1. INTERNATIONAL STUDIES ACADEMY

6.1 INTRODUCTION TO THIS ACADEMY

Courses taught in this academy focus on the way society operates. Students study: behaviour in terms of individual and group reaction; legal and community rights and responsibilities; philosophical ethical ideas and how these have influenced societies; and business and economic responses to varied stimuli. Vocational training is available in Business Administration and Social and Community Work.

6.2 COURSES

It is widely held that success in people-oriented careers and tertiary studies depends heavily upon the essential research principles, formal writing ability and skills attained in the disciplines offered in Human Sciences. Students are advised to complete at least one course in the International Studies Academy to achieve a balanced package and a foundation for career success.

6.2.1 BUSINESS (T/A)

Business involves a variety of disciplines relevant to the business environment of employees, employers, consumers and those dealing with business. Much of the course work is familiar to students in that they interact with businesses all the time in their daily life, either as consumers or as workplace participants. The course supports development of a range of skills including business acumen and enterprise and literacy competence with emphasis on the language of business. The skills and attitudes gained from studying these units will prepare students for a variety of entry points to employment, in employee or employer roles, or allow them to continue on at tertiary level. Students will experience a variety of learning and teaching strategies including simulations, competitions, guest speakers, seminars and excursions. By completing the required number of units students will be awarded a minor or a major.

Unit Description

_all units are of one semester duration. Units constructed from two half-semester units to allow early exit or late entry at the half-semester point are marked with an *. There are no prerequisites required, but it is highly desirable that students select Small Business and The Business Plan as their entry unit and follow the order listed below._

* Small Business and The Business Plan

This unit is a general introduction to the role and significance of small business in Australia. By concentrating on all issues involved in starting a business you are able to cover the elements of a Business Plan and its relationship to the overall success of a business, as well as the legal, financial, marketing and ethical facets of a business. Students will develop their own business plan and will be encouraged to enter a national business competition.

* Market Research and Marketing

This unit places emphasis on the development of appropriate and effective marketing campaigns for different types of products and services. Students will have the opportunity to conduct market research, develop a number of marketing proposals and projects, and to think critically about choosing an appropriate course of action from a range of alternatives.

* Human Resources and Industrial Relations

This unit develops an understanding of the nature of employment relations in Australia and the principles of past and contemporary employer/employee relationships. The key aspects of current employment legislation and its impacts on the workplace is investigated. Current issues in work places will also be analysed throughout this unit.
Financial Management and Ethics in Business

This unit provides an introduction to the strategic role of financial management and the different sources of business finance. Students will have an opportunity to investigate global financial markets and the contemporary ethical issues that confront corporations and financial managers.

Employment/Further Study Pathways

Studies in Business can lead to employment in private enterprise and CIT offers Certificates II, III, IV and Diplomas of Business Administration. Both Canberra University and the Australian National University offer degrees in Commerce, Banking and Finance and Business Administration. The study of business is also vital to the success of anyone starting or buying a business of their own.

6.2.2 BUSINESS ADMINISTRATION (A/V)

Business Administration is a course designed to train students to achieve essential competencies/skills that are nationally recognised by all employers and trainers. Competencies gained through Business Administration are transferable to several other courses at CIT, shortening the length of study necessary. Over a two-year period, students are able to gain a Certificate I in Business (BSB10107) and Certificate II in Business (BSB20107) provided they have achieved all the competencies required. In Year 12 students are also able to achieve a Statement of Attainment for some units of competency from a Certificate III in Business (BSB30110). This versatile course will help students to develop computing skills and address the requirements of a career in administration/office work.

Unit Description

All units are of one semester duration. There are no prerequisites required, but it is highly desirable that students select Working in Business Administration I as their entry unit and follow the order listed below.

Working in Business Administration 1

(This is a semester long unit)

In this unit you will work effectively in a business environment, develop keyboard skills, produce simple word processed documents, participate in Workplace Health and Safety processes, participate in environmentally sustainable work practices, communicate in the workplace, work effectively with others and deliver a service to customers.

Working in Business Administration 2

(This is a semester long unit)

In this unit you will process and maintain workplace information, organise and complete daily work activities, use business technology, handle mail, continue to develop keyboard skills and accuracy, create and use spreadsheets and communicate electronically.

Working in Business Administration 3

In this unit you will create and use databases, apply knowledge of Workplace Health and Safety legislation, continue to develop keyboard skills and accuracy design, organise workplace information and produce business documents and write simple documents.

Working in Business Administration 4

In this unit you will produce spreadsheets, create electronic presentations, produce desktop published documents organise personal work priorities and develop keyboarding speed and accuracy.

Employment/Further Study Pathways

Undertaking Business Administration studies at college can lead to employment from college, taking up a traineeship or to further study at CIT or with another training provider.
Please note: The Business Administration course is currently being rewritten for implementation in 2014. There will be some changes made to the units offered to accommodate the new qualification and this new course.

6.2.3 LEGAL STUDIES (T/A)

Legal Studies is a relevant course for students who would like a deeper understanding of current affairs in general and the law in particular. In almost every walk of life we are affected by the implications of the law. This course seeks to relate the laws in our society to our everyday lives, and makes use of court visits, visiting speakers and seminars to make the subject relevant and meaningful to students. Contemporary legal issues will be investigated throughout the course. Legal Studies is not a prerequisite for tertiary study in law. It is, however, a course of study that offers practical benefits for all students. Legal Studies can be studied as a major or minor.

Unit Description

All units are one semester duration. As such they all have early exit or late entry points at the half semester point. There are no prerequisites, although Legal Systems and Australian Law is recommended as the first unit of study.

Legal Systems & Australian Law

This unit develops an understanding of the structure of the Australian legal system including the rights and responsibilities of citizens. The two main sources of Australian law, the Parliament and the courts, are examined along with the powers of the Australian Constitution.

Crime & Justice

This unit investigates various aspects of crime, what constitutes a crime, and law enforcement and sanctions in Australia. There will be an opportunity to analyse the cultural impacts of the law, important legislation, contemporary cases and media reports, and the review and change processes operating in the legal environment.

Torts and Current Legal Issues

This unit contains an overview of Australian civil law, and the different types of torts including negligence, trespass, nuisance and defamation. Current issues in Australian Tort Law and specific remedies to resolve disputes will be investigated. Students will also have an opportunity to identify contemporary legal issues and understand the complexities of the law within our society.

World Order & Human Rights

This unit will focus on developing an understanding of the new World order and Human Rights from the wider local, national and international prospective. Students will analyse the proposition that all people have equal rights before the law, and compare it with the reality in Australian society as well as in a global context. Students will also investigate International law, and the difficulty the law has in balancing the rights of the individual with the need for national and global security.

Employment/Further Study Pathways

An understanding of the Australian Legal System is vital for those employed in business and government particularly in management or administrative roles. The study of business law is an important part of Business courses at CIT and University. A Degree in Law may be undertaken at both the University of Canberra and the Australian National University. Lawyers are employed throughout the community in private enterprise and government, and many lawyers operate from their own legal firms.

6.2.3 PSYCHOLOGY (T/A)

Psychology is often defined as the science of the mind or of human behaviour. No other academic field so closely touches you or the human condition as does psychology. It concerns itself, for example, with how and why people do what they do; how young children perceive the world around them and why children may rebel; what enables us to remember how to ride a bike twenty years or more after our last ride. An understanding of others goes some way towards an understanding of ourselves. Not only do future social workers, childcare workers, sports people, health professionals, teachers, media and advertising professionals, parents, managers and business people profit by studying psychology, it gives enduring insights to us all.
Unit Description

All units are of one semester duration. All units marked * have early exit at the half-semester point. Introduction to Psychology must be taken as the first unit before any other unit.

Introduction to Psychology and Consciousness *

An introduction to the study of psychology and the research methods used is provided. Look at the brain and nervous system, and consciousness - sleep, dreams, hypnosis and meditation.

Personality & Abnormal Psychology

What is personality and how is it assessed? What are the different theories put forward to explain the development of personality? Investigate mental health, major disorders and methods of treating mental illness.

Learning, Memory, and Mental Abilities

Focus on the various theories and processes of learning, how we remember information, and why we forget. Investigate the nature of thinking, intelligence and creativity, the factors that affect their development, and how these abilities are measured.

Social Influences, Attitudes and Prejudice*

The nature and development of attitudes and how attitudes are measured is one focus. Another is prejudice and discrimination. Investigate what influences an individual’s relationships with others and how social and work groups function.

Motivation and Emotion

Investigate the physiological and psychological motives for behaviour, for example, the need for achievement, and the relationship between motivation and performance. Look at the nature of emotions, and how we communicate our emotions. Investigate what we mean when we talk about self-concept and self-esteem.

Employment/Further Study Pathways

The study of Psychology can lead to employment by governments in welfare, hospitals, industry and the defence forces. Psychologists are employed in private practice and by business in management and as human resource managers. Psychology is studied as a university degree course and is offered by most universities. Many psychology graduates do not necessarily choose to find work as psychology specialists but are employed in positions where they can use the skills learned through their psychology training in advertising, public relations, youth work, health, sport coaching and any management area.

6.2.4 SOCIAL AND COMMUNITY WORK (A/V)

If you like working with people, helping people, in an industry that incorporates working with children, young people, the aged, the disabled or the community generally, then this course will give you invaluable skills and knowledge to help you enter the workforce. This course can especially provide pathways into childcare, aged care, teaching, nursing and youth work. Year 11 is a general introduction to community services and examines key aspects of disability, aged and child care areas. Year 12 focuses on child care with a term on youth issues. Students can complete a Certificate II in Community Services (CHC20108). To do this they will successfully complete the competencies for each section of the course, and at least one Vocational Placement. If a student does not achieve the full certificate they will be given a Statement of Attainment which lists their completed competencies.

Unit Description

All units are of one semester duration and all units have early exit and late entry at the half-semester point. To gain Certification students must complete the unit Understanding Community Services first.

Understanding Community Services

(This is a semester long unit)
The following half semester units are covered in this unit.

Prepare for Work in Community Services

(Half semester unit)

Investigate who makes up the community and their needs. Look at the legislation governing them and develop an appreciation of the huge variety of jobs and employment opportunities in this area. The childcare and aged care areas will be especially investigated.

In this unit you will prepare to work in the community sector, communicate with people accessing the services of the organisation, follow policies, procedures and programs of the organisation, work with others, participate in OHS processes and provide first point of contact.

Working with Others in the Community

(Half semester unit)

Identify key community service industry organisations able to provide information and assistance. Enable students to identify future career opportunities and the importance of working in a team environment.

In this unit you will work with others, follow policies, procedures and programs of the organisation, participate in OHS processes, provide first point of contact and a one week vocational placement will be undertaken during the semester.

Disability and Aged Care Work

(This is a semester long unit)

Comprising the two following half semester units:

Disability Work

(Half semester unit)

Prepares students to work effectively in disability work and communicate with clients assessing services in the community.

In this unit you will prepare for disability work, prepare for work in community sector, communicate with people assessing the services of the organisation, follow policies, procedures and programs of the organisation and participate in OHS processes.

Aged Care Work

(Half semester unit)

Investigate the process of ageing, attitudes to ageing and aspects of the aged care industry.

In this unit you will follow policies, procedures and programs of the organisation, participate in OHS processes, work effectively with older people and a one week vocational placement may be undertaken during the semester.

Child Development

(This is a semester long unit)

Investigate the development of children from birth through infancy. Focus on interpreting and recognising children’s cues, providing a safe, disease free environment and suitable food. Address issues such as the importance of childhood and the development of self-esteem and competence, inclusivity policies and the need for adequate rest and hygiene.

In this unit you will support the development of children, prepare for work in the community sector, communicate with people accessing the services of the organisation, follow policies, procedures and programs, work with others and participate in OHS processes.

Issues in Youth Work

This standard unit combines Work with Young People 0.5 and Alcohol and Drug Issues 0.5.
In this unit you will prepare for alcohol and other drugs work, work with others, follow policies, procedures and programs of the organisations, participate on OH&S processes and work effectively with young people.

This unit looks at many issues facing the youth of today. It also allows students to develop knowledge of alcohol and other drugs work.

6.2.5  SOCIOLOGY (T)

The aim of this course is to help students to understand the social and cultural factors that influence individuals, groups and institutions within society, their dynamics and interrelationships.

Unit Description

There are no prerequisites. Each unit can be completed in any order.

Sociology and Power

An introduction to the study of sociology and the research methods used to apply theoretical principles and perspectives. Demonstrates to students an understanding of the society in which they live and the behaviour of individuals within that society.

Students will gain an understanding of the diverse relationships that relate to class, status and power within society they will critically analyse and evaluate the relevance of sociological theories to real life situations. Thus, enhancing their understanding of human behaviour and the impact of the social domain in all aspects of life.

Sociology of Deviance and Crime

Students can analyse social processes used by particular societies to establish social conformity from a global perspective. They will apply theoretical perspectives of deviance and crime using research methodology.

Sociology of Media, Youth and Culture

Examine the role and importance played by media in contemporary Australian society. Its importance to the cultural and social development of young people is investigated.

Sociology of Religion

Examine and analyse why people maintain or lose their belief in religion and the ways in which society, culture and religion interact to form particular cultural patterns from a global perspective.

Employment/Further Study Pathways

The study of sociology at this level lends itself to working in the community and social welfare work. CIT provides courses for further study in these areas. Overall, the courses offer the benefit of understanding the unique position all individuals occupy within society and the constraints that may impact on life choices. Further study at university can lead to careers in demography, health policy and research, personnel consultancy, or many other fields that value sociological insight.
6.2.6 THEORY OF KNOWLEDGE (T)

This course introduces students to many of the philosophical ideas and how they have influenced society. Students explore the concept of knowledge and how it can be acquired. Students also explore many of the ethical and moral dilemmas facing today’s society. This course requires a high level of literacy. This course is only offered as a T minor.

Unit Description

All units are of one semester duration but are taught and delivered over three terms. There are no half standard units on offer. The course can also be studied as R units.

Introduction: Reason, Emotion and Self

This unit investigates knowledge: what it means to know something and how we acquire knowledge. Students also study a number of philosophers including Socrates, Plato, Aristotle, Descartes, Locke and Nietzsche. The philosophical ideas on reason, emotion, self and genders are also explored.

Language, Meaning and Ethics

This unit investigates language as a pathway to knowledge and the self as a knower. Students will also study language and the limits of language. Ethical theories are also studied and their application to moral dilemmas facing society today.

Note: It is hoped that in 2014 a semester length unit on Ethics will be delivered.