

cic
HIGHER
EDUCATION



Belong.
Thrive.
Achieve.

PROSPECTUS
2021

CIC Higher Education Pty Ltd.
CRICOS Provider No. 01718J

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Welcome to CIC Higher Education

On behalf of CIC Higher Education, I would like to thank you for considering us to help you reach your study goals.

Our international faculty and staff help shape your experiences preparing you for a positive and rewarding education. At CIC, our students are our primary focus. Our House System will see you engaging with your teammates comprised of students and staff, and will help you feel a sense of belonging and adjust to life in Australia easily. Our Student Ambassador Program will give you the opportunity to speak out and effect positive changes within the CIC community. Our support services will serve to enrich your experiences and wellbeing, with easily accessible resources and mentors ready to help.

CIC provides skills-training workshops, talks by industry experts and career support initiatives to facilitate your professional growth further. All of these are designed to help you belong, thrive and achieve. So come and join us in 2021.

Francesca Macpherson
General Manager

Belong.
Thrive.
Achieve.



We are more than a college.
We are a community.

We create opportunities for you to thrive through our career and professional development workshops.

We organise tours around Melbourne, on-campus sports competitions and cultural events, among other student engagement activities for you to belong in.

We ensure that you gain and expand both your expertise and practical skills, allowing you to achieve your study goals as well as your professional pursuits.

At CIC Higher Education, we value you.

At CIC you will find:

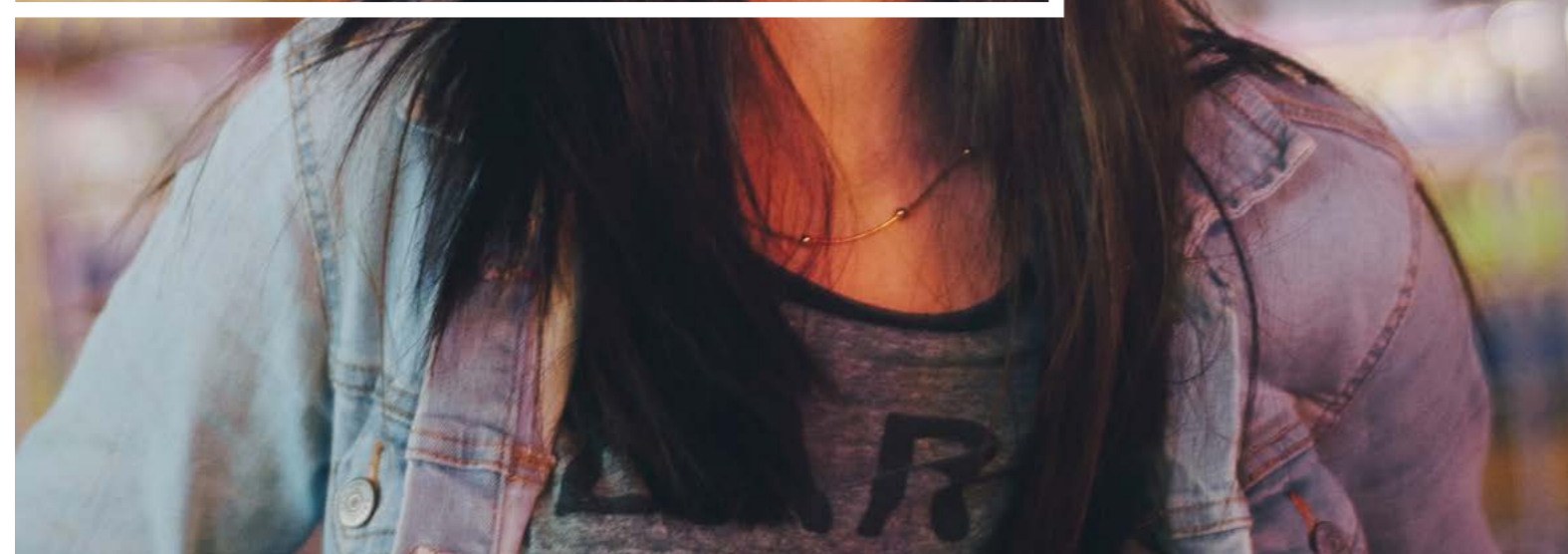
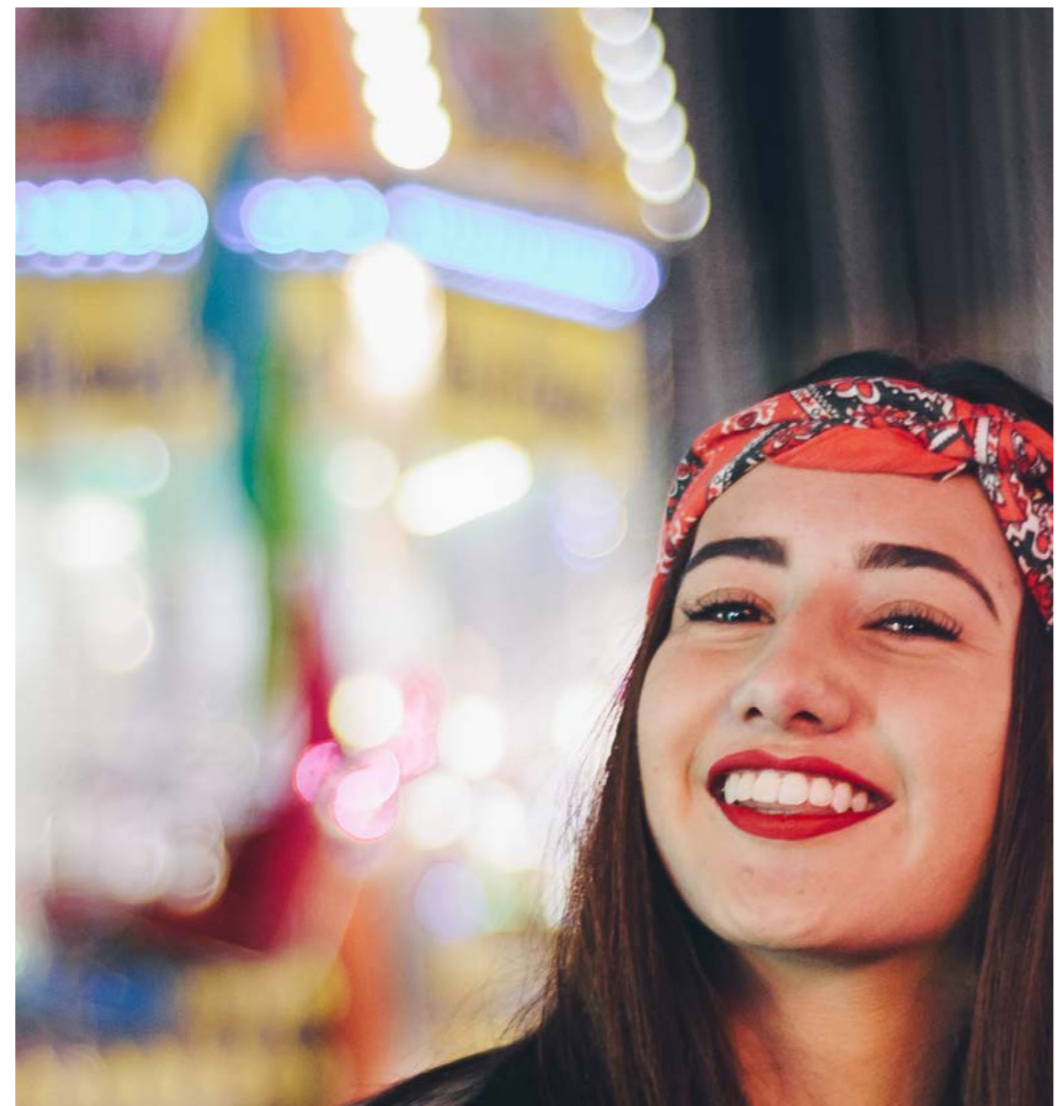
- courses accredited by Chartered Accountants Australia and New Zealand (CAANZ) and CPA Australia
- highly qualified and experienced lecturers
- at least five intakes per year so you can start your program anytime
- a house system that will see you connecting and engaging with staff and students
- workshops and events that will provide you opportunities for growth outside of the traditional classroom setting.

At CIC you can access:

- student lounge
- computer labs
- study rooms
- CIC Social Club
- library
- break out areas
- free WiFi.

Learn more about our [Facilities and Resources](#).

What our students say



"My name is Amna, I am studying bachelor of business (Accounting) at CIC. CIC is not just our college but a home away from home. The support I receive at CIC from each and every person is commendable. I look forward every week to come to the campus that's how much happy I am by studying here. I'm glad I made the right decision of my life by choosing to study here"

Amna
Bachelor of Business (Accounting)

"What I really love about CIC is that the college has given me the chance to help others by being a part of student led organisations like PAL (Peer Assisted Learning) Program and Student Ambassador Program, both of which helped me grow as an individual."

Mirzi
Bachelor of Business (Management)



One of the key factors that made me do well in my studies is the Student Recognition Award Programme. I think it is a brilliant concept created by the CIC management. Their efforts in making the student feel more relaxed and comfortable is highly appreciated and it made me join as a student Ambassador. So that I could contribute as well.

Sawani
Bachelor of Business (Accounting)



Moving to Melbourne

We asked our students what tips, advice and insider information they can give to international students who are moving to Melbourne to study. Here are their thoughts on embracing the Melbournian life!

Attend a festival. I like the Moomba Festival and the International Comedy Festival!
- Nisha

Visit Queen Victoria Market, and try the different cuisines on offer here.
- Anuj

Melbourne has a lot of boutique shopping spots. So if you love fashion and dressing up, you will love it here!
- Tara

There are plenty of parks and green, open spaces here. Take time to enjoy these spots.
- Phuong

Watch the AFL and the Melbourne Cup. It's a fun way to live like a local.
- Arvin

Build your support network - CIC will give you lots of opportunities to do this so join as many events and out of class activities as you can!
- Anh

Visit St. Kilda beach. And check out the penguin colony at dusk.
- Hang

Prepare for any kind of weather! Keep an umbrella handy. Upgrade your wardrobe with layers for the cold, even during the summer. Wear sunscreen when the sun is out.
-Svetlana

Check out the cool street art especially in Hosier Lane and Southbank's Red Stair Ampitheatre.
- Xuan

Embrace muticulturalism - this is what Melbourne is about so reach out to your classmates and you will find that you have a lot more in common with them despite the cultural differences.
- Haider

Bachelor of Business Accounting

CRICOS Course Code: 072490C

Graduates will develop a thorough understanding of the core principles of business and accounting, giving them the skills required to perform in a variety of accounting based roles in the corporate sector. The Bachelor of Business (Accounting) aims to produce graduates who will communicate effectively and act perceptively within a business environment, produce innovative solutions to problems and apply investigative skills to the range of complex challenges in a business context.

The Bachelor of Business (Accounting) is accredited by Chartered Accountants Australia and New Zealand (CAANZ), CPA Australia and Institute of Public Accountants (IPA). The course is also recognised by Association of Chartered Accountants (ACCA) for exemption of 9 ACCA papers upon completion of the degree.





ACCOUNTING CORE UNITS

PRE-REQUISITES

Unit Code	Unit Name	Pre-requisites
BBAC101	Accounting Principles	none
BBAC201	Business Statistics	none
BBAC202	Economic Principles	none
BBAC301	Financial Accounting Practice	BBAC101
BBAC302	Information Technology for Accountants	BBAC101
BBAC503	Company Accounting	BBAC301
BBAC501	Management Accounting	BBAC301
BBAC502	Financial Accounting Theory	BBAC301
BBAC601	Auditing and Assurance	BBAC301, BBMM305
BBAC602	Business and Corporate Finance	BBAC301
BBAL201	Business Law	none
BBAL401	Company Law	BBAL201
BBAL501	Taxation Law	BBAL201, BBAC301
BBMM305	Business, Society and Ethics	4 x 100 - 200 coded units

14 core units, 10 elective units

Career opportunities

Upon successful completion of the Bachelor of Business (Accounting), students will have gained the skills and knowledge to work in the financial sector and a business oriented role within internationally or domestically focused organisations.

Opportunities for further study

Students who successfully complete the Bachelor of Business (Accounting) can apply to study a number of postgraduate qualifications in Australia and abroad.

For more information on this course, visit our [Accounting](#) webpage.

Course delivery

Duration: 3 years (12 x 6 week terms)

Study Mode: Full-time, Face to face

Entry requirements

English - IELTS 6.0 (with no band less than 5.5) overall or equivalent

Academic Offshore - Completion of Year 12 equivalent with a minimum ATAR of 50

Academic Onshore - Most recent academic transcript

Please refer to our [admissions requirements](#) and [English language requirements](#) for more information prior to completing your application.

Note: For onshore applications post secondary studies will take precedence.

Advanced Standing (Credit Transfer)

Credit Transfer is available for applicants who have completed or partially completed certain Bachelor or Diploma courses elsewhere.

Visit our [Advanced Standing](#) webpage for more information.

Methods of Assessments

Assessment types at CIC may include any of the following:

- Closed or open book examinations
- Written essays, case studies, business reports, proposals or projects
- Oral presentations
- Multiple choice or true and false tests, quizzes or exams
- Peer assessments and group-based work
- In-class assessments

Fees and Intake dates

11 January
22 March
31 May
16 August
25 October

Intake Date	Tuition fee per term (2 units)	Number of terms per year	Tuition fee per year	Total number of terms	Total tuition fee
	\$3,875	4	\$15,500	12	\$46,500

Payment Plans Available
*terms and conditions apply



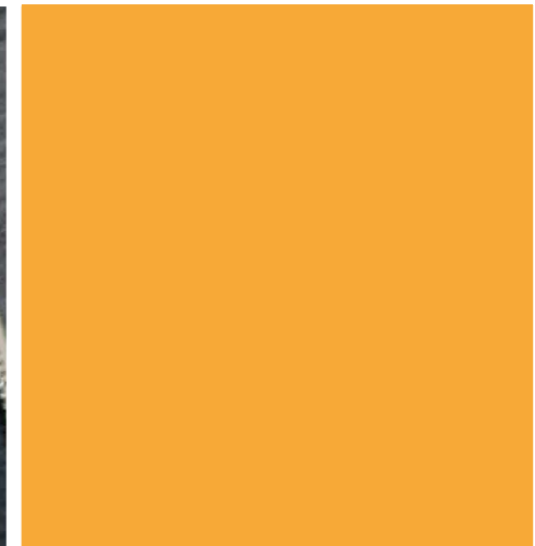
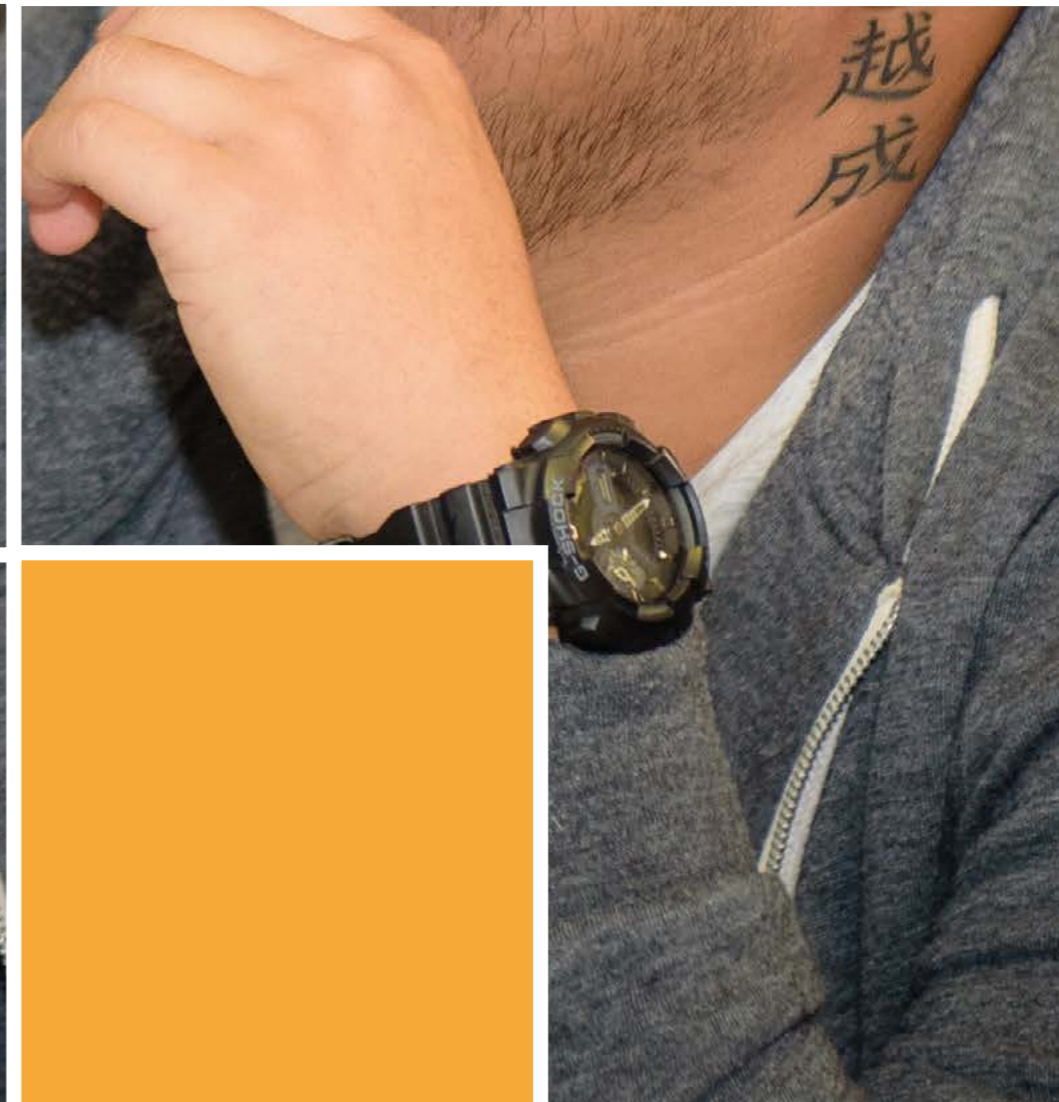
Bachelor of Business Management

CRICOS Course Code: 072493M



The Bachelor of Business (Management) equips graduates with the skills and knowledge required to become leaders in business. Learning to deal with complex issues, students develop the aptitude to successfully lead teams while developing a sound understanding of finance and marketing principles, business law, and human resources.

The Bachelor of Business (Management) incorporates the core body of knowledge in business that is recommended by the Australian Institute of Management.





MANAGEMENT CORE UNITS		PRE-REQUISITES
BBMM103	Management Principles	none
BBMK201	Marketing Principles	none
BBAC101 or BBAC100	Accounting Principles or Finance Fundamentals	none
BBAC201	Business Statistics	none
BBAC202	Economic Principles	none
BBAL201	Business Law	none
BBMM301	Management and Organisational Behaviour	BBMM103
BBMM302	Human Resource Management	BBMM103
BBMM303	Organisational Structure and Design	BBMM103
BBMM305	Business, Society and Ethics	4 x 100–200 coded units
BBMM507	International Business Management	BBMM103 and 2 x 300–400 code units
BBMM506	Strategic Management	BBMM103 or BBMK201 and 2 x 300–400 code units
BBMM503	Leadership Development	BBMM103 and 2 x 300–400 code units
BBMM602	Corporate Sustainability Management	BBMM103 and 2 x 300–400 code units
BBMM603	Organisational Change and Development	BBMM103 and 2 x 300–400 code units
BBMM605	Entrepreneurship	BBMM103 or BBMK201 and 2 x 300–400 code units

16 core units, 8 elective units

Career opportunities

Upon successful completion of the Bachelor of Business (Management), students will have gained the skills and knowledge to work in management roles within organisations.

Opportunities for further study

Students who successfully complete the Bachelor of Business (Management) can apply to study a number of postgraduate qualifications in Australia and abroad.

For more information on this course, visit our [Management](#) webpage.

Course delivery

Duration: 3 years (12 x 6 week terms)
Study Mode: Full-time, Face to face

Entry requirements

English - IELTS 6.0 (with no band less than 5.5) overall or equivalent

Academic Offshore - Completion of Year 12 equivalent with a minimum ATAR of 50

Academic Onshore - Most recent academic transcript

Please refer to our [admissions requirements](#) and [English language requirements](#) for more information prior to completing your application.

Note: For onshore applications post secondary studies will take precedence.

Advanced Standing (Credit Transfer)

Credit Transfer is available for applicants who have completed or partially completed certain Bachelor or Diploma courses elsewhere.

Visit our [Advanced Standing](#) webpage for more information.

Methods of Assessments

Assessment types at CIC may include any of the following:

- Closed or open book examinations
- Written essays, case studies, business reports, proposals or projects
- Oral presentations
- Multiple choice or true and false tests, quizzes or exams
- Peer assessments and group-based work
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Fees and Intake dates

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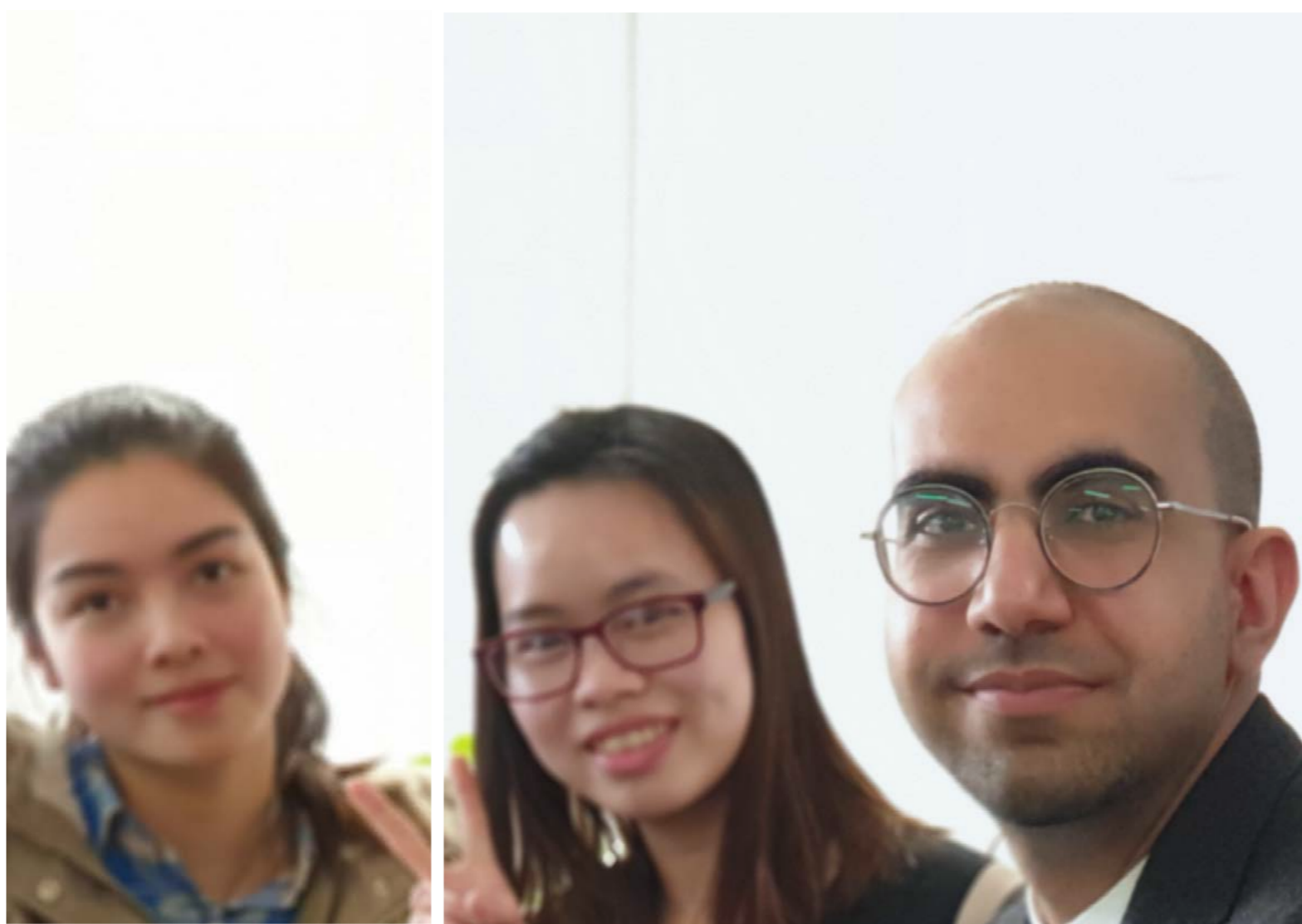
	Tuition fee per term (2 units)	Number of terms per year	Tuition fee per year	Total number of terms	Total tuition fee
	\$3,875	4	\$15,500	12	\$46,500

Payment Plans Available
 *terms and conditions apply

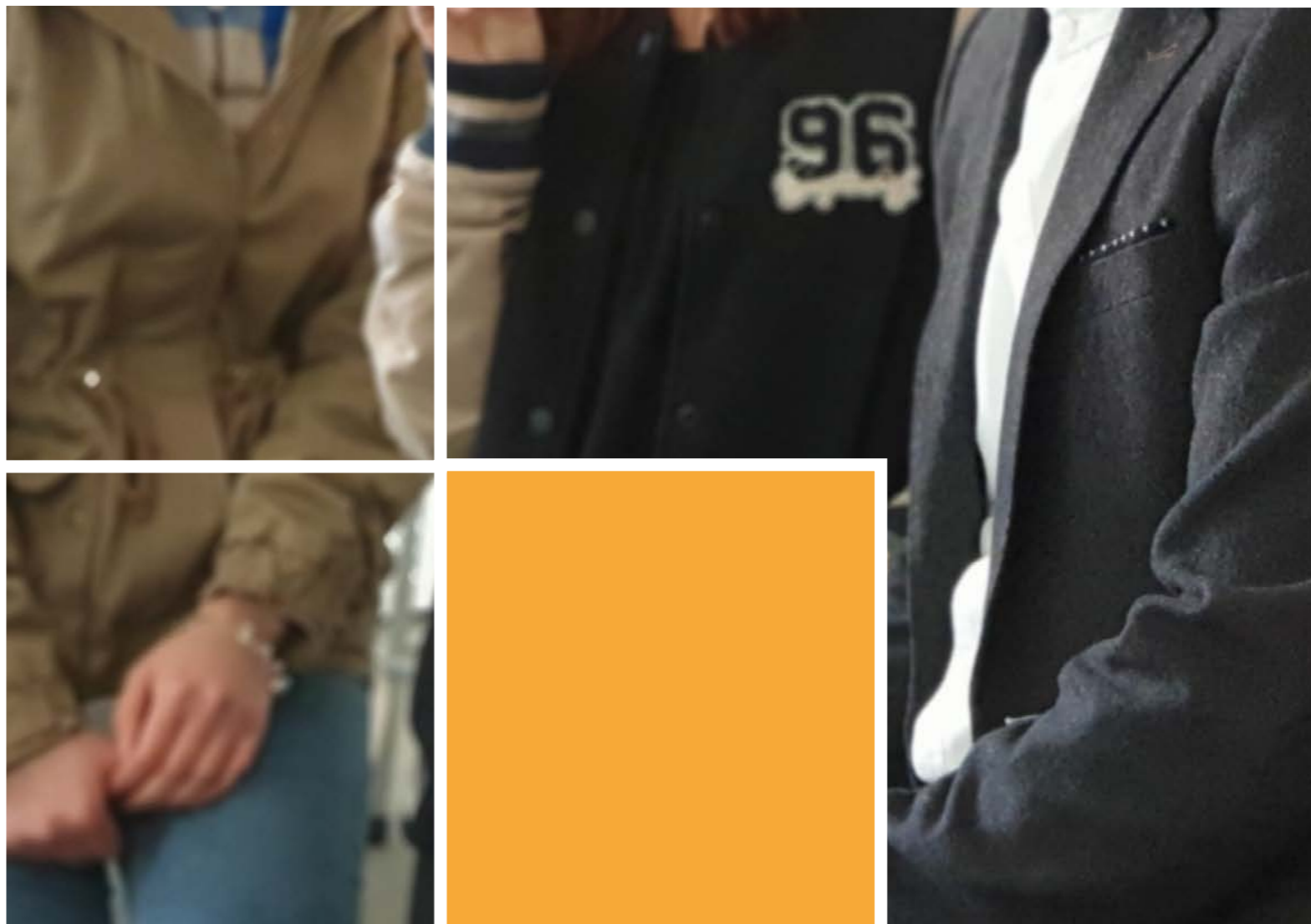


Bachelor of Business **Marketing**

CRICOS Course Code: 072491B



The Bachelor of Business (Marketing) aims to produce graduates who have a thorough knowledge of business and marketing principles and practices. Students will gain the skills and knowledge to identify marketing opportunities, generate new ideas, undertake market research and analysis, and confidently apply their knowledge and skills in marketing positions within domestic Australian or internationally focused organisations.





MARKETING CORE UNITS

PRE-REQUISITES

Unit Code	Unit Name	Pre-requisites
BBMK201	Marketing Principles	none
BBMM103	Management Principles	none
BBAC101 or BBAC100	Accounting Principles or Finance Fundamentals	none
BBAC201	Business Statistics	none
BBAC202	Economic Principles	none
BBAL201	Business Law	none
BBMK302	Market Research	BBMK201
BBMK303	Digital Marketing and Social Media	2 x 100-200 coded units
BBMM305	Business Society and Ethics	4 x 100-200 coded units
BBMK401	Integrated Marketing Communication	BBMK201
BBMK402	Consumer Behaviour	2 x 100-200 Coded units
BBMK501	Market Planning and Strategy	BBMK201 and 2 x 300-400 code units
BBMK502	International Marketing	BBMK201 and 2 x 300-400 code units
BBMK504	Brand Management	2 x 300-400 coded units
BBMK601	Services Marketing	BBMK201 and 2 x 300-400 code units
BBMK605	Advertising	2 x 300 - 400 coded units

16 core units, 8 elective units

Career opportunities

Upon successful completion of the Bachelor of Business (Marketing), students will have gained the skills and knowledge to work in a marketing and business oriented role within internationally or domestically focused organisations.

Opportunities for further study

Students who successfully complete the Bachelor of Business (Marketing) can apply to study a number of postgraduate qualifications in Australia and abroad.

For more information on this course, visit our [Marketing](#) webpage.

Course delivery

Duration: 3 years (12 x 6 week terms)
Study Mode: Full-time, Face to face

Entry requirements

English - IELTS 6.0 (with no band less than 5.5) overall or equivalent

Academic Offshore - Completion of Year 12 equivalent with a minimum ATAR of 50

Academic Onshore - Most recent academic transcript

Please refer to our [admissions requirements](#) and [English language requirements](#) for more information prior to completing your application.

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Advanced Standing (Credit Transfer)

Credit Transfer is available for applicants who have completed or partially completed certain Bachelor or Diploma courses elsewhere.

Visit our [Advanced Standing](#) webpage for more information.

Methods of Assessments

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Payment Plans Available
 *terms and conditions apply

Student Ambassadors



"I am a student ambassador and a "PAL" or Peer Assisted Learning volunteer here at CIC. My goal is to create a fun campus environment, help others in their studies and get to know everyone better. I'm very proud to be part of CIC and very much believe in its work of helping students like me to belong, thrive and achieve."

Anja

Student ambassadors take the lead in managing the student experience at CIC. They devote their time, energy and talent to support fellow international students throughout their studies.

They help organize major events like Orientation and Graduation. They run fun events like table tennis tournaments, scavenger hunts, trivia games and other student engagement activities, whether on-campus or online.

They are exceptional individuals who can manage their own academic progress while checking on the wellbeing of the entire student community.

Anybody with a passion to serve to and a heart for bringing out the best in their fellow students can become an official CIC Student Ambassador.

"I am Reshma Shrestha, one of the student ambassadors at CIC. If you love making new friends and like knowing about different cultures, languages and traditions, I highly recommend joining the CIC Social Club. We support each other through the club. "

Reshma



"I have been doing Business Management at CIC since 2019. CIC is not only our college but also a great place where I am able to make new friends and acquire useful knowledge from highly experienced lecturers. Besides, whenever I hit troubles in my studies, the staff always support me and give me the best advice. I will highly recommend CIC to my friends or to anyone who would like to experience a very supportive study environment. "

Ngan

CIC Social Club

All students are invited to join the CIC social club, an exclusive Facebook community where virtual engagement activities are organised by both the Student Experience and Student Ambassador teams.

It's a healthy space for CIC students to unwind and interact with each other through games, conversations, tips, ideas, coffee sessions and so much more.



Plan your move to Australia

We encourage you to land in Australia as prepared as possible. Researching the following will help you adapt to life here quickly and be ready for your studies!

Accommodation options

There are a range of living options available in Melbourne. Most international students choose a temporary accommodation option before they arrive and then look for a longer term alternative afterward. Find out more about accommodation options at studymelbourne.vic.gov.au.

Banking and budgeting during your stay

It's important to be aware of the cost of living in Melbourne before you arrive. Australia has a very high standard of living and the cost of living can reflect this; fortunately, you may be able to work while you study to help offset any costs.

Here is a table estimating the cost of living during your stay. Please be aware that individual preferences and circumstances may affect this.

ESTIMATED COST OF LIVING IN MELBOURNE

Accommodation	\$90 to \$440 per week
Groceries and eating out	\$140 to \$280 per week
Gas, electricity	\$10 to \$20 per week
Phone and Internet	\$15 to \$30 per week
Public transport	\$30 to \$60 per week
Entertainment	80 to \$150 per week

Costs may vary. Prices are indicative only.
Find out more at studyinaustralia.gov.au. Table updated September 2020.

Student visa

To study in Australia, you will need to have a valid student visa. To apply for your student visa, you will need to be accepted into fulltime study at CIC first. You will then need to provide the Australian government with a copy of your passport, evidence of financial capacity, evidence of English language ability and Genuine Temporary Entrant requirement.

Evidence of financial capacity includes:

- Sufficient funds to cover your travel costs, the cost of living and tuition fees for 12 months, and the cost to cover any school aged dependents you are planning on bringing.
- Evidence that your spouse or parents are willing to support you and that they have the financial means to be able to do so. An expected annual income should range from \$30,000 to \$60,000.

Find out more about visa requirements at homeaffairs.gov.au.

Bringing school-aged dependents with you

If you have children under the age of 18 or who are still in continuous education, they may be able to come to Australia with you. You must be able to provide proof of financial capacity to cover their expenses while in Australia, which includes travel costs, 12 months' tuition and living costs.

Find out more at homeaffairs.gov.au.



Student experience and support

Aside from providing you with targeted learning opportunities, encouragement and quality teaching, your studies at CIC are backed by a range of academic and personal support services.

Career Assistance

Career assistance is available to all students, and helps provide you with guidance in your future career, including steps you may need to take outside of your studies to get to where you want to be. You will be supported in developing skills needed to enter the Australian job market. You can receive coaching from external professionals and career coaches on the job search process and how to improve your resume and cover letter writing, networking and interviewing skills.

Peer assisted learning

The Peer Assisted Learning (PAL) program offers free study sessions for particular units that are open to all students. In these weekly study groups, PAL facilitators provide academic coaching and study help for difficult units. PAL facilitators are students with a strong academic record, who have successfully passed their units.

Academic support

If you would like one-on-one assistance with your studies outside of the classroom, you can speak to one of our lecturers. They are always available for students who wish to discuss their academic circumstances and course progress. They can also support you to effectively adapt to Australian learning methodologies.

Student Wellbeing Team

The Student Experience Department is made up of friendly staff who are dedicated to supporting you and your wellbeing. They are available to assist you in a broad range of areas, with all services being free and confidential. Furthermore, if you need specialist assistance, we can refer to you professional external organisations that CIC has partnered with.

You can get assistance on the following:

- finding suitable rental accommodation
- general advice on students' work rights
- local facilities in and around the Melbourne CBD
- hospitals and medical clinics
- where to go for legal advice
- where to find consulates and embassies in Melbourne
- cultural groups and religious congregations
- private counselling.

English support

Free English support is available to all students at CIC. Students can be referred to this support through course progress intervention meetings. Students are also welcome to book their own private, one-on-one session or engage in group sessions.

Visit our [Student Support Services](#) webpage for more information.

Student life

From orientation to graduation, student life at CIC is filled with opportunities to belong, thrive and achieve. Students enjoy activities like Melbourne tours, book exchange, career talks, skills workshops, alumni nights, sporting events and so much more. Some of these events are organised by students for their fellow students, opening avenues for meaningful socialisation, multicultural exposure, and professional networking. At CIC Higher Education, you experience an enjoyable and stimulating environment in a closely-knit student community.



CIC House System

Launched in early 2019, the CIC House System groups the campus community—both students and staff—into four “houses” to strengthen engagement, promote camaraderie and to introduce a healthy dose of competition. Students are rewarded with virtual badges as they participate in a variety of fun activities and challenges designed to develop their skills. You will be assigned to a house as you begin your studies here.



House Koala



House Kangaroo



House Platypus



House Wombat

How to apply

Apply using one of the following options:
Complete the application form and return it by post or email.

Email:
admissions@cic.vic.edu.au

Post:
Melbourne
108 Lonsdale Street, Melbourne 3000
For further information, please visit our website: cic.vic.edu.au

Before you submit your application

Ensure that the application form has been filled in, signed and course entry requirements have been provided. These may include the following documents:

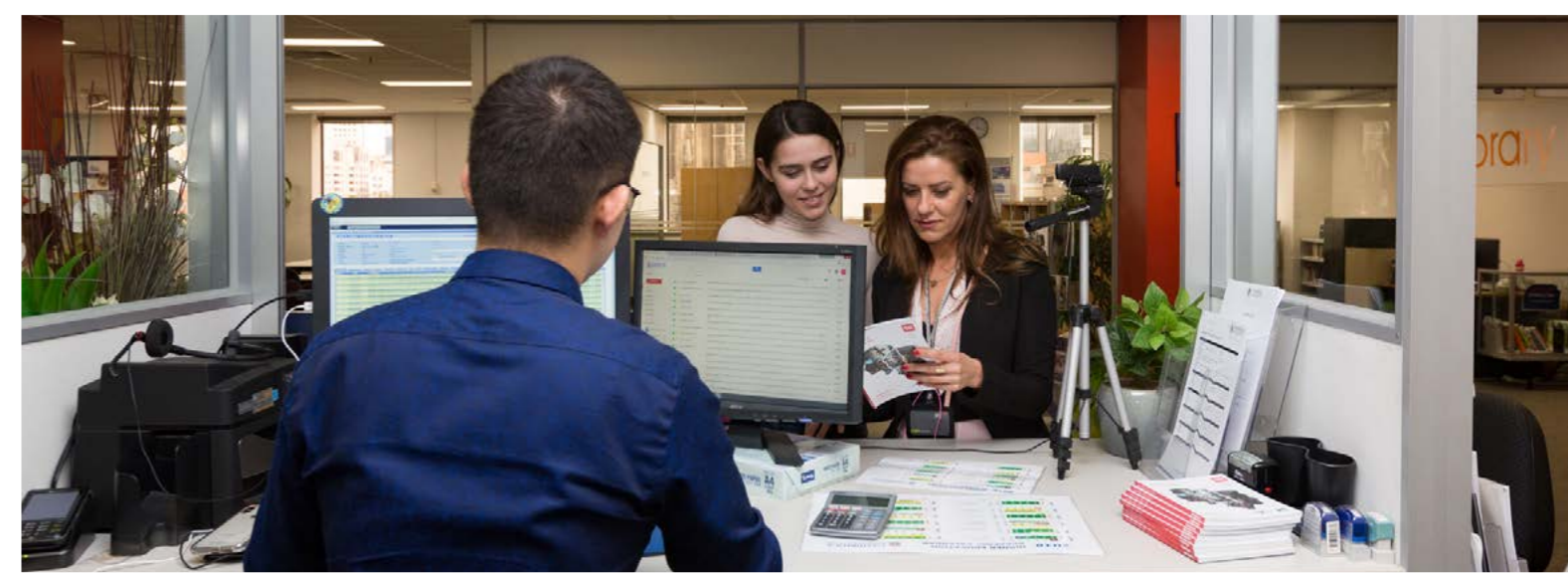
- English proficiency documentation
- Academic transcripts
- Copy of your passport

Visit our [Admissions Requirements](#) webpage for more information.

If you have any prior learning on the basis of studies completed elsewhere, that you believe demonstrates that you already have the knowledge of the unit; you can apply for Advanced Standing (credit transfer).

Please note that if your Credit Transfer has been approved by CIC, your duration of study on your Confirmation of Enrolment will be changed accordingly.

At the time of enrolment, you must be over 18 years old.



Important information

ESOS Framework

internationaleducation.gov.au

The Education Services for Overseas Students Act (ESOS) governs and regulates the delivery of education in Australia for overseas students studying on a student visa.

The National Code sets forth nationally consistent standards that education providers must comply with regards to course delivery and the related laws protecting international students.

Tuition Protection Service (TPS)

tps.gov.au

The TPS is a government initiative protecting international students in the event that an education provider is unable to fulfil their obligation to deliver the agreed course of study. The TPS ensures that international students are able to complete their studies in another course or another education provider or that they get a refund of their unspent tuition fees.

Deferral, Suspension of Studies and Cancellation of Enrolment

Visit our webpage about [deferral, suspension or cancellation](#) of enrolment for more information.

Fees, Charges and Refunds

[Fees, Charges and Refunds](#) information is available on our website.

All tuition fees are current and subject to change.

OSHC

Overseas Student Health Cover (OSHC) is mandatory for international students in Australia. More information on what cover you need is available at health.gov.au and search for "overseas student cover".

Other relevant policies and procedures

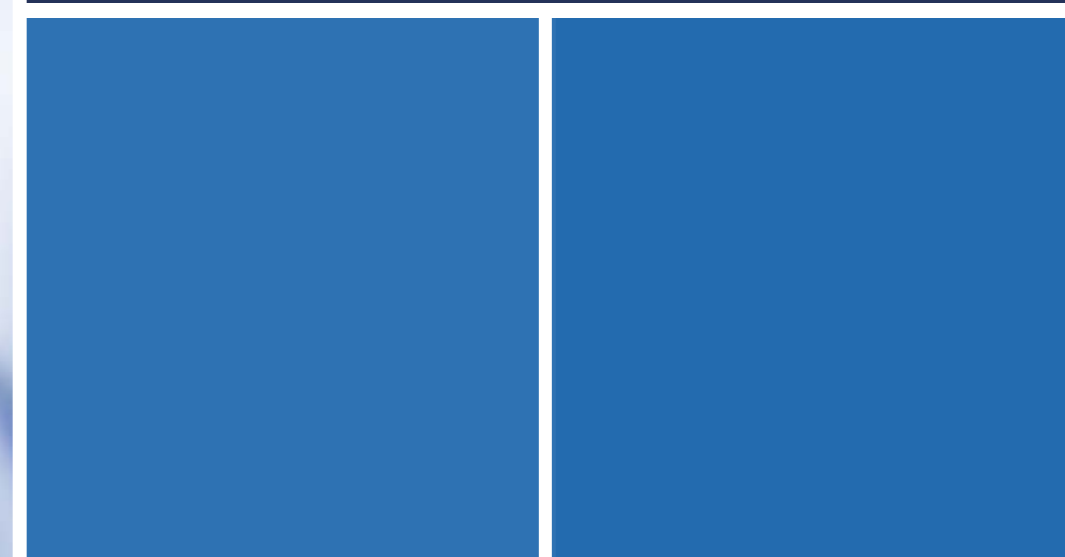
Please visit [Policies and Procedures](#) webpage for information on the following:

- Transfer Between Registered Providers Policy and Procedure
- Advanced Standing Policy and Procedure
- Student Complaints and Appeals Policy and Procedure
- Deferring, Suspending or Cancelling International Student's Enrolment Policy and Procedure
- Attendance and Academic Progress Policy and Procedure
- Student Support, Wellbeing and Safety Policy and Procedure
- Assessment Policy.

What happens next?

- 1 You will be issued your Letter of Offer via email, outlining total course costs, course duration and payment information. This will be sent via email and will include a copy of the written agreement.
- 2 Return the Copy of Payment and signed Written Agreement, contained in your Letter of Offer.
- 3 You will be emailed your Confirmation of Enrolment within 48 hours of receipt of payment. For any questions relating to your enrolment, or to amend any details, please contact our [Admissions Department](#).

Read more about accepting your offer [here](#).

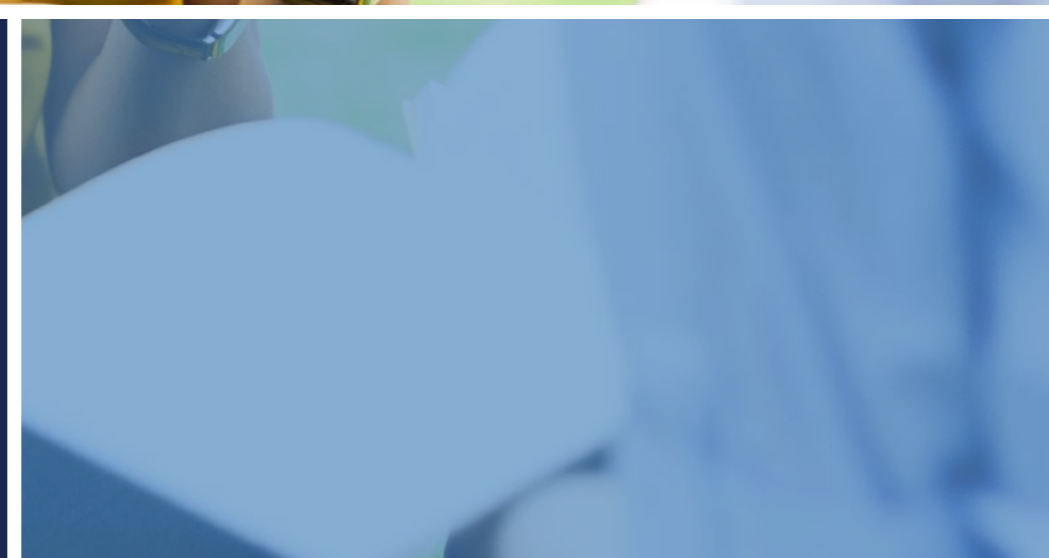


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All information in this brochure are correct at the time of printing (December 2020).
For the most updated information, email us at info@cic.vic.edu.au or call 1300 242 433.

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