

School of Education and the Arts

CG04 Bachelor of Professional Communication Human Resource Management Major Part Time Study Plan – Term 1 2019 onwards

Year	Unit Code	Unit Name	CP	Requisites	Ad. Stand	Comp Term /Status
Year 1	COMM11110	Introduction to Public Relations	6			T1 2019
	COMM11003	Communication in Professional Contexts	6			T1 2019
	COMM11108	Communicating for Social Change	6			T2 2019
	COMM11007	Media Writing	6			T2 2019
Year 2	HRMT11010 **	Organisational Behaviour	6			T1 2020
		<i>Elective Unit (See Notes on Page 3)</i>	6			T1 2020
	HRMT11011 **	Human Resource Management	6			T2 2020
	OCHS11027	OHS Fundamentals	6			T2 2020
Year 3	COMM12022	Technology, Communication and Culture	6	Pre-Req 36cp		T1 2021
	HRMT19012	Performance Management	6	Pre-Req HRMT11011		T1 2021
	JOUR12010	Feature Writing	6	Pre-Req COMM11007		T2 2021
	JOUR13001	Public Relations & the Media	6	Pre-Req COMM11007 & COMM11110		T2 2021
Year 4	DGTL12005	Contemporary Photomedia	6	Pre-Req 36cp		T1 2022
	COMM12033 ^	Speech and Script	6	Pre-Req 36cp		T1 2022
	HRMT19014	Human Resources Planning, Recruitment & Selection	6	Pre-Req HRMT11011		T2 2022
		<i>Elective Unit (See Notes on Page 3)</i>	6			T2 2022
Year 5	COMM12018	Advanced Public Relations	6	Pre-Req 36cp & COMM11007, COMM11110 & JOUR13001		T1 2023
	DGTL12004	Digital Publishing	6	Pre-Req 36cp		T1 2023
	COMM13110	Communication Project A	6	Pre-Req 48cp		T2 2023
	COMM13119	Organisational Communication	6	Pre-Req 36cp		T2 2023
Year 6	HRMT19013	Human Resource Training and Development	6			T1 2024
	HRMT19016	Contemporary HRM Challenges	6	Pre-Req 48cp & HRMT11011		T1 2024
	HRMT19020	Perspectives on Organisational Change	6	Pre-Req 72cp		T2 2024
		<i>Elective Unit (See Notes on Page 3)</i>	6			T2 2024
Total Units: 24			144			

** Available over Term 3

^ Alternate Years

✓ Completed

CP = Credit Points

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

Important Note: This Study Plan has no formal or legal status but is used to assist students in planning their course.

Students should refer to the official University database and/or University transcripts to ensure they are meeting course requirements.

MORE DETAILS:

To satisfy the requirements for the award CG04 Bachelor of Professional Communication (Human Resource Management), 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 study plan. 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 (Human Resource Management), students are required to complete the following course structure:

- 13 Core Units
- 8 Human Resource Management 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 (Human Resource Management) 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.