



WELCOME



Meet Our Staff

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Contacting us

Email: enquire@russo.qld.edu.au

Include:

- Your full name
- Student ID
- Your question or request
(appointment, document, problem)
- Check your email or SMS for a reply

Diploma of Business

- Aim: prepare students for second year Bachelor studies.





Diploma of Business

The Diploma of Business consists of eight (8) subjects, which are usually completed over three (3) study periods in the following order:

RH1000 - Academic and Business Skills Development
RH1005 - Contemporary Business Communication
RH1004 - Management Fundamentals

RH1002 - Accounting
RH1008 - Marketing Fundamentals
RH1003 - Economics

RH1007 - Data Analysis & Management
RH1012 - Business Law



| Subject Code | Subject Name | Day | Time | Room Number |
|--------------|---|-----------|-------------------|---------------------------------|
| RH1000 | Academic and Business Skills Development | Wednesday | 09:00am - 01:00pm | 403 |
| RH1004 | Management Fundamentals | Tuesday | 9:00am – 01:00pm | 403 |
| RH1005 | Contemporary Business Communication | Thursday | 09:00am - 1:00pm | 804 in Week 1 802 Week 2 -10 |
| RH1008 | Marketing Fundamentals (Lecture - students must attend both classes) | Wednesday | 01:00pm – 03:00pm | 802 |
| RH1008 | Marketing Fundamentals (Tutorial- students must attend both classes) | Wednesday | 02:30pm – 04:30pm | 403 |
| RH1003 | Economics | Thursday | 09:00am - 01:00pm | 403 |
| RH1007 | Data Analysis and Management | Tuesday | 09:00am – 1:00pm | 104 |
| RH1012 | Business Law (Lecture - students must attend both classes) | Wednesday | 05:00pm - 07:00pm | 802 |
| RH1012 | Business Law (Tutorial- students must attend both classes) | Friday | 11:00am – 01:00pm | 301 |

✓ *Check your timetable every week – rooms may change, even if your class is the same*

✓ *If a subject has TWO sessions then you MUST attend BOTH sessions*



Student Tuition Fees

- Students will be required to pay for their eight (8) subjects as per the conditions of their Letter of Offer.
- Russo Business School's finance department will issue an invoice prior to the commencement of each new study period.
- Students who fail a/several subject/s and are required to repeat that/those subject/s in order to complete their course, will be charged the full subject rate applicable at the time if they repeat the subject/s.

Diploma of Business



- If you want to PASS each subject, then:
 - attend all lectures;
 - submit all assessment; and
 - sit all exams.

Academic Calendar



Academic Calendar

Study period 1, 2020

| MARCH | |
|--|----|
| Orientation & Tuition Fee Payment Due Date | 13 |
| Classes Begin | 16 |
| APRIL | |
| Census Date | 9 |
| Good Friday | 10 |
| Easter Monday | 13 |
| Study Break Commences | 20 |
| Anzac Day | 25 |
| MAY | |
| Labour Day | 4 |
| JUNE | |
| Study Break Week | 1 |
| Exams Commence | 8 |
| Holidays Commence | 15 |
| Exam Results Released | 26 |
| JULY | |
| Study Period 2 2020 Start Date | 13 |

The Information is correct at the time of publication (October 2019). Russo Business School reserves the right to change details at any time (this includes schedules and fees).

*At time of printing the dates of public and show holidays in Queensland are proposed dates only

| MARCH 2020 | | | | | | | |
|------------|-----|-----|-----|-----|-----|-----|-----|
| Week | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| | | | | | | | 1 |
| | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 1 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 2 | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 3 | 30 | 31 | | | | | |

| MAY 2020 | | | | | | | |
|----------|-----|-----|-----|-----|-----|-----|-----|
| Week | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| 6 | | | | | 1 | 2 | 3 |
| 7 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 8 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 9 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 10 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| JULY 2020 | | | | | | | |
|-----------|-----|-----|-----|-----|-----|-----|-----|
| Week | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| | | | 1 | 2 | 3 | 4 | 5 |
| | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| | 27 | 28 | 29 | 30 | 31 | | |

| APRIL 2020 | | | | | | | |
|------------|-----|-----|-----|-----|-----|-----|-----|
| Week | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| 3 | | | 1 | 2 | 3 | 4 | 5 |
| 4 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 5 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 6 | 27 | 28 | 29 | 30 | | | |

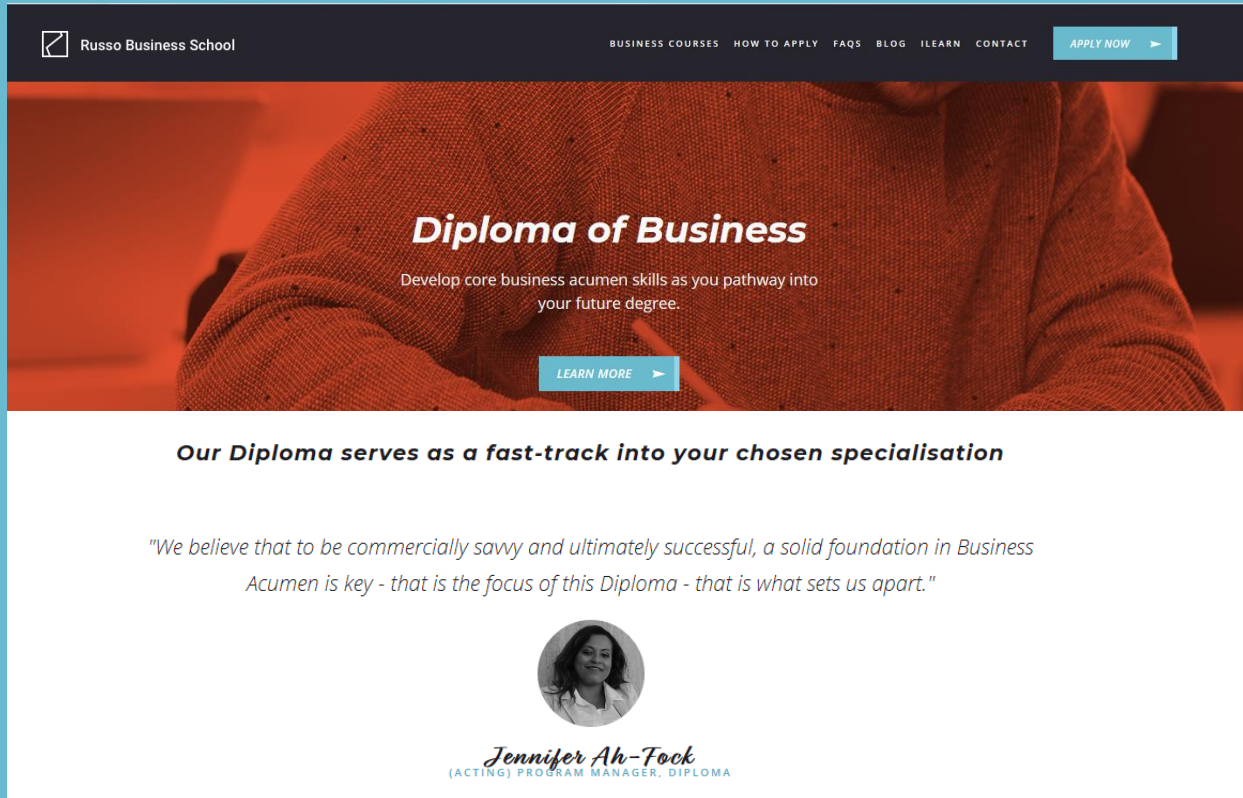
| JUNE 2020 | | | | | | | |
|-----------|-----|-----|-----|-----|-----|-----|-----|
| Week | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| | 29 | 30 | | | | | |

| | |
|--|--|
| Class | |
| Exam Week | |
| Study Break | |
| Orientation Date & Tuition Fee payment Due | |
| Public Holiday | |
| Exam Results Release | |
| Study Period 2 2020 Start Date | |
| Census Date | |

[Academic Calendar available on the Russo Business School Website](#)



Website & iLearn Access

A screenshot of the Russo Business School website. The header is dark blue with the school's logo on the left and navigation links (BUSINESS COURSES, HOW TO APPLY, FAQs, BLOG, ILEARN, CONTACT) and an 'APPLY NOW' button on the right. The main banner features a red-tinted image of a person writing, with the text 'Diploma of Business' and a description: 'Develop core business acumen skills as you pathway into your future degree.' Below this is a 'LEARN MORE' button. The lower section has a white background with the text 'Our Diploma serves as a fast-track into your chosen specialisation', a quote from Jennifer Ah-Fock, her circular portrait, and her title '(ACTING) PROGRAM MANAGER, DIPLOMA'.

RBS Website address:
<http://russo.qld.edu.au/>



iLearn – Student Learning Management System

A screenshot of the iLearn Student Learning Management System interface. The interface is divided into several sections. On the left is a 'Tools' sidebar with links to Announcements, Calendar, Tasks, My Grades, Send Email, User Director, Address Book, Personal Information, and Groups. The main content area is divided into several panels. The top row includes 'My Announcements' (showing no announcements), 'My Courses' (showing no courses), and 'On Demand Help and Learning Catalog' (with a link to the On Demand Learning Center). The middle row includes 'Mobile Learning Update' (promoting the Blackboard app) and 'My Tasks' (showing no tasks). The bottom row includes 'My Organizations' (showing no organizations) and 'Course Creation Wizard' (with a link to launch the wizard). The Russo Business School logo is visible in the top left corner of the interface.

Tools

- Announcements
- Calendar
- Tasks
- My Grades
- Send Email
- User Director
- Address Book
- Personal Information
- Groups

My Announcements

No Institution announcements have been posted in the last 7 days.
No Course or Organization announcements have been posted in the last 7 days.
[View announcements...](#)

My Courses

Courses where you are Instructor
[Testing!](#)

On Demand Help and Learning Catalog

Learn more about Blackboard Learn through our [On Demand Learning Center](#). The On Demand Learning Center includes short, interactive video lessons called Quick Salons and short documents, called Getting Started Guides, designed to get you familiar with a feature in 15 minutes.

Mobile Learning Update

Read, create, and comment on Discussion threads from your phone with the Blackboard app

Study Group (Wed 9pm-12am)
After looking at resources I found that forming a study group would be quite beneficial to me.

Available on the App Store | Get it on Google play | Download on the App Store | Blackboard App World

My Tasks

My Tasks
No tasks due.
[View tasks...](#)

My Organizations

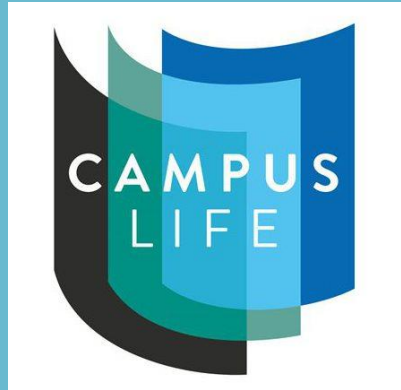
You are not currently participating in any organizations.

Course Creation Wizard

Create courses using an easy step-by-step wizard approach.
[Launch the Course Creation Wizard.](#)



Campus Life and our Website



Student Services



Employment and
Careers Services
Joblinx



The Learning
Centre



Student Counselling
Service



Click the link below to access Russo Business School Campus Life:

[Campus Life](#)

*Click the link below to access Russo Business School Orientation Booklet and Presentation: **[Orientation Booklet and Presentation](#)***

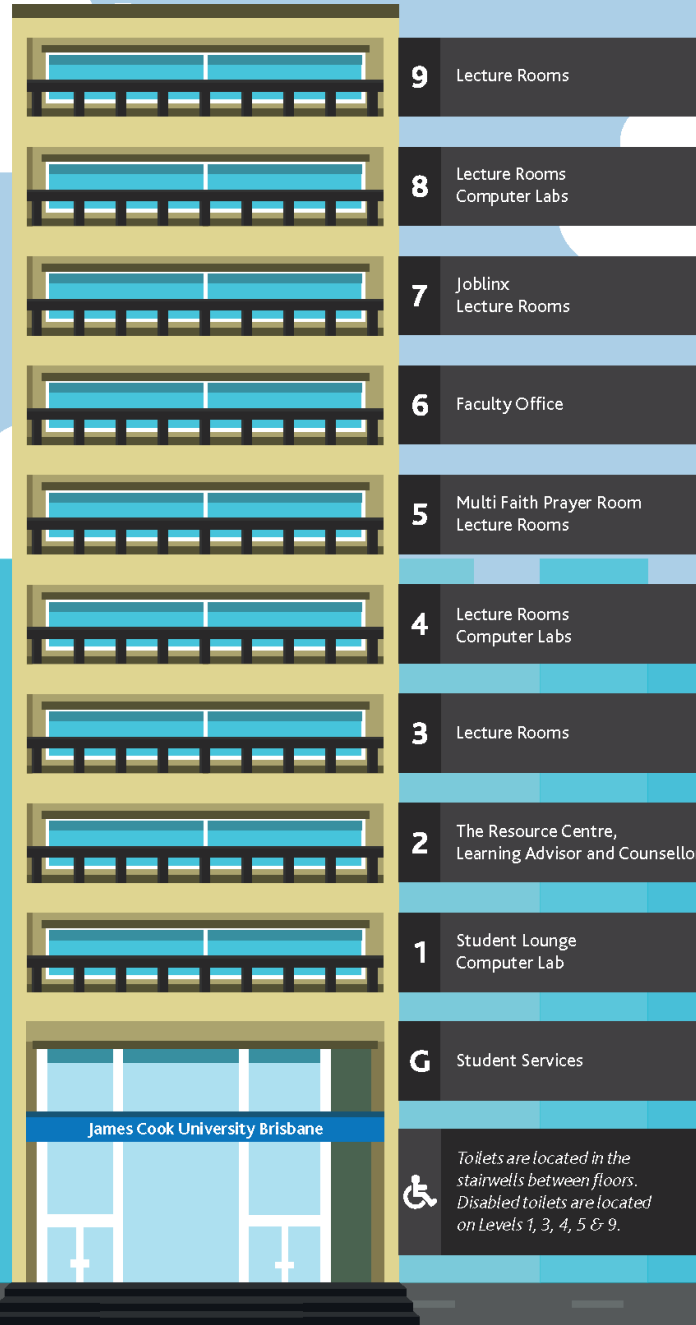


Working in Australia

- Joblinx is a recruitment agency
- Joblinx assists students to gain
 - work experience;
 - part time and graduate employment; and
 - access to a full range of training programs.
- Joblinx office is in room **701**
- [Joblinx](#)



Campus Directory





Internet and Computer access



Computers are located throughout the building

- There is a download LIMIT, which is refreshed each week
- You can access the computers from 7:30am-9:00pm
- **WI-FI is also available 'SRInstitute' (log in using your student ID and password)**
- Please note classes are also held in computer labs



Academic Support

Please contact us if you wish to:

- ✓Talk about problems relating to classes
- ✓Discuss your study goals/progress
- ✓Discuss attendance

➤Email us for an appointment

enquire@russo.qld.edu.au



Personal Support

Please contact us if you require:

- ✓ Advice for health services and general problems/wellbeing

- Click below to find out here:

[Student Counselling Service](#)



Student Code of Conduct

Students are in a professional environment and are expected to behave in a professional, enthusiastic manner:



Student Code of Conduct

The following behaviour is considered unacceptable:

- Harassment of staff or other students
- Threatening behaviour
- Bullying
- Cheating or stealing
- Bringing or being under the influence of alcohol or drugs while at school.



Complaints & Appeals


- ✓ Students have access to a fair & free Complaints & Appeals process
- ✓ A complaint can be made face to face with a Lecturer or staff member or via email: enquire@russo.qld.edu.au
- ✓ See the website for more detail [Student Policies](#)





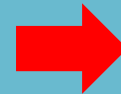
Working in Australia

You should:

- ✓ Apply for a TAX FILE NUMBER by visiting the website for this government department 
- ✓ Open an Australian BANK ACCOUNT
- ✓ Have PERMISSION to work in Australia
- ✓ Student VISA: Maximum of 40 hours per fortnight
- ✓ Working Holiday VISA: Unlimited working hour
- ✓ Tourist/Visitor VISA – no work allowed. Visit the website for this government department for more information



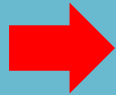
"International students have the same rights as all workers in Australia."





Student Accommodation

1. Homestay with an Australian family. Visit the AHN website for more information



2. Specialist student accommodation, including Uniresort, Urbanest and The Pad

3. Privately rented accommodation (i.e. house, apartment)

➤ There are laws regarding renting a house or apartment in Queensland to protect you. Please follow them! For more information, visit the website for the Residential Tenants Authority





Visa information

All students should be aware of their VISA conditions:

1. Have a course of study (eCOE)
2. Maintain satisfactory course progress
3. Work up to 40 hours per fortnight in study periods
4. Update your current personal details and address to the school regularly. This is VERY important.
5. Have VISA length Overseas Health Cover (OSHC).

Visa information

VISAS:

**Make sure you know how long you can remain in Australia
(your VISA end date)**

- Click the following link for more information <https://www.homeaffairs.gov.au/trav/stud>



Health & Safety





Safety in our building

- Building is open 7.30am - 9.00pm, Monday - Friday
- Floors 1 - 5 are open on weekends – Security access card required
- Please do not hold the elevators and front doors, as they are **ALARMED**
- Stairs are located at FRONT and REAR of the building
- Toilets are located in the front stairwells, and disabled toilets are located on levels 1, 3, 4 and 5

Evacuation Information

IF YOU HEAR THE FOLLOWING ALARMS:

Alert Alarm - 'Beep, Beep'

Action: All wardens to respond. Staff to check immediate area for signs of danger and stand by. If alarms sound outside of normal business hours, immediately evacuate.

Evacuation Alarm - 'Whoop, Whoop'

Action: Evacuate via the nearest exit and proceed to the assembly area.

EVACUATION PROCEDURES:

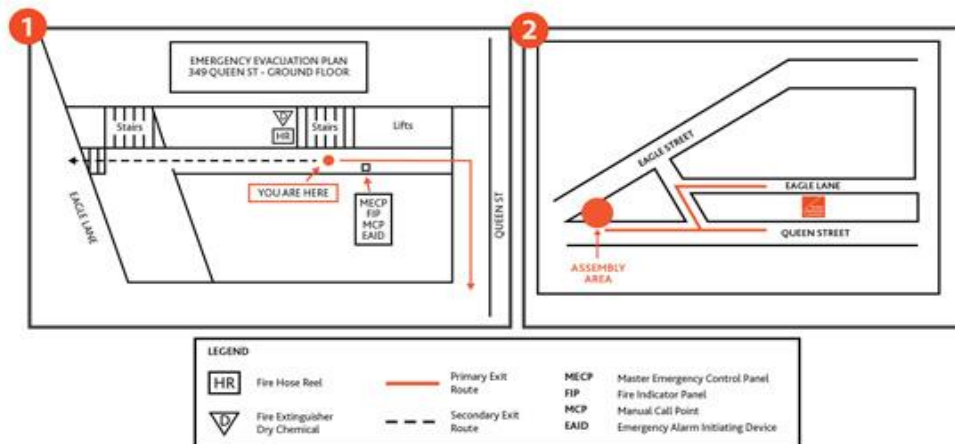
- Assist any person in immediate danger **ONLY IF SAFE** to do so.
- Activate the Fire Break Glass Alarm (Manual Call Point) and call Emergency Services (000).
- Attack fire with the appropriate equipment **ONLY IF SAFE** to do so.

On being advised of a Building Evacuation...

- Comply with all instructions given by Chief Fire Warden or Wardens.
- Leave the building via the nearest safe emergency EXIT.
- Proceed to the building's Emergency Assembly Area and remain there until otherwise advised.

KNOW YOUR EXITS

- For your safety, make sure you know the location of the nearest Emergency Exit.



IN AN EMERGENCY, TELEPHONE:

FIRE BRIGADE
000

POLICE
000

AMBULANCE
000

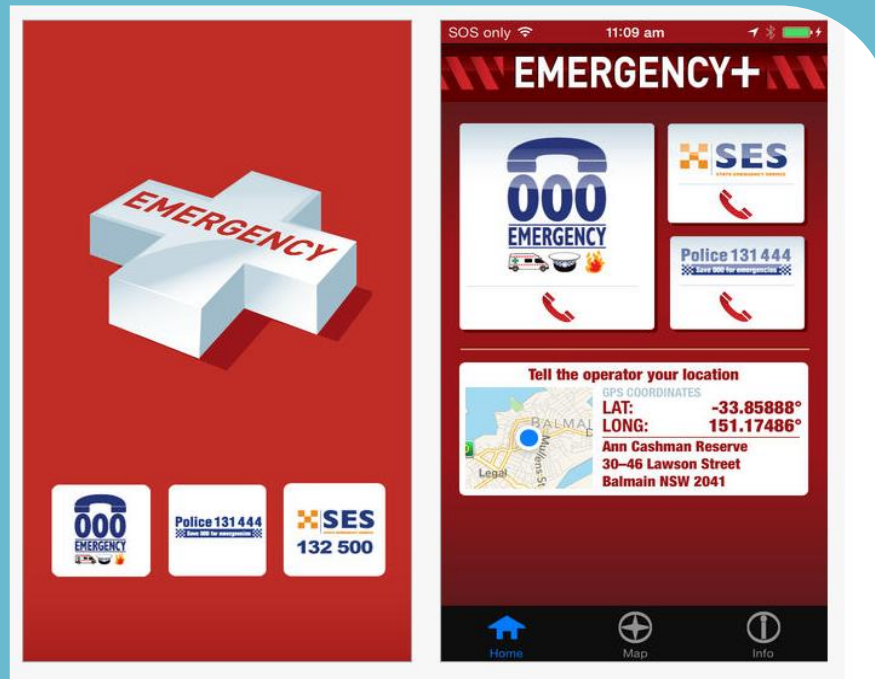
Emergency Services – FREE call:



LEARN your **ADDRESS**
and **TELEPHONE**
NUMBER!



Click the images below for more information





Personal Safety

ALWAYS tell at least two other people/friends **WHERE** you are going and **WHEN** you will be back!



Staying safe in Brisbane at night - QPS News

The Queensland Police Service in conjunction with Brisbane City Council have released a program to promote personal safety in the city. Brisbane is a safe and vibrant 24-hour city but in any big city, crime does happen. The safety of all.....

MYPOLICE.QLD.GOV.AU

**Click the image above to watch an informational video
about safety in Brisbane at night**



Your Health

- See a GP (General practitioner) if you are sick
- Only go to a hospital for accidents or serious illnesses
- Know your OSHC health insurance fund
- Pharmacies/chemists are a great place to ask for health advice and buy medication
- Carry your medication prescription in English
- First aid is available at Russo Business School
- Please make sure that you have given us the contact details of a friend/relative, here in Australia, for us to contact in the case of an emergency (such as sickness, accident, or an unforeseen situation)

Your Health



- ✓ Always wash your hands well and often
- ✓ Always use tissues and throw them away afterwards



- ✓ Always cover your mouth/nose if you cough or sneeze
- ✓ If you are very sick, stay at home to rest
- ✓ Visit a doctor or chemist

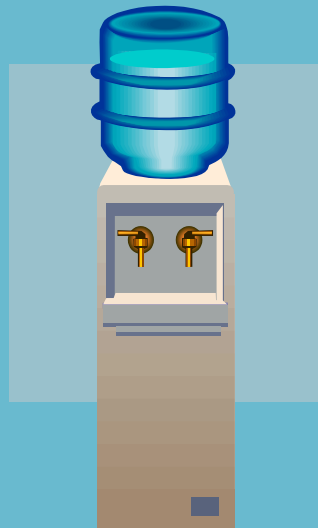


Staying healthy in Summer



Protect yourself in five ways from skin cancer

*Drink plenty of
water during hot
weather*



*Water coolers are in
the kitchens and
throughout the
building*

Staying healthy in Summer

Click the image to
watch an instructional
video

Always swim between the red and yellow flags



一定要在紅黃旗之間游泳。

保持在紅黃旗之間的區域游泳。

常に赤と黄色の旗の間で泳ぐ

항상 붉은색과 노란색의 깃발 사이에서만 수영하십시오

हमेशा लाल और पीले झंडों के बीच तैरें

Sentiasa berenang antara bendera merah dan kuning.

قم بالسباحة دائماً بين الأعلام الحمراء والصفراء

Traditional Chinese • Simplified Chinese • Korean • Japanese • Hindi • Malay • Arabic



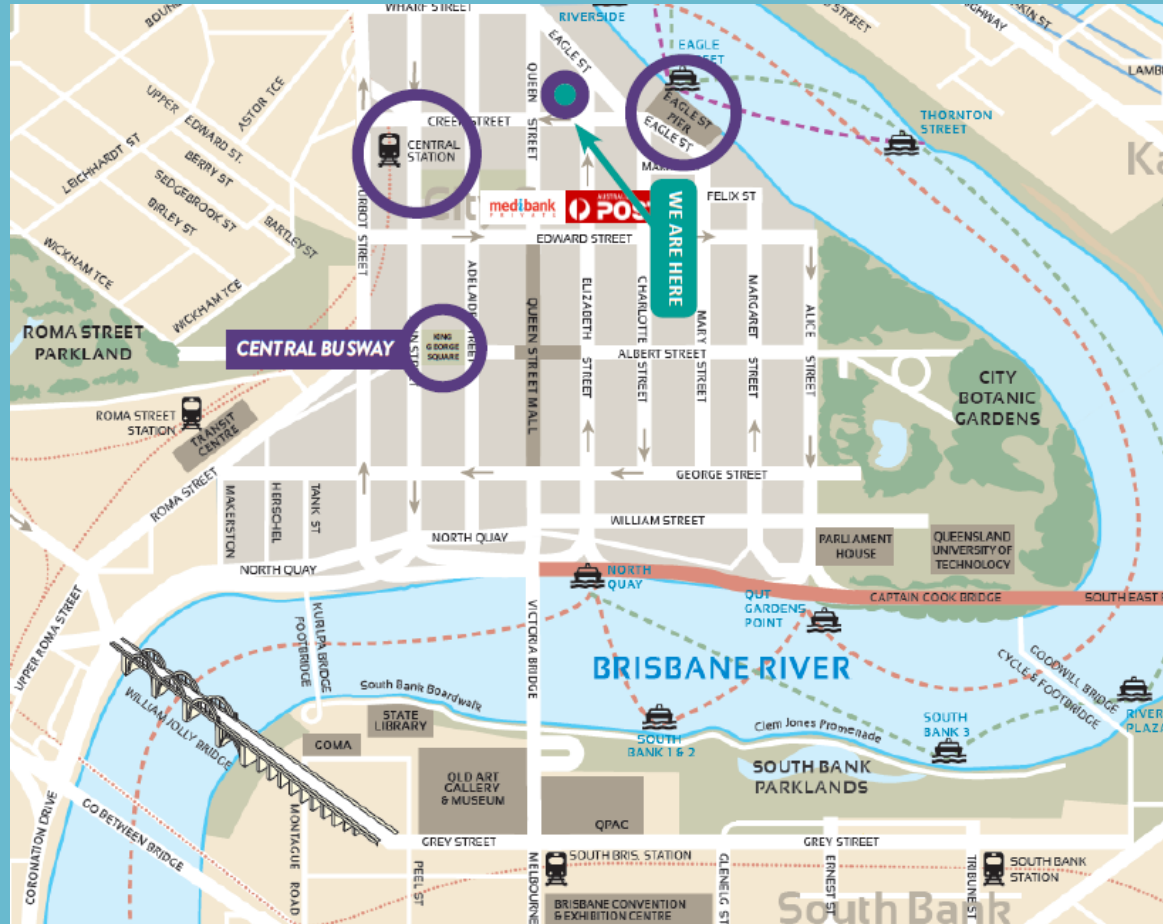
www.beachsafe.org.au



Welcome to Brisbane



Welcome to Brisbane





Brisbane Transport



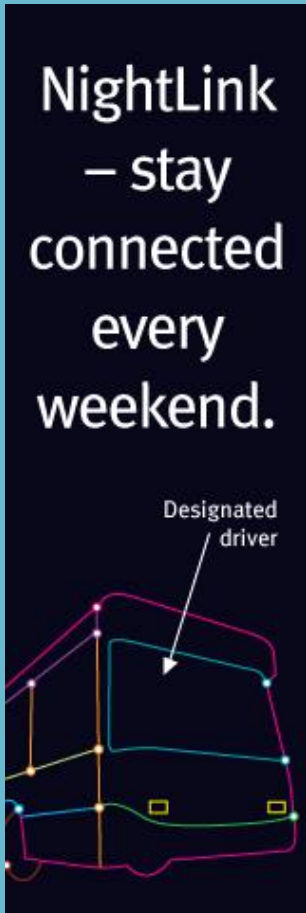
- Russo Business School students are eligible for concession fares on public transport
- Purchase a go card
- Refer to the Translink Handout in your tote bag on how to apply for concessional travel



Brisbane Transport

➤ Other transport options include:

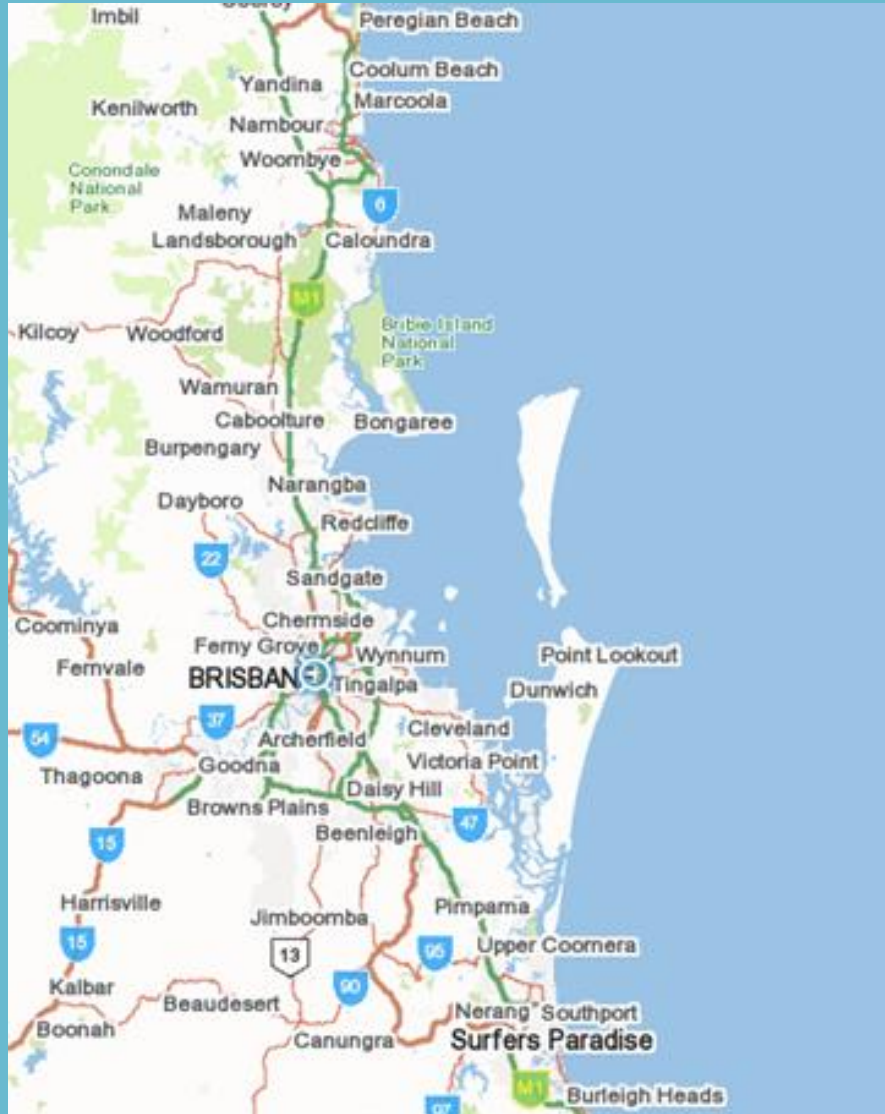
- Nightlink services: weekends/holidays
- CityCycle
- **FREE** services – CityHopper Ferry, Spring Hill Loop and City Loop (buses)



Click on the images for more
information



Brisbane and surrounding areas



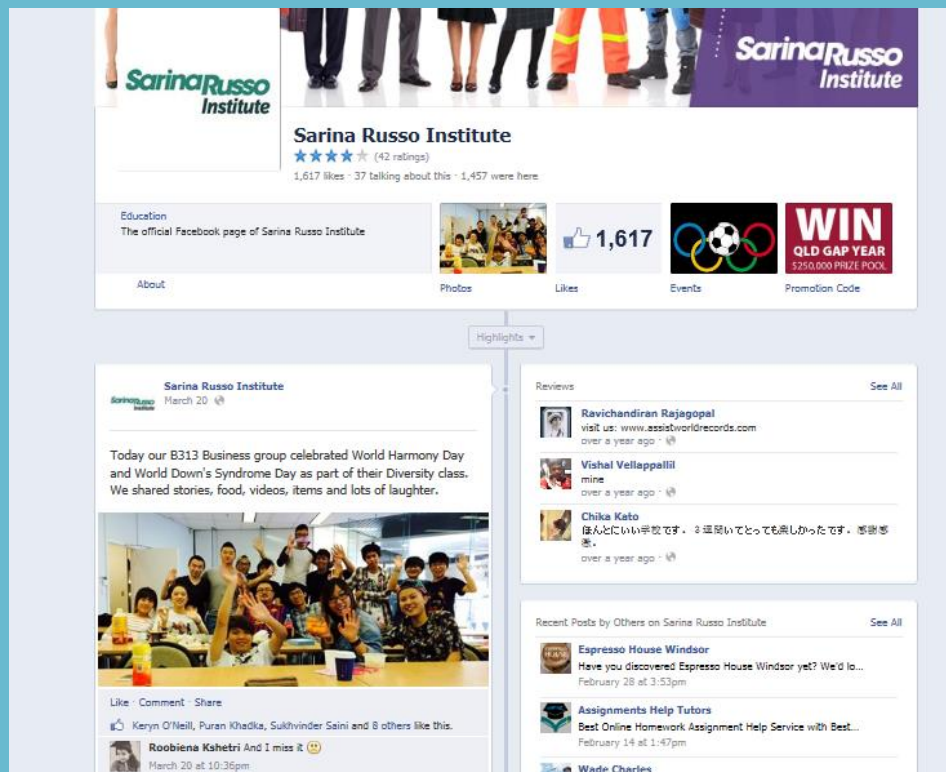
click for
Google Map



Brisbane Information/Events

www.visitbrisbane.com.au

www.studybrisbane.com.au





Smoking

NO
SMOKING
INSIDE MOST
BUILDINGS
INCLUDING PUBS

NO
SMOKING ON
THE FRONT STEPS
OR RAMP OF
BUILDINGS

- If you smoke in a smoke-free area or don't dispose of cigarette butts you can be fined up to \$200 on the spot
- You can smoke where you see ashtrays
- No smoking in the Queen Street Mall



Need more information?

- ✓ There is an Information Centre located in the Queen St Mall
- ✓ The Russo Business School Student Hub is on Level 2
- ✓ Student Services





**Russo Business School
wishes you well with
your studies**