**Bachelor of Business (Banking and Finance)**  
*by Distance Education*

**MONASH UNIVERSITY**  
Monash is renowned as a dynamic university. Its research is internationally recognised, its faculties are acclaimed for teaching excellence throughout Australia, and its graduates hold prestigious positions worldwide.

With more than 38,500 students on six campuses - Berwick, Caulfield, Clayton, Gippsland, Parkville and Peninsula - Monash offers a breadth and depth of courses and programs unique in Australia.

The university has ten faculties - Art and Design, Arts, Business and Economics, Computing and Information Technology, Education, Engineering, Law, Medicine, Pharmacy and Science.

**FACULTY OF BUSINESS AND ECONOMICS**  
The Faculty of Business and Economics comprises the departments of Accounting and Finance, Econometrics and Business Statistics, Economics, Management, Marketing, and Taxation and Business Regulation. The faculty offers its undergraduate and graduate courses on five of the university’s campuses in Victoria, Berwick, Caulfield, Clayton, Gippsland and Peninsula, and in several countries overseas, as well as off-campus by distance education and open learning. Graduate courses include graduate certificates, graduate diplomas, masters degrees by coursework and by research and the Doctor of Philosophy degree. Executive certificates are also available. Undergraduate courses include generalist and specialist (tagged) degrees, as well as double awards and double degrees, both within the faculty and with other faculties of the university.

The mission of the faculty is to use its scale, scope and unique internal diversity to become an international leader in the pursuit, dissemination and analysis of knowledge, particularly in the disciplines of accounting, banking, business law, business statistics, econometrics, economics, electronic commerce, finance, international business and international trade, management, marketing, taxation and tourism. By the application of that knowledge, its staff and students will contribute to the economic, social and commercial development of Australia and its neighbours and trading partners.

**DEPARTMENT OF ACCOUNTING AND FINANCE**  
The Department of Accounting and Finance has staff based at the Caulfield, Clayton, Gippsland and Peninsula campuses.

The interests of the Department extend to all areas of accounting and finance, including auditing, banking, corporate finance, financial management, financial accounting, management accounting and risk management. Graduate programs are available on each campus and by distance education. These programs have been designed to meet a wide range of educational and professional requirements in accounting and finance. The Department is committed to excellence in teaching and research and values highly its interaction with the business and professional communities.

**BACHELOR OF BUSINESS (BANKING & FINANCE)**  
*by distance education*

The Bachelor of Business (Banking & Finance) degree was designed and accredited in 1977 in close cooperation with the banking industry, it pioneered banking degree courses in Australia. Vigorous, regular liaison and input from an external Course Advisory Committee of finance industry executives ensures the degree’s relevance and applicability.

The course is principally designed for students seeking a career in the banking and finance industry or those already employed in the industry who are seeking a relevant tertiary qualification on a part-time basis.

Distance education students are required to follow a comparable program of study, satisfy comparable requirements and sit for the same examinations as on-campus students. Generally where a subject is offered by distance education the same academic staff in the discipline concerned will be responsible for the teaching of both on-campus and distance education students.

However, the distance education program calls on a variety of instructional techniques to overcome the problems of the student who is not attending on-campus classes. For independent study at home the student can expect to use, in addition to textbooks and the usual library materials, study guides and additional material prepared by lecturers. Audio tapes, videotapes or computer software will also be used in some subjects. Opportunities for lecturer-student interaction are also provided through telephone contact, post, fax, electronic mail and audio tapes of the Saturday tutorials.

**ABOUT THE COURSE**  
The Bachelor of Business (Banking and Finance) by distance education is a six year part-time course.

Its objectives are:

- to provide a course of direct relevance to careers in business and specifically in the banking and finance industry, which should allow the graduate to make an early contribution;
- to provide thorough exposure to a wide range of disciplines to ensure that the graduate achieves a comprehensive business training and develops a broad perspective on business and its role beyond his/her specialised area of interest;
- to provide an education that emphasises the changing nature of business theory and practice, thereby encouraging the student to become an independent learner aware of his/her needs for continuing education;
- to develop skills of communication and interpersonal behaviour allowing students to work effectively both in a team and independently;
- to develop the capacity to synthesise and apply knowledge from a number of separate disciplines when analysing specific problems; and
- to establish a suitable basis for graduate study.

These objectives are designed to produce graduates equipped to operate effectively in today’s deregulated financial markets environment.

**PROFESSIONAL ACCREDITATION**  
This degree satisfies the educational requirements for Senior Associate membership of the Australian Institute of Banking and Finance. Holders of the degree who have not completed the two years employment in the banking and finance industry required for Senior Associate membership are eligible for Associate membership in the interim.

**FEES**  
Australian permanent residents students are subject to the Higher Education Contribution Scheme (HECS) which may be pre-paid each semester or deferred. An annual amenities fee of $125 also applies. International students may apply for entry on a full-fee paying basis. The fee based on a part-time load is AUD$1375 per subject. Fees are reviewed annually.

**COURSE DIRECTOR**  
The Course Director, Michael Vincent, is directly responsible for the structure and delivery of this program. Comments, questions and particularly suggestions for improvement, are encouraged.

**LOCATION**  
The course is offered by the Department of Accounting and Finance, Caulfield Campus in cooperation with the Monash Gippsland Campus Distance Education Centre. The Department of Accounting
PART-TIME COURSE STRUCTURE

YEAR ONE
Semester 1
AFF1110 Accounting & Financial Decision Making
MGX1230 Business Communication

Semester 2
AFX1300 Money & Capital Markets
ECX1710 Macroeconomics

YEAR TWO
Semester 1
TBX1010 Commercial Law
MGF1300 Introduction to Management

Semester 2
ETX1640 Business Mathematics & Statistics
MKF1120 Marketing Theory & Practice

YEAR THREE
Semester 1
AFX2051 Financial Modelling
AFF2401 Commercial Banking & Finance

Semester 2
AFF2631 Financial Management
TBF2601 Banking Law

YEAR FOUR
Semester 1
MKF2111 Buyer Behaviour
TBX2801 Lending Law

Semester 2
ECX2710 Microeconomics
AFF0011 Elective

YEAR FIVE
Semester 1
AFF3841 Lending Decisions
MKF3141 Issues in Competitive Advantage

Semester 2
TBF3931 Taxation Law
AFF0021 Elective

YEAR SIX
Semester 1
AFX3331 International Banking & Finance
MGX3401 Strategic Management

Semester 2
AFF3651 Treasury Management
AFF0031 Elective

Electives: Candidates can select from a wide range of business related subjects offered through the Faculty of Business and Economics and the Distance Education Centre (Gippsland Campus) subject to approval from the Course Director.

ENTRANCE REQUIREMENTS

Victorian Certificate of Education (VCE)
1998 VCE entry requirements
A grade average of C in both English and in Mathematics (any) and a grade average of D in any other two VCE studies.

Comparable qualifications
Applicants may also satisfy entrance requirements on the basis of qualifications deemed to be equivalent to the VCE: eg TAFE qualifications (the first year of TAFE Associate Diploma or other TAFE qualification that satisfies the first year of a TAFE Associate Diploma) or comparable year 12 qualifications including International Baccalaureate or approved tertiary level study.

Special Admission - Mature Age
Those candidates who in the year of application, are at least 23 years of age and have either not satisfied the above requirements or have done so more than 3 years prior to their application, may apply for entry to courses offered by the faculty. Applications are also invited from Mature Age applicants who, although they may not hold the required year 12 qualification, may meet requirements by undertaking prior studies on a single subject basis.

SPECIAL REQUIREMENTS
Selection will be based on many factors besides the normal application form. Applicants are required to submit an up-to-date resume and two (past/current) written work references with their completed application form. Where possible, a letter from their current employers expressing support for their application and attesting to their general maturity, motivation and commitment will greatly enhance their application.

This is a demanding course and students will require a disciplined plan of study and a high level of personal commitment and determination. Students will need to devote 8-10 hours per week for each subject to complete the reading, exercise questions and assignments.

This program is generally only open to applicants except in exceptional circumstances who have reached the age of 23 and over by 1 January 1998.

To successfully complete the subjects to a high standard, it is becoming increasingly essential to have access to a computer (486 processor based system, 8Mb RAM and 28Mb free hard disk space, Windows 3.1 or later) as a portion of the learning is by way of interactive tutorial disks. We are progressively moving towards delivering subject study material by electronic software and expect to have the majority of subjects on disk by end of 1998.

Students in second year undertaking ETX1640 Business Mathematics & Statistics will need to have access to an IBM compatible microcomputer and a spreadsheet package, eg Excel and will require a Cannon F402 calculator.

HOW TO APPLY
All applicants must apply direct to the Department of Accounting and Finance. Contact the Flexible Learning Programs Administrator at the address below for the appropriate application forms. The priority closing date for applications for semester 1 is 17 October 1997 and for semester 2 is 1 June 1998. Semester 1 commences on 2 March 1998 and semester 2 commences on 20 July 1998.

FURTHER INQUIRIES
Inquiries should be directed to:
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Flexible Learning Programs Administrator
Department of Accounting and Finance
Faculty of Business and Economics
Monash University - Caulfield Campus
PO Box 197 Caulfield East
Victoria 3145 AUSTRALIA
Telephone: 61 3 990 32359 Facsimile: 61 3 990 32838
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November, 1997