500	\$14,000	\$28,000	\$28,000
MICT	16	2 Years	\$3500	\$14,000	\$28,000	\$56,000
GDBus	6	1 Year	\$3500	\$10,500	\$21,000	\$21,000
MBA	12	2 Years	\$3500	\$10,500	\$21,000	\$42,000

# Refund Process

## Applying for Refund

1. Students applying for a refund must complete a Refund Request Form and attach the relevant documents as listed in the form. In addition, students may need to complete some additional forms, depending on the specific circumstances of the refund request.
2. Students must ensure that all sections of the form are completed before submission, and they must attach all required documentation. Contact details must be provided, a contact number and valid email address.
3. Relevant forms and supporting documentation should be submitted to the Student Support Manager through the Reception at each CIM campus or through email ([ssm@ciom.edu.au](mailto:ssm@ciom.edu.au)).
4. Requests for refunds should normally be made within fourteen (14) days of the event which causes the student to apply for a refund.
5. The Refund Request Form must be signed by the student, or in the event that the student does not have the legal capacity to do so, by the student's parent or guardian. The original copy of the Request Form must then be returned to the Institute in order for the refund payment to be processed.
6. A full refund of tuition fees will be payable to a student and no penalty will be charged if and when a student notifies the Institute of their intention to withdraw their acceptance within ten (10) days of the date of signing their Student Agreement. This period is referred to as the 'cooling-off' period.

## Refund Application Process – Domestic Students

1. In the event of a domestic student withdrawing from a course of study on or before the census date for that course of study, 100% of the tuition fees paid for that course will be refunded to the student.
2. In the event of a domestic student withdrawing from a course of study after census date for that course of study, no refund is applicable.
3. Refunds will be made within 4 weeks of the census date of the course of study to which the withdrawal applies.

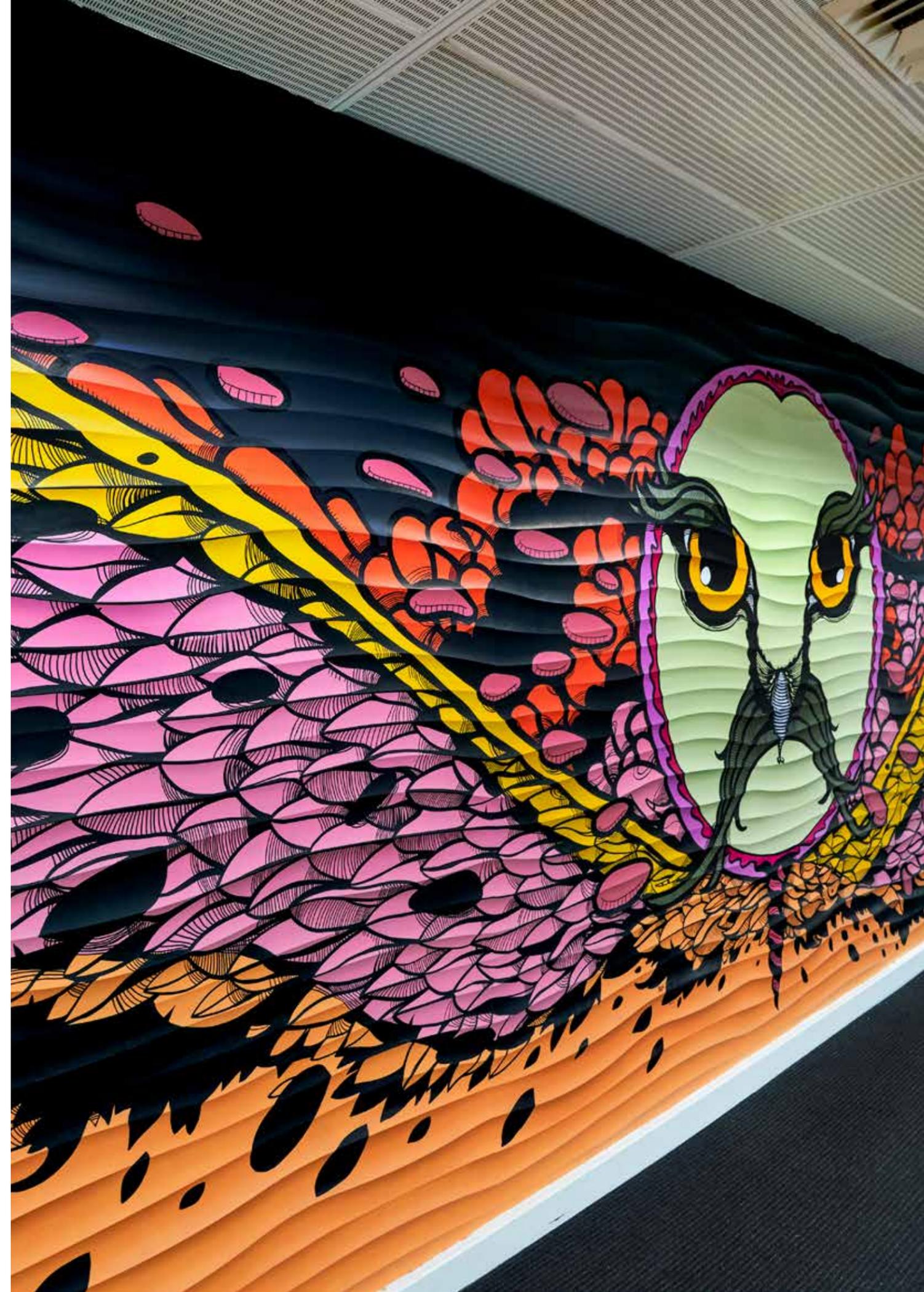
## 4. Special Circumstances

- 4.1 If a student withdraws from a course of study on or after the census date for that course of study, or has been unable to successfully complete a course of study and believes this was due to special circumstances, then the student may apply for a refund. The Institute will refund all or part of the tuition fees for the affected courses of study if it is satisfied that special circumstances apply that:
  - a. are beyond the student's control
  - b. did not make their full impact on the student until on or after the census date for the course(s) of study in question; and
  - c. make it impractical for the student to complete the requirements for the course(s) of study in question.
- 4.2 The Institute will be satisfied that a student's circumstances are beyond the student's control if a situation occurs that a reasonable person would consider is not due to the person's action or inaction, either direct or indirect, and for which the student is not responsible. The situation must be unusual, uncommon or abnormal.
- 4.3 Each application for a refund under special circumstances will be examined and determined on its merits by considering a student's claim, together with independent supporting documentation substantiating the claim.
5. In the unlikely event that the Institute is unable to deliver a course in full, students will be offered:
  - a. enrolment in an alternative course by the Institute at no extra cost to the student; or
  - b. arrangements to study a similar course at another higher education institution at no extra cost to the student; or
  - c. a refund of 100% of the tuition fees they have paid.

Any refund paid in these circumstances will be paid within 2 weeks of the day on which the course ceased being provided.

### Refund Application Process – International Students

1. If, for any reason, an international student withdraws from a course of study and seeks a refund of prepaid tuition fees, they must inform the Institute in writing.
2. No refunds are approved if the student visa is granted on CIM confirmation of enrolment ('COE'), even if this is a package COE with another provider, except when there are compelling/compassionate circumstances.
3. Payment of Refunds
  - a. As per ESOS Act 2000 and the ESOS Regulations 2001, a student will be given a full refund if 'the Institute is unable to offer the course'.
  - b. Refunds on the basis of student visa application rejections will require a copy of the visa rejection notification from the Australian Embassy/High Commission/Department of Immigration and Border Protection, and the student's official receipt.
  - c. The Institute will send the refund to the applicant, or their nominated person(s), who can receive a refund in respect of the overseas student identified in the written agreement, consistent with the ESOS Act. The overseas student wishing to nominate another person to receive the refund will be required to complete an "Authority Form" available through the Institutes website.
  - d. The Institute will give the student a refund statement that explains how the amount has been worked out.
  - e. Tuition fees are non-transferable to any other institution or student, but may be transferred to another course offered within the Institute.
  - f. If a student withdraws from a course once it has commenced, no refund of tuition fees is applicable.
  - g. In the unlikely event that the Institute is unable to deliver the student's chosen course in full, students will be offered a full refund of the tuition fees, OSHC and application fees they have paid.
  - h. If the student has given misleading information to the Institute and/or to an approved agent, and/or any commonwealth agencies of Australia, no refund of tuition fees will be approved.
  - i. All refunds will be payable in Australian dollars. The Institute will forward the refund to the applicant in his/her country of origin, with the exception to transfer to another provider if the Institute is unable to offer the program.
  - j. The normal processing of a refund will be completed within four (4) weeks of approval of the refund.
  - k. A student dissatisfied with the refund decision handed by the Institute has the right to pursue other legal remedies, which includes independent complaints and appeals handling services provided by Overseas Students Ombudsman. For further information please visit: [www.oso.gov.au](http://www.oso.gov.au)
  - l. In the event that the Institute defaults, students are protected by the provisions of the ESOS Act 2000 and the ESOS Regulations 2001.



## Sydney

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41 McLaren St,  
NORTH SYDNEY NSW 2060  
Phone: +61 2 8007 5846

Redfern Campus  
21 Regent Street,  
REDFERN NSW 2016  
Phone: +61 2 8007 5846

## Darwin

Darwin Campus  
2 Printers Place,  
DARWIN CITY NT 0800  
Australia  
Phone: +61 8 8986 7550

[info@ciom.edu.au](mailto:info@ciom.edu.au)  
<https://ciom.edu.au>

Scan to visit our website for  
more information including  
application form



TEQSA Provider ID: PRV14258  
CRICOS Provider No: 03809A  
ABN: 66 101 617 396  
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