

## School of Business and Law

### CC51 Graduate Certificate in Business Administration Part Time Course Planner – Term 2 2019 onwards

Year	Unit Code	Unit Name	CP	Requisites	Ad. Stand	Comp Term /Status
Year 1	ACCT20077**	Accounting for Management Decision Making	6			T2 2019
	MGMT20129	Managing People, Organisations & Context	6			T2 2019
	MGMT20135	Critical Thinking and Managerial Decision-Making	6			T1 2020
	MRKT20052**	Marketing Management and Digital Communications	6			T1 2020
<b>Total Units: 4</b>			<b>24</b>			

\*\* Available over 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 of CC51 Graduate Certificate in Business Administration, students must complete 4 units (24 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.

### Course Structure Requirements

In the CC51 Graduate Certificate in Business Administration, students are required to complete the following course structure:

- 4 Core Units

### Course Duration Requirements

Full Time Duration                      0.5 years full time

Part Time Duration                      1 year 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**                                      Exit Awards do not exist for this course

### Deferment/Leave of Absence

Domestic students in the Graduate Certificate in Business Administration degree are permitted to defer the initial offer of their degree for a maximum of 12 months before their offer is withdrawn.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 an approved 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](mailto: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.

If you have any questions about your course, please contact the Course Advice Team: [spc@cqu.edu.au](mailto:spc@cqu.edu.au) or by visiting <http://handbook.cqu.edu.au/eforms/index> and filling out the 'Ask a Course Advisor' e-form.

**PLEASE CHECK THE CQUNI HANDBOOK FOR ALL 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.