

International Education with an Australian Experience!



**UNIVERSAL
BUSINESS SCHOOL
SYDNEY**

Private MBA Business School

Undergraduate Degree Programs 2018

Bachelor of Accounting
Associate Degree of Accounting
Diploma of Accounting

Bachelor of Business
Associate Degree in Business
Diploma of Business



FEE-HELP
www.ubss.edu.au
CRICOS Provider Code: 02571D



Welcome to UBSS

Student success at UBSS is supported by a world class team of mostly PhD specialised academics and student support staff. We are committed to students seeking to build or further their business leadership and accounting careers, based on an international education with an Australian experience, leading edge innovation and digital technology for those who want to be job ready when they graduate.

Part of our global citizenship is a student body that reflects the multicultural make-up of both the high growth Asia Pacific region and the immediate surrounds of Sydney. The UBSS experience brings together international education, a solid Australian business foundation with colleagues and alumni who will form the basis of your long term friendships and business contacts.

Set in the heart of Sydney's education precinct, UBSS' GCA Campus offers students more than world class education. It is also surrounded by a bustling, cosmopolitan, inner city dining and shopping experience, only metres from a major train station hub. With multiple bus routes also accessing the campus, students are assured of safe and reliable transport options.

We look forward to welcoming you and supporting your career success.

International Education with an Australian Experience!



Professor Greg Whateley
Executive Dean



Why study in Australia?

"Australia is a stable, democratic and culturally diverse nation with a highly skilled workforce and one of the strongest performing economies in the world. It is the fourth largest economy in the Asian region and is the 12th largest economy in the world. Australia is a nation of boundless opportunity in a country of endless potential—a nation that is 'open for business'. It is located near Asia, one of the fastest developing regions, so has immediate ties to most powerful economic hubs in the world and acts as a 'bridge' between Asia and the West. Studying in Australia will provide you with wonderful opportunities and experiences, as well as world-class education.

<http://dfat.gov.au/about-australia/pages/about-australia.aspx>

- **Global Recognition** - "Degrees from Australian schools are recognized all over the world. Graduates from Australian schools are highly sought after by both Australian and international employers. This is due to the impressive international reputation of the Australian education system" http://www.internationalstudent.com/study_australia/why_study_australia/global-recognition/
- **Growing Destination** - Australia is currently the third most popular destination for international students in the English-speaking world, behind the United States and the UK. Many international students choose to study here because of the cultural diversity, friendly people, and high quality of education. "Sydney is the world's most popular destination for international students." <http://dfat.gov.au/about-australia/pages/about-australia.aspx>
- **Multicultural Society** - "Australia is multicultural and multiracial and this is reflected in the country's food, lifestyle and cultural practices and experience. This diversity of influences creates a cultural environment in Australia that is lively, energised, innovative and outward looking". Australians value the wealth of cultural diversity and social sophistication that international students bring to the campuses and communities. <http://www.australia.gov.au/about-australia/our-country>
- **Safe environment** - Australia is one of the safest countries in the world. Crime and political unrest are limited and we have low crime rates and strict gun control laws providing a safe environment for international students. A recent study places Sydney and Melbourne among the top 10 safest cities in the world. <http://safecities.economist.com/safe-cities-index-2017>
- **Cost of Living** - "Australia's standard of living is amongst the highest in the world. Living expenses and tuition costs are considerably lower in Australia than they are in the United States and United Kingdom". http://www.internationalstudent.com/study_australia/why_study_australia/cost-of-living/
- **Work** - Students visiting the country are allowed to work up to 40 hours per fortnight while they are studying in Australia. "Working while you study in Australia can help complement your study and living experience. There are a number of reasons you might want to undertake part time work while studying in Australia, including assisting with living expenses and gaining work experience in your study area." <http://www.studyinaustralia.gov.au/global/live-in-australia/working>

Why study at UBSS?

"Universal Business School Sydney (UBSS) is a member of Group Colleges Australia, a consortium of educational institutions that includes Metro English College, and Central College (offering Vocational Education). UBSS is the non-self accrediting, higher education provider of GCA" <http://studyassist.gov.au/sites/studyassist/mytertiarystudyoptions/providers-that-offer-commonwealth-assistance/pages/heproviderprofile?title=Group%20Colleges%20Australia%20 Pty%20Ltd>

- **Australian education** - Australian tertiary education ranks amongst the best in the world. <http://www.opencolleges.edu.au/informed/news/aussie-tertiary-education-ranks-amongst-the-best-in-the-world-3051/>
- **Entrepreneurial focus** - With an entrepreneurial focus, UBSS provides a learning environment for the entrepreneurs of the future. <http://www.ubss.edu.au/CourseDetail.aspx?pid=202>
- **Experienced lecturers** - our passionate and experienced teaching staff have internationally recognized academic qualifications, professional memberships and recent commercial experience that provide a real-world focus for learning. <http://www.ubss.edu.au/Content.aspx?pid=145>
- **eLibrary** - in keeping with best practice at major universities in Australia and overseas, UBSS students have access to online databases such as Proquest (<http://www.proquest.com>), EBSCO Host (<https://www.ebscohost.com>), Emerald (<http://www.emeraldinsight.com>), Oxford Reference Online (<http://www.oxfordreference.com>), Informit (www.informit.org) and Gale (www.gale.com).
- **Moodle** - an elearning platform used internationally in 229 countries. Moodle is used for all subjects offered by UBSS. All subject materials are placed on Moodle and it is used as a learning resource by lecturing staff. <http://www.moodle.com>
- **Interactive whiteboards** - interactive whiteboards allow active student participation both in class and later, at home. https://en.wikipedia.org/wiki/Interactive_whiteboard
- **myGCA** - international standard student management system. It allows students to access their academic details 24x7 via the internet. <http://www.ubss.edu.au/Content.aspx?pid=121>
- **GCA campus** - our international standard campus offers study and recreational spaces with state of the art computer labs and modern and bright classrooms to maximize student learning safety and comfort.
- **Business simulation game** - used internationally, business simulation games focus on the management of economic processes in a business, allowing students to experience and test themselves in situations before encountering them in real life. <https://www.bsg-online.com>
- **Australian executives review the Business Simulation Game** - business leaders, Australian and International company directors and managers, entrepreneurs and business authors review and advise on your business simulation game progress. <https://www.youtube.com/watch?v=T70Bo0L3w5M>
- **Study in Sydney** - Sydney is one of the world's greatest and most beautiful cities, boasting beautiful weather and very attractive attractions such as the Sydney Opera House, Bondi Beach, the Harbour Bridge among many others. It is also a very multicultural city with world-class study options. <https://www.studyinaustralia.gov.au/explore-australia/nsw/sydney>

At UBSS we will provide you with rigorous academic training, as well as a solid grounding in the use and appreciation of technology, and professional skills in helping your successes in securing professional employment after graduation. UBSS currently enrolls over 700 students and is a member of Group Colleges Australia, a registered training organisation that has over 30 years' experience in delivering education in Australia.

About UBSS

The Campus

The UBSS campus is situated in the World Square precinct. Located on 233 Castlereagh Street in Sydney, UBSS is in the heart of the city, conveniently located near shopping venues, restaurants and famous Sydney attractions such as Hyde Park, Darling Harbour and Chinatown. It is easily accessible being just a five-minute walk to Town Hall station.

Courses

We offer higher degree courses in Accounting and Business. From higher education Diplomas, to Bachelor and MBA degrees. All of our courses will provide you with the necessary skills and knowledge to launch your career.

Facilities

The UBSS campus is equipped with free Wi-Fi throughout and has:

- Modern spacious classrooms
- Computer labs
- Printing and CD burning facilities
- Interactive Whiteboards
- Quiet rooms for studying
- Student Information and IT support services
- Free Wi-Fi

Online Student Administration

MyGCA is the online administration system of UBSS. It allows students to access their academic details 24x7 via the internet. Students can view, print and update their details online, without having to wait in queues. The types of information that are accessible include:

- Student emails
- Enrolment details
- Timetables
- Start date and finish date
- Financial status
- Contact details (can update)
- Results
- Academic transcripts
- Holiday certificates
- Study support system (Moodle)
- E-library databases

Accreditation

The Bachelor of Accounting at UBSS is professionally accredited by the CPA Australia (CPA), the Institute of Public Accountants (IPA) and Chartered Accountants Australia and New Zealand.

Workplace Integrated Learning (WIL)

In line with the focus on graduates being 'workplace ready' UBSS has embarked on a program of developing a number of initiatives in the area of workplace integrated learning (WIL) in order to enhance the experiential learning for students. The initiatives are intended to broaden student understanding of business and accounting theory through practical work based applications. Some of these initiatives include the extensive use of case studies; the introduction of online business simulation competitions; and class presentations of real business cases by executives of prominent Sydney based companies

E-Learning Resources

In keeping with best practice at major universities in Australia and overseas, UBSS students have access to online databases via their MyGCA account. The E-Learning Resources Centre includes an online database of scholarly articles, journals, periodicals, essays and other works which can be accessed for the purposes of study and research in your particular field of interest.

The databases Proquest, Oxford Reference Online, Informit, Gale and Emerald are geared toward the Higher Education market, and include databases on Business and Management. UBSS students are also able to study in the state-of-the-art e-Resource Centre, which is a dedicated learning space for UBSS students, where students are encouraged to study in groups and review resources between classes.

Student Welfare

We have a team of dedicated Student Services staff who are there to assist students with their orientation to UBSS. They can help with general enquiries and those specific to:

- Payment of fees
- Subject selection
- Visa
- Homestay arrangements
- Living in Sydney

Further Information

For further information about UBSS including subjects, admission requirements, credit transfer, trimester dates, fees and charges, etc., visit our website: www.ubss.edu.au



Technology at UBSS

Interactive Whiteboards

UBSS uses cutting edge Interactive Whiteboards technology in its classrooms to maximise the learning potential for students. All classrooms are fitted out with Interactive Whiteboards that allow active student participation, both in class and later, at home. All lesson material written on the board is saved and uploaded to Moodle (online-learning platform) to view at home.

Why Use Interactive Whiteboards?

- Ideas and changes can be added, saved and captured without losing the original concept
- Any computer-based program can be accessed and used as a learning tool in the classroom: eg. Powerpoint, Excel, Dreamweaver, Photoshop etc.
- The internet can be accessed as a resource in class
- Interactive activities involve students in the teaching learning cycle in the classroom
- Graphics and colours allow students to explore their creativity
- Multimedia enhanced learning

Moodle

Moodle is an online learning tool used for all subjects offered by UBSS. All subject materials are placed on Moodle and it is used as a learning resource by lecturing staff. A number of UBSS staff now conduct surveys and examinations on Moodle.

Computer Labs & Laptops

Computer laboratories with the latest hardware and software add the finishing touch to a modern college dedicated to the education of its students and serving their needs. All students have a college email address and free access to the computer labs and the internet.

Software & PCs

For student use UBSS has brand new iMac 21.5 inch models all running on Windows 7 and using Microsoft Office 2010 Professional.

Students have unlimited internet downloads on both on-site workstation use and Wi-Fi.

Computers in UBSS are loaded with Adobe® Master Collection CS6. Students have access to full versions of: InDesign CS6, Photoshop CS6 Extended, Illustrator CS6, Flash CS6 Professional, Dreamweaver CS6, Acrobat X Pro.

Entrepreneurship at UBSS

Entrepreneurs are frequently thought of as national assets to be cultivated, motivated and remunerated to the greatest possible extent.

Entrepreneurs can change the way we live and work. If successful, their innovations may improve our standard of living. In short, in addition to creating wealth from their entrepreneurial ventures, they also create jobs and the conditions for a prosperous society

<http://www.investopedia.com/articles/personal-finance/101414/why-entrepreneurs-are-important-economy.asp>

At UBSS we also provide the learning environment for the entrepreneurs of the future. In addition to the standard and core Bachelor of Business subjects, we offer our business students access to entrepreneurship subjects such as: Innovation and Entrepreneurship, Corporate Entrepreneurship, Leadership and Sustainability and Team Leadership and Team Leadership & Change Management.

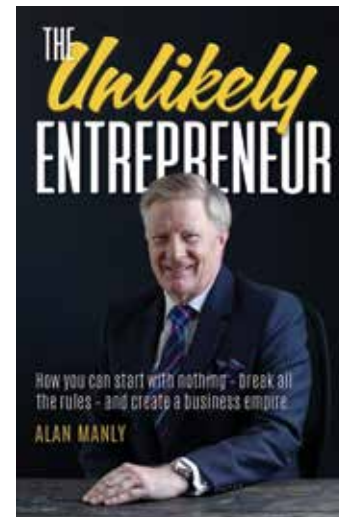
These subjects are specifically designed for students interested in new business creation and they also provide an introduction to students interested in progressing to our MBA for entrepreneurs.

Entrepreneur Profile

Alan Manly is a founder and Managing Director of Group Colleges Australia which includes UBSS. He is responsible for the corporate planning and governance of the group of companies. GCA incorporates two Registered Training Organisations, five colleges, offering accredited pathway courses including English Language, Vocational Education, and Higher Education.

Alan is an entrepreneur, innovator, businessman and published author with over thirty years experience in the technology and education industries.

Alan is one of those exceptional entrepreneurs you have never heard of – unheralded – uncelebrated – unlikely – quietly going about the task of creating a viable, thriving business out of thin air. His latest book “The Unlikely Entrepreneur” is a funny, unforgettable, compelling and true story of a man who had none of the qualities considered necessary for an entrepreneur, but was able to amass significant success creating his own business empire.



www.alanmanly.com.au

Bachelor of Accounting

Course Curriculum

Course Structure and Duration*

Course Code	Level of Achievement	Subjects Required*	Trimesters Required*	Years Required*
062949M	Bachelor of Accounting	24	6	3
070346E	Associate Degree of Accounting	16	4	2
070347D	Diploma of Accounting	8	2	1

A fast-track option is available providing students enrol in twelve (12) subjects per year (includes Optional trimester).

Bachelor degree may be completed in 2 years full-time where Credit Transfer is granted for up to twelve subjects for relevant prior study or as agreed with academic leadership.

International students must enroll in a full-time study load across the three trimesters to ensure they complete within their CoE period.

Sample Course Sequence – Bachelor of Accounting

Year 1

Trimester 1

Subject Code	Subject Name	Credit Points
BAP12	Accounting for Business	3
BAS22	Advanced Business Communication	3
BAC11	Information Technology for Accountants	3
BAC21	Quantitative Methods	3

Trimester 2

Subject Code	Subject Name	Credit Points
BBM265	Organisational Behaviour	3
BAP53	Corporate Finance	3
BAP11	Principles of Accounting	3
BAS11	Business Economics	3

Exit Point – Diploma of Accounting 070347D



Accredited by



Year 2

Trimester 1

Subject Code	Subject Name	Credit Points
BBC131	Business Law	3
BAP22	Management Accounting	3
BAP61	Stakeholder Values & Ethics	3
BAP62	Issues in Financial Reporting	3

Trimester 2

Subject Code	Subject Name	Credit Points
BAS51	Dimensions of the Knowledge Society	3
BAC31	Company and Associations Law	3
BAP71	Accounting Information Systems	3
BAP31	Taxation Law and Practice 1	3

Exit Point – Associate Degree of Accounting 070346E

Year 3

Trimester 1

Subject Code	Subject Name	Credit Points
BAP51	Taxation Law and Practice 2	3
BAC51	Cost Management	3
BBM310	Innovation and Entrepreneurship	3
BAP32	Corporate Accounting	3

Trimester 2

Subject Code	Subject Name	Credit Points
BAC61	Capstone	3
BAP41	Auditing & Assurance	3
BAP42	Financial Statements & Investment Analysis	3
BAP21	Financial Accounting Theory	3

Exit Point – Bachelor of Accounting 062949M



Bachelor of Business

Course Curriculum

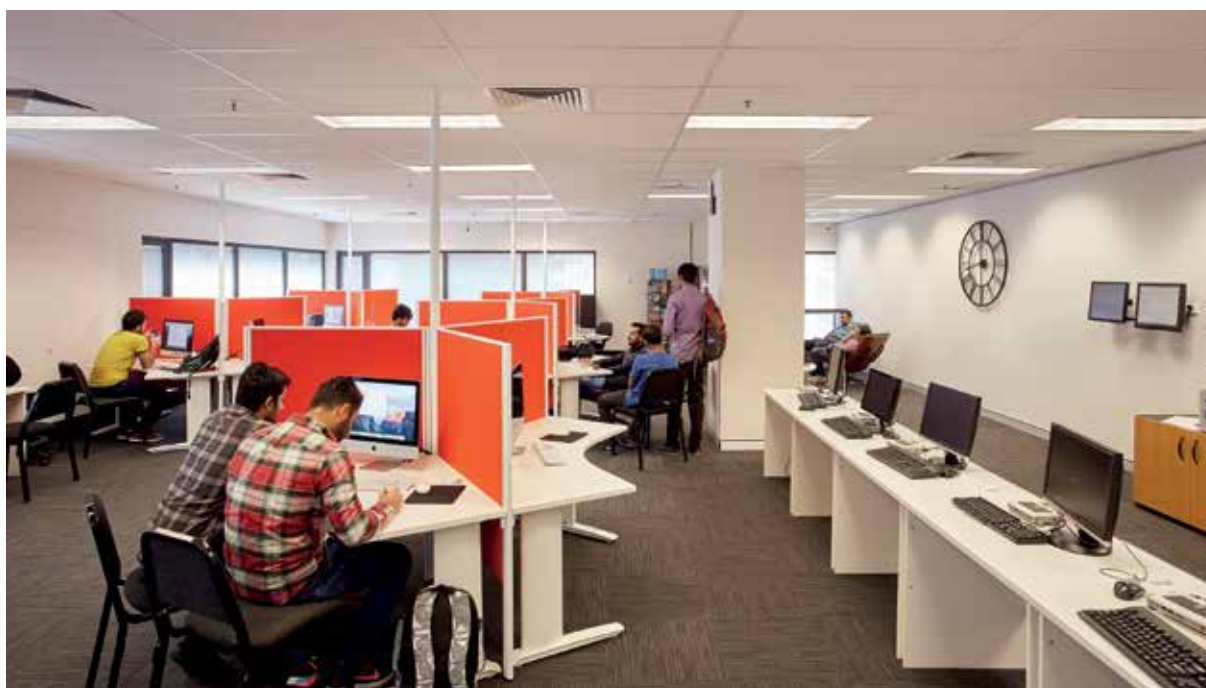
Course Structure and Duration*

Course Code	Level of Achievement	Subjects Required*	Trimesters Required*	Years Required*
068409B	Bachelor of Business	24	6	3
068407D	Associate Degree of Business	16	4	2
068410J	Diploma of Business	8	2	1

A fast-track option is available providing students enrol in twelve (12) subjects per year (includes Optional trimester).

Bachelor degree may be completed in 2 years full-time where Credit Transfer is granted for up to twelve subjects for relevant study or as agreed with academic leadership.

International students must enroll in a full-time study load across the three trimesters to ensure they complete within their CoE period.



Year 1

Subject Code	Subject Name	Credit Points
BAS22	Advanced Business Communication	3
BBM123	Management Principles	3
BAC21	Quantitative Methods	3
BAP12	Accounting for Business	3
BAS11	Business Economics	3
BAS121	Marketing Fundamentals	3
BHR372	Managing Employee Relations	3
BAP11	Principles of Accounting	3

Exit Point – Diploma of Business 068410J

Year 2

Subject Code	Subject Name	Credit Points
BBM265	Organisational Behaviour	3
BBM222	Human Resource Management	3
BBC131	Business Law	3
BBM241	Operations Management	3
BBM351	Project Management	3
BAP352	Risk Management	3
BBM221	Marketing Management	3
BBC251	Management Information Systems	3

Exit Point – Associate Degree of Business 068407D

Year 3

Subject Code	Subject Name	Credit Points
BHR103	Strategic Management	3
BHR331	Team Leadership & Change Management	3
BBM361	International Business Management	3
BBM331	e-Business Management	3
BBE351	Ethics & Social Responsibility	3
BAC61	Capstone Project	3
BBM310	Innovation and Entrepreneurship	3
BBM311	Corporate Entrepreneurship, Leadership and Sustainability	3

Exit Point – Bachelor of Business 068409B



Essential Information

Entry Requirements

Admission to all courses offered by UBSS at AQF Levels 5-7 (Diploma, Associate Degree and Bachelor degree, respectively) require the completion of:

- The NSW Higher School Certificate (or equivalent) with an ATAR of 67.95; or
- Completion of an accredited Australian Vocational Education qualification recognised at AQF level 5 (Diploma) or above; or
- Completion of overseas university qualifications at Bachelor degree level or higher.

In addition, applicants who have not completed a minimum of an AQF Level 5 (Diploma) level qualification in Australia must prove adequate English language proficiency by obtaining a minimum score of:

- IELTS Score of 6.0 or equivalent.

Intake Dates

UBSS has three (3) intakes per year that provide flexibility for new students. Each trimester accepts new students at UBSS.

The UBSS Trimesters are:

Trimester 1 commences January

Trimester 2 commences May

Trimester 3 commences August

For detailed trimester dates please visit www.ubss.edu.au

New students are to ensure they are available to attend the orientation prior to the commencement of trimester. The commencement of trimester is when teaching commences at UBSS.

Course Credit

UBSS may grant exemptions on units previously undertaken by students through another Registered Training Provider. Course Credit requires students to provide certified copies of certificates and transcripts. The assessment process may take up to 5 working days.

For more information about our Course Credit please email: info@gca.edu.au

Pathway Options

Graduates who plan to go further can leverage our partner network. This means if you complete a qualification such as a Bachelor of Accounting or Bachelor of Business, you could be eligible to apply for course credit into our MBA Program at Universal Business School Sydney (UBSS).



How to Enrol

GCA Admissions Centre

The GCA Admissions Centre processes all applications for admission to Metro English College, Central College and Universal Business School Sydney (UBSS).

The Admissions Centre is committed to providing excellent service to its applicants as well as all partner education agents.

Admission Procedure

To enrol in any UBSS courses, please complete the enrolment form and submit it via email to: info@gca.edu.au

Enrolment forms are downloadable from:
www.ubss.edu.au

Before you submit your application, please ensure that:

- You know which program you want to study, and which date you want to start.
- You have electronic copies of your passport, certificates of completion and academic transcripts, which you will need to attach to your online application.

You will be contacted by one of our admissions staff after submitting your application. Successful applicants will receive a letter of offer from our admissions centre which includes your course information and course fees.

A Confirmation of Enrolment (CoE) will be issued upon receiving your fees. The Confirmation of Enrolment is required if you are outside Australia and intend to apply for a student Visa. Please be aware that the processing of your Visa may take 6 weeks or more.



*International Education
with an Australian experience!*

www.ubss.edu.au
+61 2 9261 4161



English Language
General English
Academic English



Vocational Education
Certificates and Diplomas
Accounting, Management



Private MBA Business School
Higher Education
Master of Business Administration (MBA)
Bachelor of Business
Bachelor of Accounting*
*CPA, CA and IPA Accredited



Group Colleges Australia

Launching Careers For Over 30 Years

UBSS is a registered, private higher education provider and its courses are accredited by the Australian Tertiary Education Quality & Standards Agency (TEQSA).
UBSS is a member of Group Colleges Australia Pty Ltd
CRICOS Provider Code 02571D ABN 11 085 429 732

T +61 1300 422 422
F +61 2 9310 1548
info@ubss.edu.au
www.ubss.edu.au

Street address:
World Square Precinct
Level 10, 233 Castlereagh Street
Sydney NSW 2000 Australia

Postal address:
Locked Bag A3100
Sydney South
NSW 1235 Australia

INFORMATION GUIDE