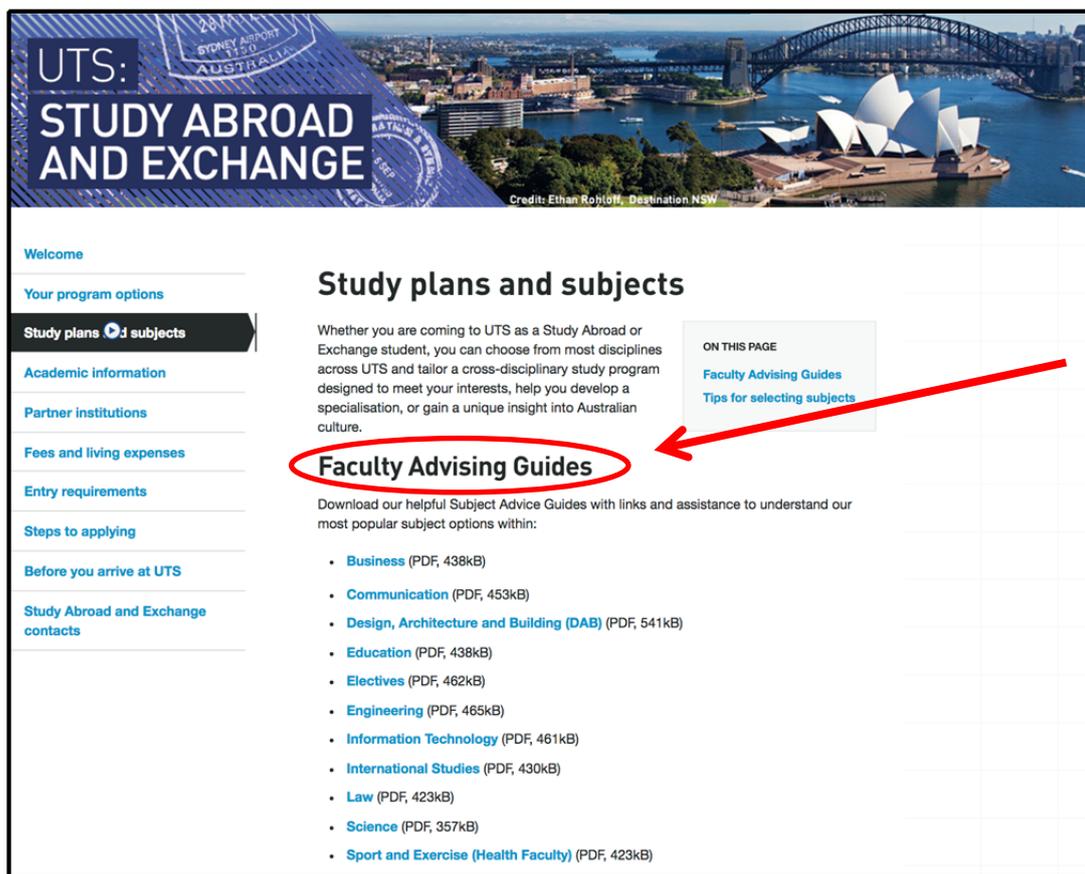


Step-by-Step Guide to Finding Subjects as a Study Abroad and Exchange Student

1. **Faculty Advising Guides** – Use the [Faculty Advising Guides](#) as a starting point to view subjects recommended by faculties for Study Abroad and Exchange students. The **UTS Faculty Advising Guides** can be found on the UTS Study Abroad and Exchange webpage. Students are encouraged to thoroughly research between **6 to 8 subject options before submitting their online application**.
 - <http://www.uts.edu.au/future-students/international/study-abroad-and-exchange-students/study-plans-and-subjects>



UTS: STUDY ABROAD AND EXCHANGE

Welcome

Your program options

Study plans and subjects

Academic information

Partner institutions

Fees and living expenses

Entry requirements

Steps to applying

Before you arrive at UTS

Study Abroad and Exchange contacts

Study plans and subjects

Whether you are coming to UTS as a Study Abroad or Exchange student, you can choose from most disciplines across UTS and tailor a cross-disciplinary study program designed to meet your interests, help you develop a specialisation, or gain a unique insight into Australian culture.

Faculty Advising Guides

Download our helpful Subject Advice Guides with links and assistance to understand our most popular subject options within:

- [Business](#) (PDF, 438kB)
- [Communication](#) (PDF, 453kB)
- [Design, Architecture and Building \(DAB\)](#) (PDF, 541kB)
- [Education](#) (PDF, 438kB)
- [Electives](#) (PDF, 462kB)
- [Engineering](#) (PDF, 465kB)
- [Information Technology](#) (PDF, 461kB)
- [International Studies](#) (PDF, 430kB)
- [Law](#) (PDF, 423kB)
- [Science](#) (PDF, 357kB)
- [Sport and Exercise \(Health Faculty\)](#) (PDF, 423kB)

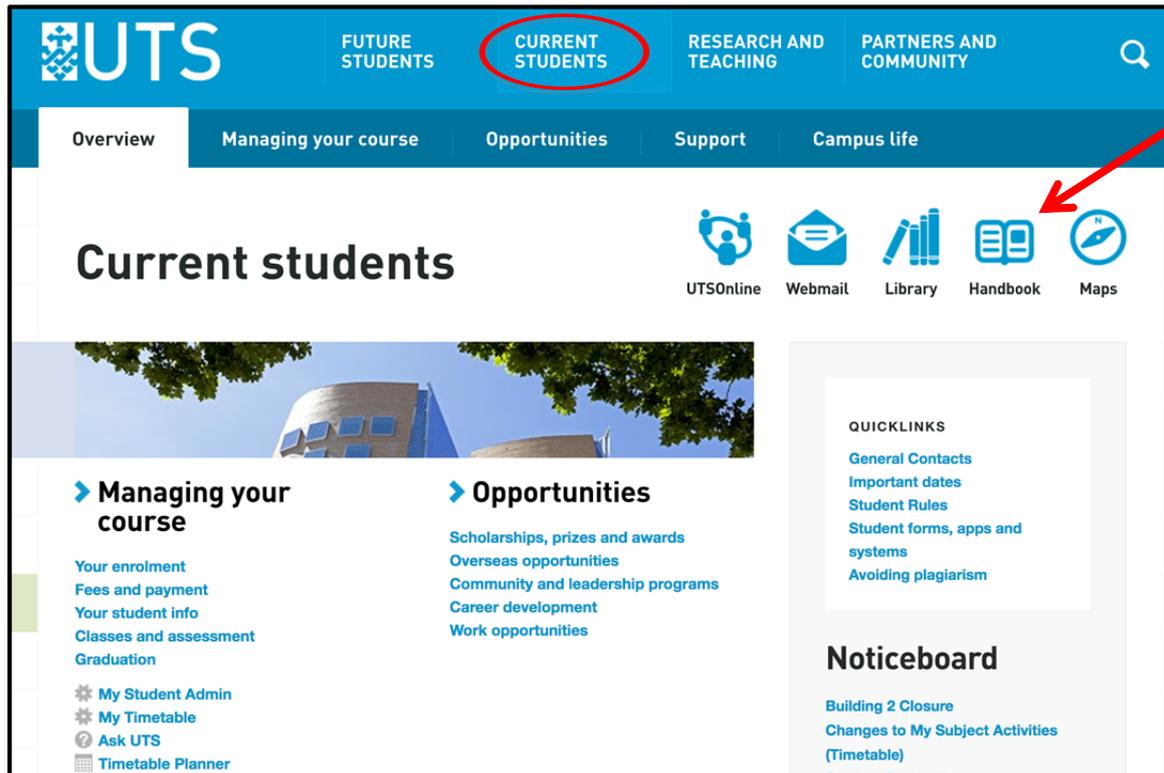
ON THIS PAGE

- [Faculty Advising Guides](#)
- [Tips for selecting subjects](#)

2. **Handbook Subject Search – Finding the Handbook** – Search the [UTS Handbook](#) on the UTS homepage for current students to find additional subject options.

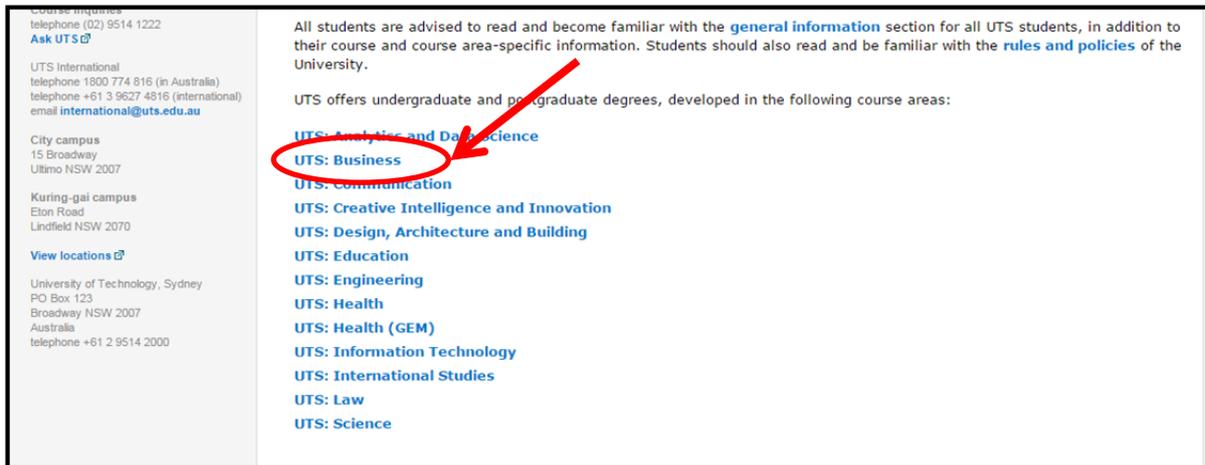
(<http://www.uts.edu.au/current-students>)

The **UTS Handbook** allows you to access the list of subjects available at UTS. Follow the example below to research UTS subjects for your study plan.



The screenshot shows the UTS website's 'Current Students' page. The top navigation bar includes 'FUTURE STUDENTS', 'CURRENT STUDENTS' (circled in red), 'RESEARCH AND TEACHING', and 'PARTNERS AND COMMUNITY'. Below this is a secondary navigation bar with 'Overview', 'Managing your course', 'Opportunities', 'Support', and 'Campus life'. The main heading is 'Current students'. To the right of the heading are five icons: UTSOnline, Webmail, Library, Handbook (indicated by a red arrow), and Maps. Below the heading are two main sections: 'Managing your course' and 'Opportunities'. The 'Managing your course' section lists: Your enrolment, Fees and payment, Your student info, Classes and assessment, Graduation, My Student Admin, My Timetable, Ask UTS, and Timetable Planner. The 'Opportunities' section lists: Scholarships, prizes and awards, Overseas opportunities, Community and leadership programs, Career development, and Work opportunities. On the right side, there is a 'QUICKLINKS' section with links for General Contacts, Important dates, Student Rules, Student forms, apps and systems, and Avoiding plagiarism. Below that is a 'Noticeboard' section with links for Building 2 Closure and Changes to My Subject Activities (Timetable).

3. **Handbook Subject Search – Finding the Subject Areas** – Click on the study area you are interested in. In the example below, “Business” is selected.



Course enquiries
telephone (02) 9514 1222
[Ask UTS](#)

UTS International
telephone 1800 774 816 (in Australia)
telephone +61 3 9527 4816 (international)
email international@uts.edu.au

City campus
15 Broadway
Ultimo NSW 2007

Kuring-gai campus
Eton Road
Lindfield NSW 2070

[View locations](#)

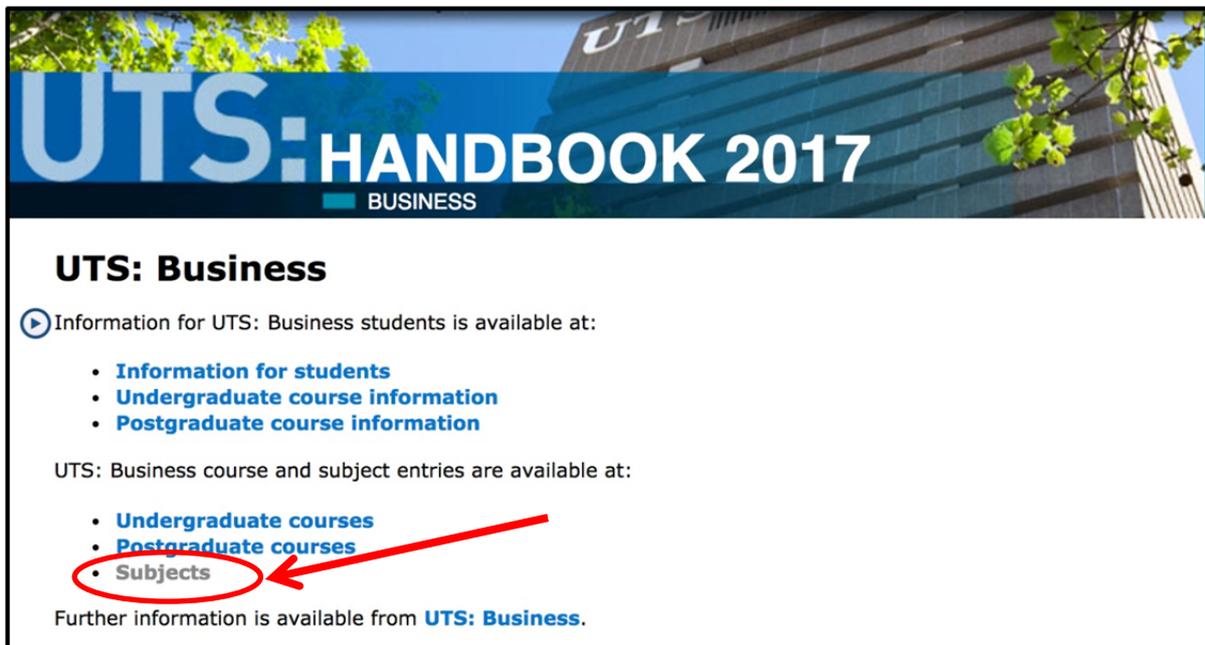
University of Technology, Sydney
PO Box 123
Broadway NSW 2007
Australia
telephone +61 2 9514 2000

All students are advised to read and become familiar with the [general information](#) section for all UTS students, in addition to their course and course area-specific information. Students should also read and be familiar with the [rules and policies](#) of the University.

UTS offers undergraduate and postgraduate degrees, developed in the following course areas:

- [UTS: Analytics and Data Science](#)
- [UTS: Business](#)
- [UTS: Communication](#)
- [UTS: Creative Intelligence and Innovation](#)
- [UTS: Design, Architecture and Building](#)
- [UTS: Education](#)
- [UTS: Engineering](#)
- [UTS: Health](#)
- [UTS: Health \(GEM\)](#)
- [UTS: Information Technology](#)
- [UTS: International Studies](#)
- [UTS: Law](#)
- [UTS: Science](#)

4. **Handbook Subject Search – Finding the Subject Listing** - Select “Subjects”



UTS: HANDBOOK 2017

BUSINESS

UTS: Business

▶ Information for UTS: Business students is available at:

- [Information for students](#)
- [Undergraduate course information](#)
- [Postgraduate course information](#)

UTS: Business course and subject entries are available at:

- [Undergraduate courses](#)
- [Postgraduate courses](#)
- [Subjects](#)

Further information is available from [UTS: Business](#).

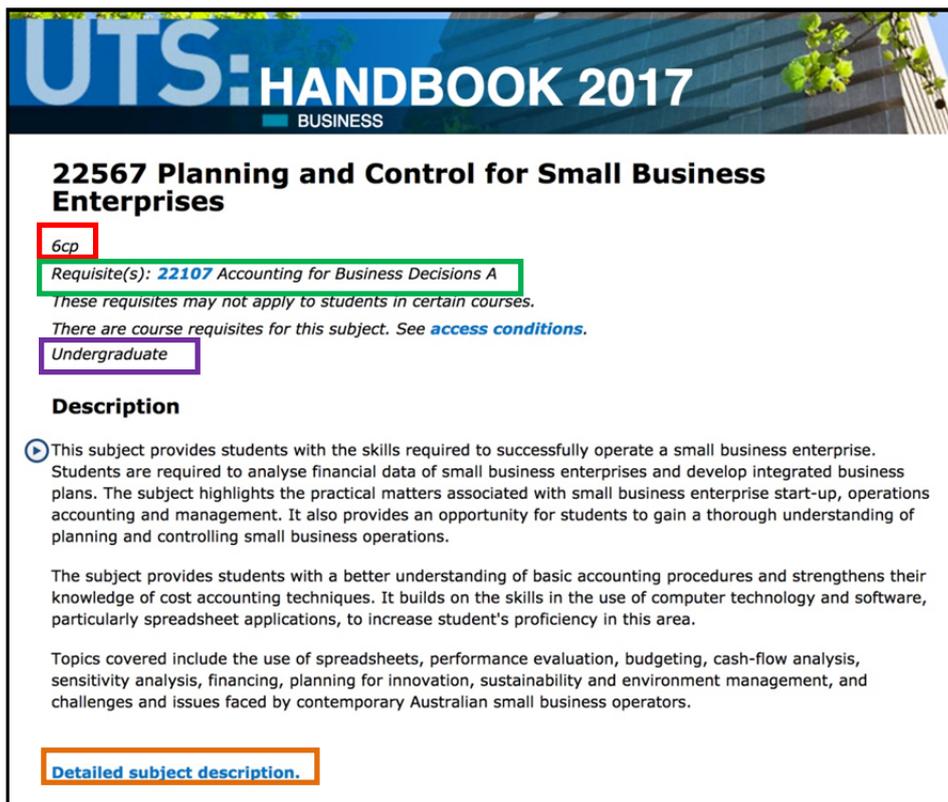
5. **Handbook Subject Search – Finding a Specific Subject** – Click on your preferred subject name and code. In the example below *Planning and Control for Small Business Enterprises 22567* is selected.

Performance Management: Theory and Practice 21072
Personal Wealth Management 25796
PhD Thesis: Accounting 22982
PhD Thesis: Economics 23926
PhD Thesis: Economics 23949
PhD Thesis: Finance 25927
PhD Thesis: Health Economics 26928
PhD Thesis: Management 21982
PhD Thesis: Marketing 24982
Philosophy of Science 24756
Philosophy of Science and Theory 24901
Planning and Control for Small Business Enterprises 22567
Portfolio Analysis 25834

6. **Handbook Subject Search – Reviewing Key Subject Details** – Review the details provided for your selected subject. It is important you review information relating to items (a) to (d) below.

NOTE: Subjects in different faculties may display this information in slightly different formats.

- a. **Check Credit points** – *Is the subject worth 8CPs or 6CPs?*
- b. **Have you met the pre-requisites?** *Have you done similar subjects at your home university to the UTS pre-requisites?*
- c. **Check level of study ie: Undergraduate/Postgraduate** – *Undergraduate students cannot take Postgraduate subjects.*
- d. **Click Detailed subject description** to obtain additional information including assessment tasks. This detailed subject description can be printed and forwarded to an academic advisor at your home University for study approval.



UTS: HANDBOOK 2017
BUSINESS

22567 Planning and Control for Small Business Enterprises

6cp

Requisite(s): **22107 Accounting for Business Decisions A**
These requisites may not apply to students in certain courses.
There are course requisites for this subject. See [access conditions](#).

Undergraduate

Description

▶ This subject provides students with the skills required to successfully operate a small business enterprise. Students are required to analyse financial data of small business enterprises and develop integrated business plans. The subject highlights the practical matters associated with small business enterprise start-up, operations accounting and management. It also provides an opportunity for students to gain a thorough understanding of planning and controlling small business operations.

The subject provides students with a better understanding of basic accounting procedures and strengthens their knowledge of cost accounting techniques. It builds on the skills in the use of computer technology and software, particularly spreadsheet applications, to increase student's proficiency in this area.

Topics covered include the use of spreadsheets, performance evaluation, budgeting, cash-flow analysis, sensitivity analysis, financing, planning for innovation, sustainability and environment management, and challenges and issues faced by contemporary Australian small business operators.

[Detailed subject description.](#)

7. **Timetable Subject Search – Which Session is the Subject offered?** – Before sending **Detailed Descriptions** for review by your home university, double check the subject is offered during the session you have applied for.

- Autumn Session (AUT - March to June) or Spring Session (SPR - July to November)?
- Check the [UTS Academic Calendar](#) if you are unsure.
- Use Step 4 (below) to check if the subjects you are interested in are offered in your session.

8. **Timetable Subject Search –** Find the subject in the [UTS Timetable Planner](#) to check that (a) it is taught in your preferred UTS Session, (b) it is still available, and (c) its schedule of class times.

- When you **search for the course code** in the Timetable, the **code comes up with AUT for Autumn Session and SPR for Spring Session**. Eg: 26100_AUT_U_1_S: Integrating Business Perspectives. **You can also filter by Teaching Period, Campus, Faculty and Activity Type.**
- You should review [Timetable Terminology](#) explanations in detail on the website.
- If the code/description entered does not appear in the left-hand side column, this means the subject is not offered.

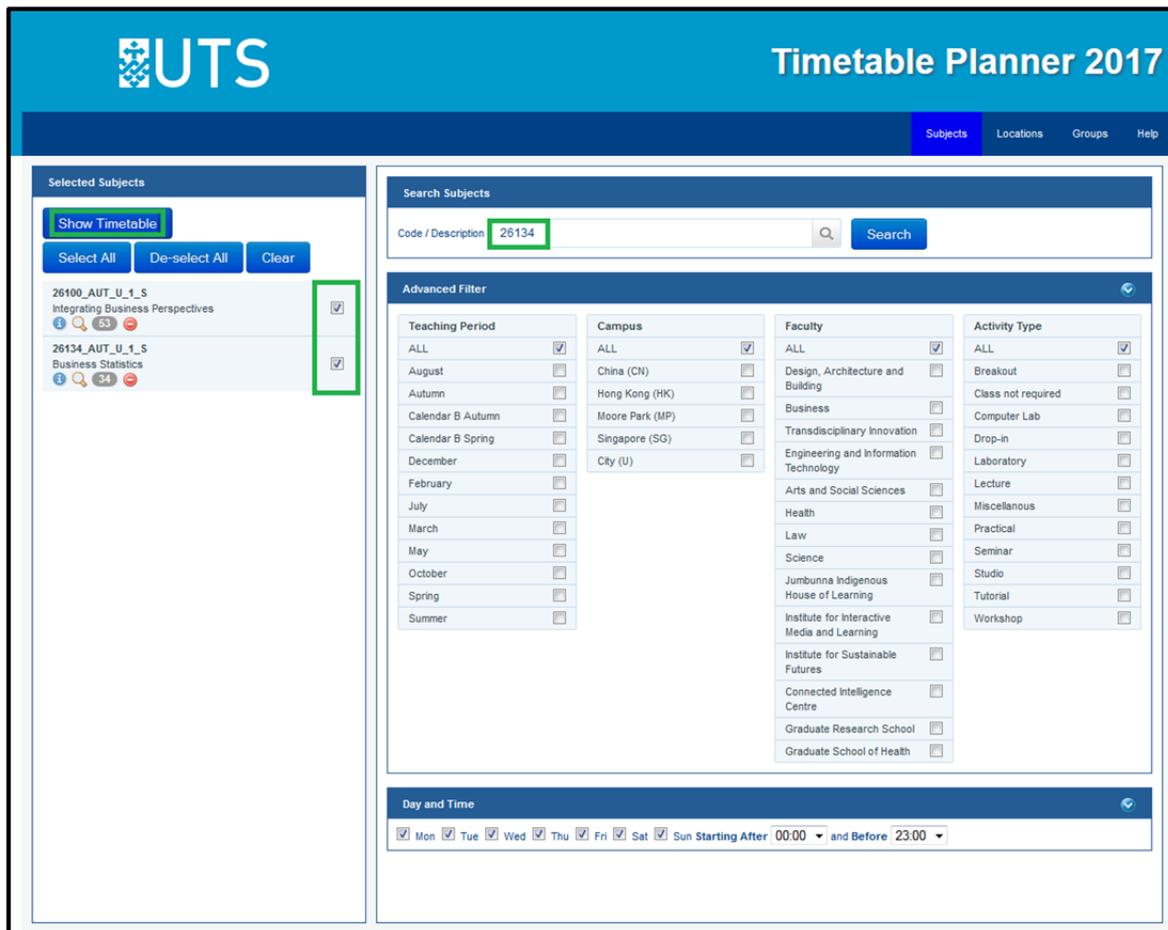
The screenshot shows the UTS Timetable Planner 2017 interface. The search bar contains the code '26100'. The 'Advanced Filter' section is expanded, showing the following filters:

Teaching Period	Campus	Faculty	Activity Type
ALL <input checked="" type="checkbox"/>	ALL <input checked="" type="checkbox"/>	ALL <input checked="" type="checkbox"/>	ALL <input checked="" type="checkbox"/>
August <input type="checkbox"/>	China (CN) <input type="checkbox"/>	Design, Architecture and Building <input type="checkbox"/>	Breakout <input type="checkbox"/>
Autumn <input checked="" type="checkbox"/>	Hong Kong (HK) <input type="checkbox"/>	Business <input checked="" type="checkbox"/>	Class not required <input type="checkbox"/>
Calendar B Autumn <input type="checkbox"/>	Moore Park (MP) <input type="checkbox"/>	Transdisciplinary Innovation <input type="checkbox"/>	Computer Lab <input type="checkbox"/>
Calendar B Spring <input type="checkbox"/>	Singapore (SG) <input type="checkbox"/>	Engineering and Information Technology <input type="checkbox"/>	Drop-in <input type="checkbox"/>
December <input type="checkbox"/>	City (U) <input checked="" type="checkbox"/>	Arts and Social Sciences <input type="checkbox"/>	Laboratory <input type="checkbox"/>
February <input type="checkbox"/>		Health <input type="checkbox"/>	Lecture <input checked="" type="checkbox"/>
July <input type="checkbox"/>		Law <input type="checkbox"/>	Miscellaneous <input type="checkbox"/>
March <input type="checkbox"/>		Science <input type="checkbox"/>	Practical <input type="checkbox"/>
May <input type="checkbox"/>		Jumbunna Indigenous House of Learning <input type="checkbox"/>	Seminar <input type="checkbox"/>
October <input type="checkbox"/>		Institute for Interactive Media and Learning <input type="checkbox"/>	Studio <input type="checkbox"/>
Spring <input type="checkbox"/>		Institute for Sustainable Futures <input type="checkbox"/>	Tutorial <input type="checkbox"/>
Summer <input type="checkbox"/>		Connected Intelligence Centre <input type="checkbox"/>	Workshop <input type="checkbox"/>
		Graduate Research School <input type="checkbox"/>	
		Graduate School of Health <input type="checkbox"/>	

The 'Day and Time' section shows the following settings:

Day: Mon Tue Wed Thu Fri Sat Sun
 Starting After: 00:00 and Before: 23:00

- You can **add multiple subjects and export (in the Flat View)** to check class times.
- Subjects which show the **codes BAU or BSP are taught in the Calendar B only**. You may only select these subjects if you are studying education and have first discussed your study plan with UTS international. For more information see the Education Advising Guide.



The screenshot displays the UTS Timetable Planner 2017 interface. It features a search bar with the code '26134' and a search button. Below the search bar is an 'Advanced Filter' section with four columns of checkboxes: Teaching Period, Campus, Faculty, and Activity Type. The 'Day and Time' section at the bottom allows filtering by days of the week (Mon-Sun) and a time range from 00:00 to 23:00. On the left, the 'Selected Subjects' list shows two subjects: '26100_AUT_U_1_S Integrating Business Perspectives' and '26134_AUT_U_1_S Business Statistics', both with checkboxes.

Need more Information? Contact the Study Abroad and Exchange team at UTS International.

Study Abroad and Exchange Team
 UTS International
 Tel: +61 2 9514 7915
 Fax: +61 2 9514 1530
 Email: studyabroad.exchange@uts.edu.au
 Web: <http://www.uts.edu.au/international/studyabroad/>