

2009 Course Summary Sheet

■ Graduate Certificate in Business Administration (GS87) (GS42)

This document will assist you with the selection of your study program and completion of your enrolment. Other useful information can be found on the Student Services website studentservices.qut.com/, which can also be accessed via the Online Enrolment portlet.

Location: Gardens Point campus

Course Duration: 1 semester (full-time) or 2 semesters (part-time). (Two six-week teaching periods equate to one university semester for MBA and associated courses.) The course must be completed within a maximum time period of two years.

Total Credit Points: 48

Standard Credit Points/Full-time Semester: 48

Course Coordinator: Dr Amanda Gudmundsson, Graduate Studies Director; Email bgsbenq@qut.edu.au

IMPORTANT COURSE SPECIFIC ENROLMENT ADVICE

Students are expected to enrol as per the standard structure outlined on this Course Summary Sheet, and are responsible for ensuring their unit selection is correct. Failure to do so may result in financial and academic penalties.

Commencing Students – Commencing students are required to enrol as specified in the University's letter of offer with regard to their course and major. Commencing students are not permitted to overload in their first semester of study.

Continuing Students – All continuing students must refer to the '[Course Updates](#)' on page 3 to ensure that course requirements are met. Students who cannot determine an enrolment program should contact Faculty of Business Student Enquiries (Level 1, B Block, telephone: 07 3138 2050, fax 07 3138 1055 or E-mail: bgsbenq@qut.edu.au).

Course Design: Students must complete a minimum of 6 units (36 cp) from the MBA core and no more than 12 cp of electives OR select a major (48cp) study area..

Articulation: Students who successfully complete the Graduate Certificate in Business Administration program with a GPA of 4.5 or above (on a 7 point scale) may enrol in the Master of Business Administration (MBA).

Course Structure and Unit Selection

Students should refer to the Schedule of Unit Offerings to identify when elective units are available. Core units should be planned around the availability of elective units. Students requiring assistance with their course planning may contact the Brisbane Graduate School of Business on 07 3138 2050.

Electives

The Schedule of Unit Offerings is available online at <http://www.bgsb.qut.edu.au/study/current/timetables/mbatimetables.jsp>. Students may undertake other postgraduate Business elective units, subject to the approval of the Graduate Studies Director.

Teaching Period (6TP1, 6TP2, 6TP3, 6TP4, 6TP5, 6TP6)

MBA units are offered in 6-week teaching periods. The terminology for these is 6TP1 through 6TP6. Please refer to the BGSB Academic Calendar for the start dates of each teaching period:
www.bgsb.qut.edu.au/study/current/timetables/mbatimetables.jsp

Prerequisites

Prerequisite requirements for the following units are deemed to have been satisfied upon admission to this course, except for those specifically identified in brackets and italics. Where elective units may be undertaken, students should check prerequisite requirements in the unit synopsis section of the QUT Handbook and obtain approval from the Unit Coordinator prior to enrolment.

Unit Offerings

Students are advised to consult the timetable prior to the start of each teaching period and refer to the Schedule of Unit Offerings. The BGSB timetable and Schedule of Unit Offerings are available online:
www.bgsb.qut.edu.au/study/current/timetables/mbatimetables.jsp

Limits on grades of 3: A new policy concerning grades of 3 comes into effect from 1 January 2009 (QUT MOPP C/9.2). With effect from this date grades of 3 will no longer be considered a conceded or low pass but will be classified as a fail grade. Any grades of 3 awarded prior to 1 January 2009 will retain the conceded pass status and will be counted for graduation purposes up to the maximum number of grades of 3 permitted for your course. Grades of 3 incurred in units that commence after 1 January 2009 will not count towards your degree. The maximum number of pre-2009 grades of 3 permitted for this course can be found [here](#).

Important Note: Please ensure you select the correct teaching period, class and location code for all units you are enrolled in. All units in this course have a location of Gardens Point and a class of Internal (ie. GP Internal).

COURSE STRUCTURE

Students have two options within this program:

1) Select a minimum of six (6) units from the following MBA core units plus no more than 12cp of any postgraduate business unit approved by Graduate Studies Director:

MBA Core Units	Credit Points	Contact Hrs/Wk	Teaching Period
GSN401 Managing in the Global Business Environment	6	3	6TP1:2:3:4:5:6
GSN403 Understanding Data	6	3	6TP1:3:5
GSN404 Financial Statements Analysis	6	3	6TP2:4:6
GSN405 Strategic Management	6	3	6TP1:3:5
GSN406 Human Resource Management Issues	6	3	6TP2:4:6
GSN407 Business Communication	6	3	6TP2:4:6
GSN408 Fundamentals of Marketing Management	6	3	6TP1:3:5
GSN409 Organisational Behaviour 1	6	3	6TP1:3:5
GSN410 Entrepreneurship	6	3	6TP2:4:6
GSN412 Business Law 1	6	3	6TP1:3:5
GSN413 Financial Management 1 (<i>GSN403</i>)	6	3	6TP2:4:6
GSN415 Understanding Leadership	6	3	6TP1:3:5
GSN491 Economics in Business 1	6	3	6TP2:4:6

ATTENTION CONTINUING STUDENTS: you must refer to the '[Course Updates](#)' page regarding changes to the MBA core units.

OR

2) Select a major (48cp) from one of the following study areas:

Corporate Governance

Required: GSN401 Managing in the Global Business Environment; GSN404 Financial Statements Analysis; GSN405 Strategic Management; GSN412 Business Law 1; GSN472 Legal Principles of Corporate Governance (*GSN412*); GSN496 Public Relations and Crisis Management; GSN483 Ethics for Philanthropic & Nonprofit Organisations; GSN485 Legal Issues for Philanthropic & Nonprofit Organisations

ATTENTION CONTINUING STUDENTS: you must refer to the '[Course Updates](#)' page regarding changes to the Corporate Governance major study area.

Entrepreneurship and Innovation

Required: GSN401 Managing in the Global Business Environment; GSN404 Financial Statements Analysis; GSN405 Strategic Management; GSN408 Fundamentals of Marketing Management; GSN410 Entrepreneurship; GSN420 New Venture Strategy (*GSN405*); GSN429 New Venture Marketing (*GSN408*); GSN431 New Venture Growth & Transitions (*GSN405*)

ATTENTION CONTINUING STUDENTS: you must refer to the '[Course Updates](#)' page regarding changes to the Entrepreneurship and Innovation major study area.

Leadership

Required: GSN401 Managing in the Global Business Environment; GSN407 Business Communication; GSN409 Organisational Behaviour 1; GSN415 Understanding Leadership; GSN417 Effective Advocacy for Managers (*GSN407*); GSN425 Leadership Development (*GSN415*); GSN456 Personal Development and Ethics for Managers; GSN496 Public Relations and Crisis Management

ATTENTION CONTINUING STUDENTS: you must refer to the '[Course Updates](#)' page regarding changes to the Leadership major study area.

Strategy

Required: GSN401 Managing in the Global Business Environment; GSN405 Strategic Management; GSN408 Fundamentals of Marketing Management; GSN410 Entrepreneurship; GSN418 Marketing Strategy Development (*GSN408*); GSN474 Strategy Planning and Development (*GSN405*); MGN505 Consulting & Change Management

ATTENTION CONTINUING STUDENTS: you must refer to the '[Course Updates](#)' page regarding changes to the Strategy major study area.

COURSE UPDATES

IMPORTANT ENROLMENT INFORMATION FOR CONTINUING STUDENTS

The information below is to inform students of changes to course information. Students should read the course requirements information that applies to all continuing students and any other information below that pertains to their program of study. Students who require further advice should consult the relevant school to ensure that course requirements are met.

COURSE REQUIREMENTS

The course requirements were amended from 2005 to incorporate the major areas from the discontinued course GS43 Graduate Certificate in Management.

MBA CORE

Continuing students who commenced prior to 2009

The core units were revised in 2008 to include 14 core and 2 integrative core units, with the unit GSN460 discontinued. Continuing students who have not completed the discontinued core unit GSN460 must select units from the new MBA core unit structure (refer to page 2 for details).

Students who have completed the discontinued core unit GSN460 may still include that unit as part of their course, as per the previous MBA core structure listed below:

Core Units (*prior to 2009*)

GSN401 Managing in the Global Business Environment
GSN403 Understanding Data
GSN404 Financial Statements Analysis
GSN405 Strategic Management
GSN406 Human Resource Management Issues
GSN407 Business Communication
GSN408 Fundamentals of Marketing Management
GSN409 Organisational Behaviour 1
GSN410 Entrepreneurship
GSN412 Business Law 1
GSN413 Financial Management 1
GSN415 Understanding Leadership
GSN460 Creative Problem Solving (*no longer offered*)
GSN491 Economics in Business 1

MAJORS

Corporate Governance

This study area was revised in 2008. Students who commenced prior to 2009 may continue under the previous structure, subject to completion of necessary discontinued units.

Required: GSN401 Managing in the Global Business Environment; GSN404 Financial Statements Analysis; GSN405 Strategic Management; GSN412 Business Law 1; GSN422 Business Law 2; GSN427 Financial Planning and Control; GSN472 Legal Principles of Corporate Governance; GSN456 Personal Development & Ethics for Managers

Electives: Choose up to 12 cp from the list below only if substitution has been granted for equivalent required units: GSN480 Business Sustainability and Competitive Advantage; GSN483 Ethics for Philanthropic & Nonprofit Organisations; GSN484 Management for Philanthropic & Nonprofit Organisations; GSN485 Legal Issues for Philanthropic & Nonprofit Organisations; GSN486 Accounting Issues for Philanthropic & Nonprofit Organisations; GSN224 Corporate Philanthropy; GSN233 Special Topic in Philanthropy & Nonprofit Studies

Entrepreneurship and Innovation

This study area was revised in 2008. Students who commenced prior to 2009 may continue under the previous structure, subject to completion of necessary discontinued units.

Required: GSN401 Managing in the Global Business Environment; GSN403 Understanding Data; GSN404 Financial Statements Analysis; GSN405 Strategic Management; GSN408 Fundamentals of Marketing Management; GSN410 Entrepreneurship; GSN420 New Venture Strategy; GSN460 Creative Problem Solving

Leadership

This study area was revised in 2008. Students who commenced prior to 2009 may continue under the previous structure, subject to completion of necessary discontinued units.

Required: GSN401 Managing in the Global Business Environment; GSN407 Business Communication; GSN409 Organisational Behaviour 1; GSN415 Understanding Leadership; GSN417 Effective Advocacy for Managers; GSN425 Leadership Development

Electives: Choose 12cp from the list below
GSN419 Organisational Behaviour 2; GSN456 Personal Development & Ethics for Managers; GSN461 Making Change Work; GSN462 Negotiation Strategies; GSN221 Special Topic 1 (Leadership Practicum)

Strategy

This study area was revised in 2008. Students who commenced prior to 2009 may continue under the previous structure, subject to completion of necessary discontinued units.

Required: GSN401 Managing in the Global Business Environment; GSN405 Strategic Management; GSN408 Fundamentals of Marketing Management; GSN474 Strategy Planning and Development

Electives: Choose 24cp from the list below
GSN410 Entrepreneurship; GSN418 Marketing Strategy Development; GSN420 New Venture Strategy; GSN475 Strategic Analysis; MGN505 Consulting & Change Management