School of Education and the Arts

CG04 Bachelor of Professional Communication
Management Major
Full Time Course Planner – Term 2 2019 onwards

Year	Unit Code	Unit Name	CP	Requisites	Ad. Stand	Comp Term /Status
Year 1	COMM11108	Communicating for Social Change	6			T2 2019
	COMM11007	Media Writing	6			T2 2019
	COMM11003 **	Communication in Professional Contexts	6			T2 2019
		Elective Unit (See Notes on Page 3)	6			T2 2019
	COMM11110	Introduction to Public Relations	6			T1 2020
	HRMT11011 **	Human Resource Management	6			T1 2020
	MGMT11109 **	Introduction to Business	6			T1 2020
		Elective Unit (See Notes on Page 3)	6			T1 2020
Year 2	JOUR12010	Feature Writing	6	Pre-Req COMM11007		T2 2020
	JOUR13001	Public Relations & the Media	6	Pre-Req COMM11007 & COMM11110		T2 2020
	MGMT19105 **	Quality Management	6	Pre-Req 24cp		T2 2020
	COIS12073 **	Enterprise Systems	6	Pre-Req 48cp		T2 2020
	COMM12022	Technology, Communication and Culture	6	Pre-Req 36cp		T1 2021
	DGTL12004	Digital Publishing	6	Pre-Req 36cp		T1 2021
	DGTL12005	Contemporary Photomedia	6	Pre-Req 36cp		T1 2021
	HRMT19021	Principles of Employment Relations	6			T1 2021
Year 3	COMM13110	Communication Project A	6	Pre-Req 48cp		T2 2021
	COMM13119	Organisational Communication	6	Pre-Req 36cp		T2 2021
	MGMT13151 **	Entrepreneurship, Innovation and Start-ups	6	Pre-Req 48cp		T2 2021
	HRMT19020	Perspectives on Organisational Change	6	Pre-Req 72cp		T2 2021
	COMM12018	Advanced Public Relations	6	Pre-Req 36cp & COMM11007, COMM11110 & JOUR13001		T1 2022
	COMM12033 ^	Speech and Script	6	Pre-Req 36cp		T1 2022
	MGMT19126	Operations Management	6	Pre-Req 48cp		T1 2022
		Elective (See Notes on Page 3)	6			T1 2022
Total Units: 24			**144**			

^ Alternate Years
** Available in Term 3
✓ Completed
CP = Credit Points

For information on the terminology used in the above course planner, please refer to the Glossary on the last page of this document.

MORE DETAILS:

To satisfy the requirements for the award CG04 Bachelor of Professional Communication, students must complete 24 units (144 credit points).

Recommended Study Schedule

Students should complete units in an order that is as close as possible to the recommended structure set out in this course planner. Students should concentrate on completing all first year units before moving on to second year units, and all second year units before moving on to third year units.

Course Structure Requirements

In the CG04 Bachelor of Professional Communication, students are required to complete the following course structure:

- 13 Core Units
- 8 Major Units
- 3 Elective Units

Course Duration Requirements

Full Time Duration   3 years full time

Part Time Duration   6 years part time

Please also note that if you fail units or take a Leave of Absence, your course duration and completion timeframe may be extended.

Interim Awards   Interim Awards do not exist for this course

Exit Awards   CK29 Diploma of Professional Communication

Deferment/Leave of Absence

Domestic students in the Bachelor of Professional Communication degree are permitted to defer the initial offer of their degree for a maximum of 12 months before their offer is withdrawn. Furthermore, domestic students may also take a Leave of Absence (LOA) once they have commenced their course of study however only a maximum of 12 months can be granted without requesting further approval from the Head of Course.

You can apply for a deferment or LOA here.

International students are not permitted to defer their initial offer or take a Leave of Absence unless otherwise discussed with their Home Campus.

Credit Transfer

If you have undertaken study in the last ten years, or have relevant in-formal or non-formal learning, you may be eligible for credit towards your course. Please note that some courses have reduced timeframes within which prior study remains eligible for credit. Please refer to the CQUni Handbook for specific credit time limits relating to your course.

To submit an application for credit, please refer to the Credit Calculator or contact the Academic Pathways Team via their email credit@cqu.edu.au. Further information about the credit process can also be found on the Credit for Prior Learning webpage.

Credit applications should be submitted at least four (4) weeks before the relevant term commences. Applications must be complete with all supporting documentation to be assessed by CQUniversity. CQUniversity cannot obtain documents from other institutions, organisations or individuals.

Electives

Students in the CG04 Bachelor of Professional Communication course must successfully complete a total of 3 Elective units. Electives can be any undergraduate unit offered at CQUniversity, provided both the pre and co-requisites are met.

A MAXIMUM of 12 Level 1 units are permitted toward the course. Students can determine their Unit Level as outlined below:

- Undergraduate Level One Unit Codes begin with a "11" (e.g. MRKT11029)
- Undergraduate Advanced Level Unit Codes begin with either a "12", "13", or "19" (e.g. MGMT19128)

If you have any questions in regard to your course, please contact the Course Advice Team:
13 CQUni (13 27 86) http://handbook.cqu.edu.au/eforms/index ('Ask a Course Advisor' e-form).

PLEASE CHECK THE CQU HANDBOOK FOR TERM AVAILABILITIES AND PRE-REQUISITES AS THEY MAY CHANGE FROM YEAR TO YEAR http://handbook.cqu.edu.au

GLOSSARY

- **Course**: A course is the combination of units that contribute towards either a CQUniversity award qualification or non-award study.

- **Course Code**: A course code identifies the specific course a student may be studying at CQUniversity.

- **Unit**: A unit is the individual subject students must complete in order to graduate from their course.

- **Unit Code**: A unit code identifies a specific unit that a student is enrolled in under their course.

- **Pre-Requisite (Pre-Req) Unit**: A pre-req unit is a unit which students must pass before being allowed to enrol in the subsequent unit.

- **Co-Requisite (Co-Req) Unit**: A co-req unit is a unit that must be studied at the same time as another unit.

- **Anti-Requisite (Anti-Req) Unit**: An anti-req unit is an old unit that has been replaced by a new unit and students are not permitted to study the old unit.

- **Credit Points (CP)**: Credit Points are the numerical value of a unit which contributes to the total Credit Points for a course.

- **Core Unit**: A core unit is a compulsory unit that a student must study to meet the requirements of their course.

- **Elective Unit**: An elective unit is a unit within a course that is not compulsory and students may have a choice in what unit they study, provided it meets the elective requirements of their course.

- **Major**: A major is a specific area within a course where a student specialises in and is normally made up of 8 units for undergraduate courses, and 4 units for postgraduate courses. Not all courses have majors.

- **Double Major**: A double major is where students specialise in 2 areas of study and is normally made up of 16 units. Double majors are normally only available in undergraduate courses.

- **Minor**: Like a major, a minor is a specific area within a course where a student specialises and is normally made up of 4 units.

- **Term**: A specified period of time for higher education units in which teaching, learning and assessment occurs. CQUniversity offers 3 Academic Terms per year: Term 1, Term 2 and Term 3.