

## 2003 Handbook. Graduate Certificates

[Accountancy](#)

[Business Administration](#)

see also [Electronic Business](#), [Financial Planning](#)

[Cancer Nursing](#)

[Clinical Trials Management](#)

[Community Counselling](#)

[Community Health Promotion](#)

[Cultural Heritage Studies](#)

[Design \(Architecture\)](#)

[Design Technology \(Architecture\)](#)

[Education](#)

See also [Professional Studies \(Special Education\)](#), [Teaching English to Speakers of Other Languages \(TESOL\)](#), [Technology-Enhanced Language Learning](#), [English for Professional Purposes](#)

[Education \(Enrichment Mathematics\)](#)

[Electronic Business](#)

[Employment Relations](#)

[English for Professional Purposes](#)

[Environmental Statistics](#)

[Facilities Management](#)

[Financial Planning](#)

[Gerontological Nursing](#)

[Good Clinical Practice](#)

[Higher Education](#)

[Human Nutrition](#)

[Information Technology](#)

[Legal Studies](#)

[Management](#)

see also [Employment Relations](#), [Facilities Management](#), [Public Administration](#), [Regional and Local Government Management](#)

[Marketing](#)

[Marketing Communication](#)

[Medical Diagnostics](#)

Medical science, see [Clinical Trials Management](#), [Good Clinical Practice](#), [Medical Diagnostics](#)

Nursing, see [Cancer Nursing](#), [Gerontological Nursing](#), [Perioperative Nursing](#)

Nutrition, see [Human Nutrition](#), [Sports Nutrition](#)

[Perioperative Nursing](#)

[Photonic Engineering](#)

[Professional Development Education](#)

[Professional Studies \(Special Education\)](#)

[Public Administration](#)

[Regional and Local Government Management](#)

[Sports Management \(641AA\)](#)

[Sports Nutrition](#)

[Teaching English to Speakers of Other Languages \(TESOL\)](#)

[Technology-Enhanced Language Learning](#)

[Urban Management](#)

## Graduate Certificate in Accountancy (449AA)

A full fee-paying course of 2 semesters part time. The option to study full-time over one semester may also be available.

This course is intended for graduates who need to study up to three subjects in accounting, auditing and/or commercial law in order to fulfil the requirements for entry to the Australian professional accounting bodies. This includes graduates with an accounting degree from overseas and graduates in degrees other than accounting who have studied a significant number of accounting subjects (eg. a major in accounting) without achieving professional recognition.

The course also provides a recognised qualification for public service officers and others who wish to gain an understanding of accrual accounting and reporting.

This course is subsumable into the Graduate Diploma or Masters Degree in Professional Accountancy.

### Course Duration:

1 semester full-time or equivalent part-time, maximum 1 year.

### Admission Requirements:

Applicants should hold a Bachelor's degree from an Australian university or college of advanced education. Applicants with a first degree from a foreign tertiary institution may also be admitted.

Non-graduates who meet University standards for equivalent graduate status may also be admitted to the course, and may seek advice on their eligibility from the course convener or from the University's admissions officer.

This course is subsumable within the Graduate Diploma in Professional Accountancy and the Master of Professional Accountancy.

### Course Requirements

At least 12 credit points, comprising three subjects worth 4 credit points each which must be selected from the following list. Choice of subjects is dependent upon the student's academic background and vocational needs.

[003879](#) Accounting M1

[003880](#) Accounting M2

[003881](#) Accounting M3

[003882](#) Accounting M4

[003883](#) Accounting M5

[004527](#) Accounting Theory M

[003876](#) Commercial Law M1

[003877](#) Commercial Law M2

[003878](#) Commercial Law M3

[003885](#) Finance M1

The course convener may approve the substitution of no more than one subject (4 credit points) which would normally be selected from the following list:

[004222](#) Accounting for Planning and Control MBA

[005026](#) Accounting Information Systems M

[003924](#) Economics for Managers G

[003930](#) Financial Management in Government M

[003971](#) Organisational Behaviour G

[004224](#) Portfolio Theory and Investment Analysis M

[003889](#) Quantitative Methods G

[004223](#) Strategic Management M

### Advanced Standing:

Advanced standing and credit may be granted by the course convener for a maximum of two subjects but only on the basis of graduate studies undertaken within an incomplete award program.

### Course Convener:

Mr Simon J Hoy 6C11 (02) 6201 2189  
School of Business

## Graduate Certificate in Business Administration (461AA)

This course is designed for students who intend to work in a commercial environment, either in the public or private sectors. The course consists of core subjects in accounting, economics and management. It articulates into the Graduate Diploma in Business, the Graduate Diploma in Marketing, the Master of Business Administration and the Master of International Business.

### Course Duration:

1 semester full-time or equivalent part-time.

### Assumed Knowledge:

Students are not expected to have prior knowledge of commercial subjects.

### Admission Requirements:

To be eligible for admission to a graduate certificate course, an applicant should possess a Bachelor's degree or equivalent as approved by the University's Admissions Committee.

### Course Requirements:

Students must complete 12 credit points of study comprising:

[004220](#) Accounting MBA

[003967](#) Microeconomics G *or* [003924](#) Economics for Managers G

[005202](#) Management Theory and Practice G *or* [003971](#) Organisational Behaviour G

Students who have studied any of these subjects in another award may be exempted from these subjects and shall, with the approval of the course convener, substitute other relevant subjects.

### Typical Full-time Course Structure: Graduate Certificate in Business Administration

#### Semester 1

#### YEAR 1

[004220](#) Accounting MBA

*either* [003969](#) Microeconomics MBA

*or* [003924](#) Economics for Managers G

*either* [005202](#) Management Theory and Practice G

*or* [003971](#) Organisational Behaviour G

### Course Convener:

Ms Lorraine Carey 6D6 (02) 6201 5494  
School of Economics and Marketing

## Graduate Certificate in Electronic Business (615AA)

This course is designed for individuals who are interested in electronic business systems, and in particular in learning how to evaluate, implement and manage such systems in specific business environments. It consists of a range of subjects that cover, among other things, technical, marketing, financial, legal, audit and ethical issues. On completion of this course, graduates will be able to: demonstrate a critical understanding of electronic business concepts; design integrated electronic business systems that align with the entity's overall strategic plan; identify and manage the various aspects of electronic business risk; keep abreast, and make appropriate use, of current developments in the area of electronic commerce; and recognise and deal with related ethical and moral dilemmas.

### Course Duration:

One semester, maximum four semesters

### Admission Requirements:

Applicants must meet normal University requirements for admission to a graduate course or hold qualifications deemed to be equivalent by the University's Admission Committee.

### Assumed Knowledge:

Some subjects in this Certificate assume knowledge in specific areas. Students will need to discuss their study programs with the course convener to ensure an appropriate choice of subjects.

### Academic Requirements:

The course consists of at least 12 credit points from the disciplines of accounting, economics and marketing, information technology and law as follows;

[005583](#) Introduction to E-Business M

and two of the following:

[005584](#) E-Business Law M

[005585](#) E-Business: Marketing & Economics M

[005456](#) Electronic Business: Technical Issues M

[005456](#) Electronic Business: Business Technology Issues M

[005776](#) Web Business Technology G

[005775](#) Mobile and Wireless Computing G

[004677](#) Introduction to Database Systems G

Or other G or M level subjects approved by the Course Convener.

### Course Convener:\*

Andrew Read

School of Business

Ph: 02 6201-2713

Fax: 02 6201-5238

Email: [andrew.read@canberra.edu.au](mailto:andrew.read@canberra.edu.au)

\*This information has been updated since the publication of the printed version of this Handbook.

## **Graduate Certificate in Financial Planning (598AA)**

This course is designed for students seeking the skills to undertake effective personal financial planning or who intend to work in a commercial environment, either in the public or private sectors, undertaking work for retail clients in financial planning. The course is designed to enable students to move towards meeting the educational requirements of the Australian Securities and Investment Commission for retail financial planners. Financial Planning is also in an approved specialisation of the Australian Institute of Banking and Finance. The course articulates into the Graduate Diploma in Financial Planning and the Master of Business Administration.

### **Course Duration:**

1 semester full-time or equivalent part-time.

### **Assumed Knowledge:**

Applicants should have a degree or an award that, in the opinion of the University's Academic Board, is the equivalent of a degree conferred by a tertiary institution recognised by the Board. There is no work experience requirement.

### **Admission Requirements:**

It is not necessary that they will have studied any commercial subject prior to enrolment. Admission is also available on the basis of prior learning, which includes relevant industry experience and/or work-based or other training.

### **Course Requirements:**

Students must complete 12 credit points (3 subjects) of study drawn from the following subjects

[005535](#) Financial Planning 1M

[005536](#) Financial Planning 2M

[005351](#) Financial Institutions and Markets M

[003908](#) Business Ethics M

[003878](#) Commercial Law M3

[004224](#) Portfolio Analysis and Investment Analysis M

Depending on the background of the student, the course convener may approve the substitution of no more than two subjects that would normally be chosen from the fields of accounting, banking, finance, economics or law.

### **Course Convener:**

Mr Graham Rogers 6C14 (02) 6201 5043  
School of Business

## Graduate Certificate in Cancer Nursing (477AA)

## Graduate Certificate in Gerontological Nursing (553AA)

These postgraduate courses provide the opportunity for registered nurses to expand their knowledge in nursing and midwifery by promoting education and research in selected areas of clinical practice. These include critical care nursing, neonatal nursing, paediatric and child health nursing, cancer nursing, gerontological nursing and midwifery. The importance of clinical practice in these courses is emphasised by a major part of each course focusing on clinical practice. In some courses, students are employed for three days a week in relevant clinical areas. However, note that all specialisations may not be available every year.

### Course Duration:

1 year full-time or equivalent part-time.

### Admission Requirements:

Admission to these courses requires applicants to be eligible for registration as a nurse in the ACT and to meet at least one of the following criteria:

- possess an award of Bachelor of Nursing, Bachelor of Applied Science in Nursing Science or an award deemed equivalent; or
- possess a relevant award at the bachelor degree level; or
- submit such other evidence of general and professional nursing qualifications which shall satisfy the Academic Board of the University that the applicant possesses the educational preparation and capacity to pursue graduate studies.

Applicants are required to have had at least one year of relevant full-time clinical experience since initial registration as a nurse.

### Course Requirements:

Satisfactory completion of 6 required subjects totalling 24 credit points.

### Subject Conveners:

#### *Cancer Nursing:*

Ms Laurie Grealish, School of Nursing  
Room 12C6, (02) 6201 2229

#### *Gerontological Nursing:*

Reverend Dr Elizabeth MacKinlay, School of Nursing  
Room 12D10, (02) 6201 2930

## Graduate Certificate in Cancer Nursing (553AA)

Course consists of 12 credit points of part time study over one year.

### Semester 1

[005266](#) Cancer Nursing Theory PG (year long)

[005265](#) Cancer Nursing Practice PG (year long)

[005607](#) Research Methodology PG

### Semester 2

[005266](#) Cancer Nursing Theory PG (cont'd)

[005265](#) Cancer Nursing Practice PG (cont'd)

## Graduate Certificate in Gerontological Nursing

Course consists of 12 credit points of part-time study, with one subject undertaken in each of three semesters.

### Semester 1 (2002)

[005728](#) Gerontology PG1: Concepts and Practice

### Semester 1 (2003)

[005730](#) Gerontology PG3: Complex Healthcare Issues of Ageing

### Semester 2 (2002)

[005729](#) Gerontology PG2: Dynamics of Healthy Ageing

## Graduate Certificate in Clinical Trials Management (463AA)

This course is only offered in flexible delivery mode. For further information, students should contact the relevant Divisional Office or the Flexible Learning Delivery Programs Office.

The course is offered by the National Health Sciences Centre in association with the School of Health Sciences.

This fee paying multi-disciplinary course is designed to meet the needs of those health care professionals with a medical, nursing, pharmacy, paramedical or biomedical science background who wish to obtain the specialised theoretical and practical skills required to plan, coordinate and conduct clinical trials research. It is anticipated that most participants will be employed although not necessarily in the area of clinical trials.

### Course Duration:

Part-time only, and normally one subject per semester; maximum period of study is 2 years.

### Admission Requirements:

The normal admission requirements will be a university degree or other qualification or combination of qualifications and appropriate work experience deemed to be the equivalent of a degree by the University's Admissions Committee. Substantial experience in the health care industry and/or previous participation in obtaining clinical data for clinical trials may be deemed eligible.

### Advanced Standing:

In accordance with the University guidelines and procedures, advanced standing will not normally be granted. In exceptional circumstances, exemption from particular sections or subject/s may be granted if participants can already demonstrate achievement of the relevant objectives. In that case, participants may be required to complete an assessable project or task to demonstrate that they do indeed possess the required level of expertise. Recognition of prior learning (RPL) may be possible for entry. For further information please contact the course convenor.

### Course Requirements:

Successful completion of at least 12 credit points, from three required subjects worth 4 credit points each, as follows:

[005158](#) Design of Clinical Trials Research G

[005157](#) Conduct of Clinical Research G

[005156](#) Ethics Law and Clinical Trials G

### Course Structure:

Each subject of the course will be associated with approximately 26 hours of contact time. Seminars may be conducted in association with books of readings and tasks which students will be sent at the beginning of each subject. The actual time for each student in terms of interacting with the readings and tasks together with attendance at seminars is expected to be the usual average four hours or equivalent per week.

### Course Advice:

Intending students should contact the course convenor for further information about the course, professional objectives and teaching approaches.

### Course Convenor:

Associate Professor Nikolai Petrovsky (02) 6244 3804

e-mail: [nhsc@tch.anu.edu.au](mailto:nhsc@tch.anu.edu.au)

National Health Sciences Centre (NHSC)

School of Health Sciences

## Graduate Certificate in Community Counselling (485AA)

The postgraduate courses in community counselling allow students, coming from a variety of disciplines, to build on previous experience, to gain new knowledge and techniques and then to apply their knowledge and these techniques from the perspective of their individual discipline areas. Such disciplines might include education, psychology, sociology, management, religious studies and health and human services.

The programs are designed for professionals wanting counselling skills, for example student welfare at schools, pastoral care, careers coordinators, welfare officers, personnel involved in community support schemes, Lifeline and family counsellors, equal opportunity staff, public service personnel where counselling skills are required, and people working with minority groups.

The courses combine theory with a high degree of workshop experiences and emphasis on the development of practical skills in counselling.

### Course Duration:

1 year part-time.

### Admission Requirements:

The courses have been specifically designed for community workers who are working in counselling areas, yet may or may not have a degree with a psychology major.

The minimum admission requirements are as follows:

#### *Either*

(a) possession of a minimum of an accredited three- or four-year undergraduate degree or an equivalent qualification, with some approved professional counselling experience and some staff development in the counselling area

*or*

(b) possession of a minimum of an accredited three- or four-year undergraduate degree or an equivalent qualification, with some approved professional counselling experience and coursework in the counselling area as part of their undergraduate course.

Applicants should attach to the application form all relevant academic documents (certified copies) and a brief written statement about background and reasons for applying. Students may be interviewed for personal suitability and appropriateness for the course.

### Course Requirements:

Satisfactory completion of 12 credit points from required subjects. Refer to the typical course structure below.

### Applications in Counselling Options:

The purpose of the coursework is for students to be assisted in a problem-solving approach to real life issues. Content will be selected and pursued in depth to arrive at solutions to common situations in work settings. Within the course students may select one optional area for application of theory and practice learned in the core subjects.

Options may include: crisis counselling, stress management, bereavement counselling, parent training, counselling young children, human sexuality, hypnotherapy, art therapy, in-depth counselling, body therapy, career counselling, counselling the elderly, counselling women, counselling men, assertion training, behaviour management, family counselling, marriage counselling, counselling minority groups, drug and addiction counselling, offender counselling, pain management, action methods and group work counselling, student counselling and pastoral care, the use of metaphor and myth in counselling.

### Course Structure:

At least 12 credit points as set out below:

Three 4 credit point units selected from the following:

[005276](#) Introduction to Counselling Theory M

[005499](#) Introduction to Counselling Skills M

[005281](#) Applications of Counselling 1 M

*or*

[005280](#) Applications of Counselling 2 M

*or*

[005278](#) Community Field Experience 1 M

### Course Advice:

Students needing course advice should contact the course convener.

### Course Convener:

Dr Sandi Plummer 5B76 (02) 6201 2484.  
School of Professional and Community Education



## **Graduate Certificate in Community Health Promotion (606AA)**

On successful completion of this course graduates will have an understanding of the history and nature of health promotion in its socio-cultural contexts; skills in planning, implementing and evaluating health promotion programs; and an understanding of the concepts and methods of epidemiology and health research. Please note that this course is expanding its subject offerings (in Community Development and Organisational Leadership), therefore students are advised to contact the course convener for the most current information.

### **Course Duration:**

Full-time -1 semester, or equivalent part-time.

### **Admission Requirements:**

An undergraduate degree in Community Education or equivalent (as determined by the course committee) or an equivalent academic qualification deemed equal, as determined by the admission committee. Provisions for RPL-based admission to the course are available.

### **Course Structure:**

This course consists of 12 credit points from the following subjects:

[005292](#) Contemporary Health Program

[005291](#) Health Promotion Program Planning and Evaluation

[003031](#) Epidemiology and Health Research Methods

Flexibility is central to the course and with permission of the course convener variations of the above subject options may be available.

### **Course Advice:**

Students requiring course advice are invited to contact the Course Convener.

### **Course Convener:**

Dr Katja Mikhailovich 5C7 (02) 6201 2446  
School of Professional and Community Education

## Graduate Certificate in Applied Science

- [Cultural Heritage Studies](#)
- [Human Nutrition](#)
- [Medical Diagnostics](#)
- [Sports Nutrition](#)

### Specialisation in Cultural Heritage Studies (589AD)

The Graduate Certificate in Applied Science specialisation in Cultural Heritage Studies provides students with the basic skills to address technical and theoretical issues in administering, managing or conserving Indigenous and historic heritage places and objects. It provides the first step in an articulated program of further studies leading to the Graduate Diploma and Masters programs in Cultural Heritage Management and Conservation of Cultural Materials respectively.

#### Course Duration:

One semester full-time, 3 semesters part-time, maximum duration: 6 semesters.

#### Assumed Knowledge:

Undergraduate degree in a relevant area, or relevant work experience (RPL).

#### Course Requirements:

At least 12 credit points selected from the following with the approval of the Course Convener:

[005754](#) Conservation Practice M1  
[005758](#) Materials Chemistry M  
[005756](#) Materials of Art and Artefacts M1  
[005755](#) Conservation Practice M2  
[005757](#) Materials of Art and Artefacts M2  
[005049](#) Analytical Techniques M  
[005008](#) Preventive Conservation PG  
[005759](#) Conservation of Traditional Building PG  
[005003](#) Cultural Heritage Management G  
[005006](#) Museology G  
[005005](#) Cross Cultural Heritage Management G  
[005004](#) Heritage Interpretation PG  
[005007](#) Issues in Cultural Heritage Management PG

#### General Education Subjects:

No specific general education subjects are included within the Graduate Certificate.

#### Course Advise:

Students will have access to the course convener with whom they are encouraged to discuss all matters relating to the planning of their program of study.

#### Professional Recognition:

Course advisers will have information for students on the requirements for professional membership of the following bodies: Australian Institute for the Conservation of Cultural Materials (AICCM), Museums Australia, International Council on Museums (ICOM), International Council on Monuments and Sites (ICOMOS), Association for Preservation Technology (APT), Interpretation Australian Association (IAA).

### Graduate Certificate of Applied Science – Cultural Heritage Studies

<b>Semester 1</b>	<b>Semester 2</b>
<b>Select 3 subjects from:</b>	<b>Select 3 subjects from:</b>
<a href="#">005003</a> Cultural Heritage Management G	<a href="#">005004</a> Heritage Interpretation PG
<a href="#">005006</a> Museology G	<a href="#">005008</a> Preventive Conservation PG
<a href="#">005759</a> Conservation Practice M1	<a href="#">005007</a> Issues in Cultural Heritage Management PG
<a href="#">005756</a> Materials of Art and Artefacts M1	<a href="#">005757</a> Materials of Art and Artefacts M2
<a href="#">005005</a> Cross Cultural Heritage G	<a href="#">005759</a> Conservation of Traditional Buildings PG
<a href="#">005758</a> Materials Chemistry M	<a href="#">005755</a> Conservation Practice M2

#### Specialisation Convener:

Dr Linda Young 7D12 (02) 6201 2079  
 School of Resource, Environmental and Heritage Studies

### Specialisation in Human Nutrition (589AB)

The Graduate Certificate in Applied Science specialisation in Human Nutrition provides students with the scientific background, specific knowledge and skills to address concepts and controversies relating to human nutrition, to identify the links between nutrition, health and disease at different stages of the lifecycle and to improve delivery of nutrition information to groups of people in the community. It will allow many students from different disciplines and backgrounds the opportunity to study applied Human Nutrition. Future articulation into a Graduate Diploma in a nutritional speciality is available.

#### Course Duration:

One-year part time maximum duration: 4 semesters.

#### Admission Requirements:

Applicants must have a recognised bachelor's degree in science or related fields, human physiology and anatomy, and/or biochemistry studies completed at the second year level.

#### Course Requirements:

Satisfactory completion of at least 12 credit points, including the specified core content requirements as set out in the typical course structure.

#### Course Convener:

Dr Karen Cashel 12C20 (02) 6201 2745  
 School of Human and Biomedical Sciences

### Typical Study Program for the Postgraduate course: Graduate Certificate of Applied Science – Human Nutrition

<b>Semester 1</b>	<b>Semester 2</b>
<b>YEAR 1</b>	
<a href="#">005516</a> Nutritional Science* G	<a href="#">005511</a> Nutrition & Health PG
	<a href="#">005514</a> Nutrition, Society and Health G

\*or elective if already completed. Permission of the Course Convener is required for all electives.

### Specialisation in Medical Diagnostics (589AC)

The Graduate Certificate is designed to provide students with the basic conceptual and analytical skills required for a professional career in Medical Diagnostics. The breadth offered by the Graduate Certificate gives a broader perspective, provides greater vocational flexibility and increases the range of employment opportunities in both the private and public sectors. This course articulates into related Graduate Diplomas.

#### Course Duration:

Three semesters maximum five semesters.

#### Admission requirements:

Applicants for admission must hold an undergraduate Science degree or hold qualifications deemed to be equivalent by the University's Admissions Committee.

#### Course Requirements:

At least 12 credit points, with at least

- 8 credit points selected from the following
  - [005684](#) Molecular Biology G
  - [005683](#) Clinical Chemistry Instrumentation G
  - [005680](#) Immunology G
  - [005681](#) Haematology G
  - [005682](#) Integrated Studies of Disease G
- 4 credit points selected from the following
  - [003912](#) Concepts and Elements of Law G
  - [003929](#) Financial Management G
  - [004674](#) Information Systems Management G
  - [005158](#) Design of Clinical Trials
  - [005294](#) Managing Human Resources
  - [005275](#) Systems Analysis G
  - [004538](#) Performance and Evaluation Management G
  - [005200](#) Human Resource Management G
  - [005202](#) Management Theory and Practice G
  - [003971](#) Organisational Behaviour G
  - [003924](#) Economics for Managers G
  - [003889](#) Quantitative Methods G

#### Course Conveners:

Dr Ruth Foxwell 3D49 (02) 6201 2089  
 Dr Peggy Horn 3D40 (02) 6201 2243,  
 School of Health Sciences

### Typical Study Program Graduate Certificate of Applied Science – Medical Diagnostics

<b>Semester 1</b>
<b>YEAR 1</b>
<a href="#">005680</a> Clinical Microbiology G
<a href="#">005681</a> Haematology G
<a href="#">003924</a> Economics for Managers G

### Specialisation in Sports Nutrition (589AA)

The Graduate Certificate in Applied Science specialisation in Sports Nutrition provides students with the scientific background, specific knowledge and skills to address concepts and controversies relating to sports nutrition, sports physiology and to identify the links between nutrition, physiology and performance. It will allow many students from different disciplines and backgrounds the opportunity to study sports nutrition (provided they meet the necessary pre-requisites).

#### Course Duration:

One-year part time maximum duration: 4 semesters.

#### Admission Requirements:

Applicants must have a recognised bachelor's degree in science or related fields, human physiology and anatomy, and/or biochemistry studies completed at the second year level.

#### Course Requirements:

Satisfactory completion of at least 12 credit points, including the specified core content requirements as set out in the typical course structure.

#### Course Convener:

Ms Vicki Deakin 12C18 (02) 6201 2567  
 School of Health Sciences

### Typical Study Program for the Postgraduate course: Graduate Certificate of Applied Science – Sports Nutrition

<b>Semester 1</b>	<b>Semester 2</b>
<b>YEAR 1</b>	
<a href="#">005516</a> Nutritional Science* G	<a href="#">005511</a> Nutrition & Health PG
	<a href="#">005513</a> Nutritional Science for Physical Activity PG

\*or elective if already completed. Permission of the Course Convener is required for all electives.



## **Graduate Certificate in Design (Architecture) (564AA)**

### **[no student intake in 2003]**

The Graduate Certificate in Design (Architecture) is designed for people with an undergraduate degree from an aligned discipline who have set out on a pathway for the attainment of the Master of Architecture degree. The Graduate Certificate in Design aims to provide the necessary prerequisite knowledge required to undertake further education in architecture by developing theoretical and practical reasoning, and critical judgement skills concerning the practice of design.

On completion of the Graduate Certificate in Design, students with a credit average will have developed conceptual understandings and practical application skills in the area of architectural design to a level acceptable for admission to the professionally accredited coursework Master of Architecture program.

### **Course Duration:**

1 semester full-time or part-time equivalent. Maximum two years.

### **Admission Requirements:**

In addition to the normal University requirements for admission to a graduate course, applicants should have not less than two years relevant work experience. A design portfolio may also be required where there is insufficient evidence of a candidate's design knowledge from previous studies.

### **Course Requirements:**

At least 12 credit points as set out below:

[005442](#) Architecture Studio A M

*or*

[005443](#) Architecture Studio B M

2 subjects from the following as approved by the Course Convener:

[005444](#) Practice Management A M

[004504](#) Research Methods Environmental Design M

[005039](#) Urban Research Methods G

[005436](#) History and Theory of Design A (M)

[005437](#) History and Theory of Design B (M)

[005498](#) History of Landscape Architecture A (M)

[005440](#) Environmental Law (M)

[005441](#) Urban Design Principles (M)

[005445](#) Practice Management B (M)

[005432](#) Technology A (M)

[005433](#) Technology B (M)

### **Course Enquiries:**

Contact the School of Design:

(02) 6201 2176

E-mail: [architecture@canberra.edu.au](mailto:architecture@canberra.edu.au)

# **Graduate Certificate in Design Technology (Architecture) (566AA)**

## **[No student intake in 2003]**

The Graduate Certificate in Design Technology (Architecture) coursework degree aims to provide a program for students from an aligned design discipline who have set out on a pathway for the attaining of the Master of Architecture degree. The Graduate Certificate provides students with the opportunity to obtain the necessary technical and professional prerequisite knowledge required to undertake further postgraduate education in architecture by developing practical reasoning and critical judgement skills concerning the practice of design and design technology.

Students will undertake professional and technology subjects in parallel with a design studio subject, taking benefit from the inter-disciplinary structure of the School of Design at the University of Canberra.

On completion of the Graduate Certificate in Design Technology, students with a credit average will be eligible to apply for entrance to the coursework Master of Architecture degree.

## **Course Duration:**

1 semester full-time or part-time equivalent. Maximum duration 2 years.

## **Admission Requirements:**

In addition to the normal University requirements for admission to a graduate course, applicants should have not less than two years relevant work experience. A design portfolio which indicates the design ability of each candidate may also be required where there is insufficient evidence of a candidate's design knowledge from previous studies.

## **Course Requirements:**

At least 12 credit points as set out below:

[005442](#) Architecture Studios A M

*or*

[005443](#) Architecture Studio B M

2 subjects from the following as approved by the Course Convener:

[005444](#) Practice Management A M

[004504](#) Research Methods Environmental Design M

[005039](#) Urban Research Methods G

[005436](#) History and Theory of Design A (M)

[005437](#) History and Theory of Design B (M)

[005498](#) History of Landscape Architecture A (M)

[005440](#) Environmental Law (M)

[005441](#) Urban Design Principles (M)

[005445](#) Practice Management B (M)

[005432](#) Technology A (M)

[005433](#) Technology B (M)

## **Course Advice:**

Contact the School of Design:

(02) 6201 2176

e-mail: [architecture@canberra.edu.au](mailto:architecture@canberra.edu.au)

## Graduate Certificate in Education (319AA)

This course aims to enhance professional knowledge and skills for current or future teaching, administrative and development roles in education-related institutions in government and non-government settings.

### Course Duration:

1 semester full-time or 2 semesters part-time.

### Admission Requirements:

Applicants should possess the degree of Bachelor of Education or a qualification deemed equivalent by the Admissions Committee; *or* a first degree and a Graduate Diploma in Education or graduate teaching qualification deemed equivalent by the Admissions Committee; *or* qualifications deemed to be equivalent to the above by the Admissions Committee and experience which indicates a strong possibility of success. However, in this case, it should be noted by applicants that the Graduate Certificate in Education is not a recognised teaching qualification.

Preferred applicants will have current professional experience in the area they nominate.

### Course Structure and Requirements:

The course comprises three 4 credit point M level subjects or equivalents. As such, it can be understood as the first semester of the Master of Education by coursework, if taken full-time, or the first year if taken part-time. Flexibility for students is central to the course and the award requirements can be met in a number of ways. For example:

- i. Three 4 credit point M level subjects or equivalent, generally consisting of [005311](#) Investigating Curriculum and its Context (Semester 1) or [005310](#) Reflecting on Educational Practices (Semester 2) and two electives (generally Advanced Education Studies 1M and 2M). The course is subsumable within the Master of Education (by coursework) 490AA. With the permission of the Convener, students may replace recommended subjects with any other 4 credit point M level subjects offered by the University.
- ii. a student could satisfy the requirements for the award by successfully completing 3 four credit points M level subjects in: Educational Leadership or Curriculum Studies or Special Education or Health Education
- iii. a student could satisfy the requirements for at least one third of the award (4 credit points) by successfully completing a professional development project approved by Academic Board and which has been developed in partnership with this University or another university in association with other educational agencies, plus two other available four credit point M subjects

### Status:

Students who have completed a professional development project which has been developed in partnership with this University or another university in association with other educational agencies and which meets Academic Board's minimum requirements for such projects, may be granted one subject (4 credit points) of status.

### Course Advice:

For detailed course advice, students should contact the course convener.

### Course Convener:

Associate Professor Anne Campbell 5B4 (02) 6201 2490  
Division of Communication and Education  
e-mail: [annec@comedu.canberra.edu.au](mailto:annec@comedu.canberra.edu.au)

# **Graduate Certificate in Professional Studies (498AA)**

## **Course Duration:**

Maximum of 2 years part-time.

## **Admission Requirements:**

Applicants must meet normal University requirements for admission to a graduate course or hold qualifications deemed to be equivalent by the University's Admissions Committee.

## **Course Structure:**

At least 12 credit points from one of the approved professional options available from the school or other G level unit as approved by the Course Convener. Professional options are available in Special Education, Autism Spectrum Disorder and in Behavioural Support.

## **Course Convener:**

Professor Tony Shaddock 5C61 (02) 6201 5150

## **Course Coordinator:**

Ms Maree Williams (02) 6201 2964  
School of Professional and Community Education

## **Graduate Certificate in Teaching English to Speakers of Other Languages (TESOL) (270AA)**

The School of Languages and International Education offers courses to both full-fee paying international students and Australian students. The Graduate Certificate is a course comprising three selected TESOL subjects (three in Semester 1 or three in Semester 2). It is suitable for those with no previous formal training in English language teaching.

### **Course Duration:**

Either 1 semester full-time or 2 semesters part-time. Entry in Semester 1 or Semester 2.

### **Course Structure:**

#### **Semester 1**

[005298](#) Linguistics M

[005299](#) TESOL Methods and Materials 1M

[005301](#) Technology in Language Teaching M

#### **Semester 2**

[005970](#) Language Acquisition PG\*

[005302](#) TESOL Methods and Materials 2M

[005971](#) Research Methods in Language Teaching and Learning PG

\*This information has been updated since the publication of the hardcopy version of this Handbook.

### **Enquiries:**

Enquiries to School of Languages and International Education 20C4 (02) 6201 2077

e-mail: [admissions@comedu.canberra.edu.au](mailto:admissions@comedu.canberra.edu.au)

For further information visit <http://www.sl.ie.canberra.edu.au>

### **Course Convener:**

Dr Jeremy F Jones 20C35 (02) 6201 2907

e-mail: [jeremyj@comedu.canberra.edu.au](mailto:jeremyj@comedu.canberra.edu.au)



# Graduate Certificate in Technology – Enhanced Language Learning (494AA)

On completion of the Certificate, students will

- have developed a basic understanding of the methodology of second/foreign language teaching and learning from the perspective of critical theory and other relevant intellectual frameworks
- have developed a sound understanding of the various technologies appropriate to the teaching and learning of foreign/second languages
- have developed a basic understanding of how to relate modern technology to foreign/second language teaching and learning
- have developed and implemented some simple yet practical technology-based foreign/second language-learning and reaching systems appropriate to their professional context
- have developed an understanding of some of the research issues involved in the area of technology-enhanced language-learning.

## Course Duration:

1 semester or part-time equivalent, maximum 2 years

## Admission Requirements:

Applicants must meet normal University requirements for admission to a graduate course or hold qualifications deemed to be equivalent by the University's Admissions Committee.

## Course Structure:

At least 12 credit points from the following subjects:

[005288](#) Critical Thinking in Language Pedagogy A M

[005282](#) Technology – Enhanced Language Learning A M

[005287](#) TELL Materials & Software Development M

## Enquiries:

Enquiries to School of Languages and International Education 20C4 (02) 6201 2077

e-mail: [admissions@comedu.canberra.edu.au](mailto:admissions@comedu.canberra.edu.au)

## **Graduate Certificate in English for Professional Purposes (464AA)**

This course has been developed to provide a professionally recognised English language course at graduate level, for full fee paying international students.

Teaching methods reflect the fact that the participants are adult learners, some of whom are likely to have substantial experience in their professional fields. There is flexibility and opportunity for negotiation in order to ensure the highest degree of learner-centredness. Seminars and small group work predominate over lecture-style delivery. These strategies are in keeping with current views on language teaching and learning.

The syllabus is one that integrates a number of elements. Thematic areas pertinent to professional communication provide the principal organisational focus. The socio-cultural and language competencies are integrated into the themes in such a way as to ensure they are adequately covered.

Depending on where the course is being presented, there may be opportunities to bring in guest speakers to talk on their areas of expertise. Similarly, visits to places off-campus, where appropriate, are used to allow the students to use their newly acquired language skills in a real, rather than a realistic, context.

### **Admission Requirements:**

To be eligible for admission applicants should possess a Bachelor's degree or equivalent as approved by the University's Admissions Committee.

Applicants are required to prove that they are sufficiently proficient in English to benefit from this course of study. As this Graduate Certificate is intended for students who have already achieved an Intermediate level in English, applicants will be accepted into the program only if they have an International English Language Testing System (IELTS) overall band score of 5 (General Training or Academic Module) or a TOEFL score of 480. Applicants may also be accepted on the basis of the University of Canberra's own English assessment procedures.

### **Bridging Requirements:**

There are no bridging requirements, although applicants deemed not to have the requisite level of proficiency in English for acceptance into the Graduate Certificate may be advised to undertake an ELICOS course. Attaining a suitable level of proficiency in the ELICOS course would then allow automatic entry into the Graduate Certificate.

### **Academic Requirements:**

12 credit points obtained as follows.

8 credit points to be obtained from the double subject, [005159](#) International English Language G.

4 credit points to be obtained from the subject, [005160](#) English for Specific Purposes G.

### **Course Structure and Curriculum:**

The course consists of two subjects, one double (8 credit points) and one single (4 credit points). The former adopts an integrated skills approach to the development of proficiency in English. The latter focuses more directly on the professional context in which the participants are employed. The double subject gives the participants the fundamental understanding of the language that facilitates the more formal language practice activities that are required in the single subject.

There are no electives, but the course content allows for some variation to reflect the particular professional interests of a given cohort, and of individuals within it.

### **Enquiries:**

Enquiries to School of Languages and International Education 20C4 (02) 6201 2077  
e-mail: [admissions@comedu.canberra.edu.au](mailto:admissions@comedu.canberra.edu.au)

## Graduate Certificate in Education (Enrichment Mathematics) (441AA)

This course may, under certain circumstances, be offered in flexible delivery mode. For further information, students should contact the relevant Divisional Office.

The course in Enrichment Mathematics leading to the award of a Graduate Certificate in Education aims to enhance the professional knowledge of teachers of upper primary and secondary mathematics, enabling them to effectively enrich the mathematics education of students. While the focus of the course is on enhancing learning for talented students it is expected that this course will assist teachers to enrich learning in mixed ability classes. The course provides a blend of mathematical knowledge, curriculum and pedagogy, including a school-based research project. While essentially practical in emphasis, theoretical perspectives on the education of talented children are examined and evaluated.

Expected outcomes for participants include:

- deepening the mathematical knowledge of teachers, particularly in areas not currently well-supported in texts and curriculum documents;
- developing an effective repertoire of approaches to the identification and teaching of talented mathematics students;
- developing and implementing approaches to monitor and evaluate their own teaching, particularly of talented mathematics students;
- understanding and evaluating a range of organisational strategies for enriching the mathematics education of talented students;
- developing an expanded range of learning activities that enhance teachers' capacity to maximise mathematical learning outcomes for students of a range of abilities.

### Course Duration:

1 semester full-time or equivalent part-time.

### Admission Requirements:

Applicants for admission should be practising teachers of primary or secondary mathematics with appropriate qualifications, demonstrated commitment to mathematics education and relevant professional experience. Qualifications will normally include either a Bachelor of Education containing mathematics as a major field of study or first degree including significant mathematics plus approved teaching qualification. Relevant professional experience will normally include at least two years teaching of upper primary or secondary mathematics.

Other teachers interested in this course are encouraged to contact the course convener to discuss the need for further learning and the relevance of prior experience such as mathematics-related professional development courses.

It should be noted that the course in Enrichment Mathematics leading to the award of a Graduate Certificate in Education is not a recognised teaching qualification. Neither is it intended that this course enable teachers not trained in mathematics to retrain as secondary mathematics teachers.

### Course Structure:

At least 12 credit points, normally consisting of two or three M level subjects or equivalent. As such, it can be understood as the first semester of the Master of Education degree by coursework or by research.

The course structure is flexible and may be negotiated with the course convener to best meet the needs of individual learners. It may be studied as three 4 credit-point subjects, or as one 4 credit-point subject and one 8 credit-point subject. In negotiating the subjects to be studied, students will need to ensure that an appropriate balance of mathematical knowledge, pedagogical study and critical reflection is maintained. Such a balance may, for example, be achieved through one of the two structures suggested below.

[005018](#) Enriching the Mathematics Curriculum PG

[005019](#) Enriching Mathematics Learning PG

[005021](#) Enrichment Maths Research Project A PG

or

[005020](#) Enriching School Mathematics PG

[005022](#) Enriching Maths Research Project B PG

Subjects 1, 2 and 4 may be offered flexibly using a summer school model, or as a combination of external study and face to face workshops. Subjects 3 and 5 will be offered externally with supervision. It is not necessary that these subjects be studied sequentially. Subjects currently offered in the areas of Education or Information Sciences and Engineering may be taken, by negotiation with the course convener, in lieu of the above.

### Status (advanced standing):

Students who have completed subjects at a suitable level and with a suitable focus offered by this or another university, or who have completed a professional development project (for example NPDP) which has been developed in partnership between a university and other agencies such as a professional association, may, with the approval of the course convener and within the structure of the University's policies and practices, be granted up to 4 credit points (one subject) of status.

### Course Enquiries:

Mr Steve Thornton  
 Director: Australian Mathematics Teacher Enrichment Project  
 Australian Mathematics Trust  
 telephone: (02) 6201 2017, fax: (02) 6201 5096  
 e-mail: [Steve.Thornton@amt.canberra.edu.au](mailto:Steve.Thornton@amt.canberra.edu.au)

## Graduate Certificate in Employment Relations (619AA)

This 12 credit point course is designed for:

- graduates from other disciplines who wish to develop their practical skills in, and theoretical understanding of, the management of employment relationship;
- experienced employment relations staff who wish to formalize their understanding of current theory and practice in the field;
- people without an undergraduate major in employment relations who wish to build a pathway to the study of employment relations at the graduate diploma, coursework masters or research masters level.

It provides a solid grounding in current developments in people management through the following subjects:

[005200](#) Human Resource Management G

[003932](#) Industrial Relations G

[003957](#) Law of Employment G

### Course Duration:

One semester: maximum four semesters

### Admission Requirements:

In addition to the normal University requirements for admission to a graduate certificate course applicants should also have not less than two years relevant work experience. Where an applicant does not meet the normal University requirements for admission they may be eligible for admission under RPL-based admissions provisions applicable to the course.

### Academic Requirements:

At least 12 credit points from 3 subjects out of the following:

[005200](#) Human Resource Management G

[003932](#) Industrial Relations G

[003957](#) Law of Employment G

*Or* other G level subject(s) as approved by the Course Convener

### Course Convener:

Dr Michael O'Donnell 7C10 (02) 6201 2583  
School of Management and Policy

## Graduate Certificate in Environmental Statistics (651AA)

The Graduate Certificate in Environmental Statistics (EnviroStats) aims to provide students with the opportunity to gain knowledge, understanding and sound practical skills in the application of analytical techniques of general use in the field and in experimental ecology. In so doing, graduates with the certificate will be better able to meet the expectations of their employers in the fields of experimental science and environmental management.

Topics of study will include basic descriptive statistics and exploratory analysis, t-tests and related two-sample comparisons, analysis of variance and co-variance, regression, fundamental tenets of sampling and experimental design, multivariate data types, measures of similarity, ordination and classification, evaluation and application of pattern analysis techniques.

### Course Duration:

One year full-time or equivalent part-time as resources permit. However, at this stage the Graduate Certificate is available part-time only.

### Admission Requirements:

A first degree, preferably in a science area.

### Course Requirements:

Satisfactory completion of 12 credit points as follows:

#### *First Semester*

[005842](#) Biometry G

#### *Second Semester*

[005843](#) Experimental Design & Sampling G

[005844](#) Classification & Ordination G

Note: Biometry G is a prerequisite to the two second semester subjects.

### Course Advice:

Intending students should contact the course convener in the first instance

### Course Conveners:

Dr Arthur Georges (3C37), Dr David Williams (3C38) and Dr Jim Hone (3C40), School of Resource, Environmental and Heritage Sciences (02) 6201 5785

## **Graduate Certificate in Facilities Management (561AA)**

This course introduces commercial and residential property professionals to the emerging field of facilities management. On completion of the course they will have extended their knowledge base, skills and abilities in this field. They will be able to enter the field of facilities management as effective managers and team members.

### **Course Duration:**

1 semester full-time, 2 semesters part-time. Maximum of 3 semesters.

### **Admission Requirements:**

A Bachelor's degree in a relevant field or other qualification, or a combination of qualifications and appropriate work experience deemed to be equivalent by the University's Admissions Committee.

### **Course Requirements:**

At least 12 credit points from the following subjects:

[005423](#) Facilities Management M

[005422](#) Environmental Analysis M

[005421](#) Value Management M

### **Course Advice:**

For further advice, students should see their course convener.

### **Course Convener:**

Associate Professor George Cho 3C6 (02) 6201 5650

email: [George.Cho@canberra.edu.au](mailto:George.Cho@canberra.edu.au) \*

\*This information has been updated since the publication of the printed edition of this handbook.

## **Graduate Certificate in Good Clinical Practice (658AA)**

The Graduate Certificate in Good Clinical Practice (GCP) is available for health care professionals such as medical, nursing, pharmacy, paramedical or bio-medical science graduates.

Topics of study follows the International Council of Harmonization (ICH) document on Good Clinical Practice. This includes an international legal, ethical and scientific best practice standard for designing, conducting and reporting clinical trials that involve the participation of human research subjects. The Australian Therapeutic Goods Administration (TGA) has accepted the ICH document guidelines with some annotated changes to meet Australian requirements as the standard for clinical trials research in Australia.

Graduates with this certificate will be fully conversant with the many aspects of clinical trials research according to GCP. This includes commonly used statistical calculations and a thorough understanding of the issues associated with the day to day conduct of a clinical trial according to GCP, adverse events and serious adverse events, and patient recruitment and retention issues.

### **Course Duration:**

One year full-time or equivalent part-time as resources permit.

### **Admission Requirements:**

A first degree, preferably in a science area.

### **Course Requirements:**

Satisfactory completion of three subjects for a total of 12 credit points.

[005889](#) Principles of Good Clinical Practice

[005890](#) Clinical Trials and Good Clinical Practice

[005888](#) Ethical and Regulatory Aspects of GCP

### **Course Advice:**

Students seeking course advice should contact the course convener in the first instance

### **Course Conveners:**

Adjunct Associate Professor Nikolai Petrovsky (02) 6244 3804

e-mail: [nhsc@tch.anu.edu.au](mailto:nhsc@tch.anu.edu.au)

National Health Sciences Centre (NHSC)

School of Health Sciences

## Graduate Certificate in Higher Education (329AA)

This is a formally accredited, full fee paying, course designed for practising university teachers. It is coordinated by the Centre for the Enhancement of Learning, Teaching and Scholarship (CELTS), drawing on expertise from within the Centre as well as from other parts of the University of Canberra.

The course caters for academics with varying levels of teaching experience. There is a balance of theoretical and practical approaches to assist participants in the development of their professional practice as university academics through:

- an understanding of contemporary issues, knowledge and research related to undergraduate and postgraduate learning and teaching in higher education;
- an orientation to key aspects of policies, structures, procedures and practices relating to learning and teaching at the undergraduate and postgraduate levels particularly at the University of Canberra;
- knowledge of the elements of contemporary good practice in aspects of university teaching and to encourage participants to reflect on the implications of these in the light of their students, their discipline and their School responsibilities;
- a wide repertoire of approaches and their application to course design, teaching and assessment in higher education;
- approaches to monitoring and evaluating their own teaching and the ongoing implementation of such approaches;
- increased skill in researching and communicating one's own professional practice.

### Course Duration:

1 year part-time (although some candidates may choose to complete the course over two years).

### Admission Requirements:

The minimum admission requirement is a Bachelor's degree. Because participants in the course are expected to draw upon their own teaching experience and undertake investigations into their teaching practice, it is essential for the participants to be concurrently engaged in some form of university teaching.

### Advanced Standing:

Up to 6 credit points of advanced standing (credit) may be granted on the basis of a completion certificate in the Australian National University's Sustained Study in University Teaching Program.

Advanced Standing of up to a maximum of six credit points may be granted on the basis of a completion certificate of equivalent subjects in a Graduate Certificate in Higher Education at another Australian University.

Advanced Standing of up to a maximum of four credit points may be granted on the basis of a completion certificate of the equivalent of the Introduction to Tertiary Teaching at another University.

### Course Structure:

[005900](#) Introduction to Tertiary Teaching G (compulsory subject)

[005899](#) Online Learning: Course Design

[005944](#) Online Learning: Interaction and Communication

[005901](#) Student Learning in Higher Education

[005912](#) Supervision: Beginning postgraduate supervision at UC

[005911](#) Supervision: The practice of postgraduate supervision

[005902](#) Meeting Students Needs: Diversity

[005905](#) Meeting Students Needs: Off-campus students

[005904](#) Issues in Higher Education

[005906](#) Evaluating Teaching Practices

[005907](#) Leadership in Higher Education

[005909](#) Curriculum Development

[005903](#) Assessment in Higher Education

[005908](#) Professional Practice in Learning and Teaching

[005913](#) Research Project (including Advanced supervision project)

### Course Convener:

Dr Margaret Kiley, Senior Lecturer CELTS, (02) 6201 2253, Fax (02) 6201 5172 or  
Centre for the Enhancement of Learning, Teaching and Scholarship (CELTS), 1C29  
(02) 6201 5290, fax (02) 6201 5172

Note: Classes will begin in February.



## Graduate Certificate in Information Technology (632AA)

This course offers graduates in any discipline area the opportunity to gain a professional Information Technology (IT) qualification that matches their work and educational needs. It enables students to select an area of study that matches areas of specialisation in the Information Technology industry. Students may then subsume this qualification under a Graduate Diploma offered by the School of Information Sciences & Engineering or the Master of Information Technology (coursework) degree.

On completion, graduates will gain a strong professional perspective on the role of Information Technology in industry and society and Information Technology technical and/or management expertise, depending on the subjects selected. Graduates will be able to apply relevant theories and techniques to the analysis, design, implementation and evaluation of problems and work practices in relation to the development of Information Technology-based systems. Graduates will be able to serve, as professional specialists, in a range of technical and/or management positions requiring Information Technology expertise. Students will also develop generic skills in areas such as written and oral communication and group work, and the ability to work with new technologies in an innovative and constructive manner.

### Course Duration:

6 months full time or equivalent part time.

### Assumed Knowledge:

Students are expected to have some experience in the use of computers. Students intending to undertake the subject Computers and Programming (G) must have experience of computer programming prior to commencing this subject. Please refer to the Graduate Diploma in Computing for details about how this can be achieved.

### Course Requirements:

At least 12 credit points to be selected from all G and M level subjects offered by the School of Information Sciences & Engineering, with the approval of the course convener and subject to pre-requisites for any subject selected. Additionally, a student wishing to include any M level subjects in the Graduate Certificate in Information Technology must be eligible for admission to the *Advanced Studies* (second) year of the Master of Information Technology.

There is the possibility that some students would like to undertake an Information Technology-related technical, design or management subject that is offered by the University in a school other than the School of Information Sciences & Engineering. We anticipate that this can be accommodated, if appropriate, for example for a subject from the Master of Business Administration or a subject in multi-media, given the permission of the lecturer-in-charge of the subject and the agreement of the course convener.

### Course Advice:

For detailed course advice, students should contact the course convener.

### Course Convener:

Jo Baskett 11C19 (02) 6201 2432  
School of Information Sciences & Engineering

### Typical Course Structure: Graduate Certificate in Information Technology

#### Typical full-time Course Structure Graduate Certificate in Information Technology

##### Semester 1

[004672](#) Computers and Programming G  
[004677](#) Introduction to Database Systems G  
[005596](#) Object Modelling G

The above Graduate Certificate in Information Technology would be subsumable under the Graduate Diploma in Information Technology (Software Engineering).

#### Typical Part-time Course Structure Graduate Certificate in Information Technology

##### Semester 1

[005595](#) Information Systems Architectures G

##### Semester 2

[005593](#) IT Project and Quality Management G  
[004674](#) Information Systems Management G

The above Graduate Certificate would be subsumable under the Graduate Diploma in Information Technology (Information Systems).

#### Typical Part-time Course Structure Graduate Certificate in Information Technology

##### Semester 1

[005594](#) Designing Human-Computer Interaction G

##### Semester 2

[004337](#) Issues in the Design of Human-Computer Interfaces M

##### Semester 4

[004333](#) Usability Testing and the Information Systems Design Process M

The above Graduate Certificate has two M level subjects that would be subsumable into the Master of Information Technology (coursework). This example would take two years part time because subjects are offered on a rotating basis and subject to demand.

#### Typical Part-time Course Structure Graduate Certificate in Information Technology

##### Semester 1

[004672](#) Computers and Programming G

##### Semester 2

[004671](#) Computer Structures and Networks G

##### Semester 3

[004340](#) High Speed Networking M

The above Graduate Certificate has one M level subject that would be subsumable into the Master of Information Technology (coursework). This example would take at least two years part time because subjects are offered on a rotating basis and subject to demand.

## **Graduate Certificate in Legal Studies (551AA)**

### **Course Duration:**

One semester full-time or equivalent part-time.

### **Admission Requirements:**

Applicants must meet normal University requirements for admission to a graduate course or hold qualifications deemed to be equivalent by the University's Admissions Committee.

### **Course Requirements:**

At least 12 credit points from one of the approved professional options:

- Administrative Law
- Advanced Revenue Law
- Communications Law
- Commercial Law
- Company Law
- Constitutional Law
- Construction Law
- Contract Management and the Law
- Corporate Finance and the Law
- Corporate Governance
- Criminal Law
- Dispute Resolution
- Employment Law
- Environmental Law
- Ethics and the Law
- Evidence and the Law
- Family Law
- Financial Institutions Law
- Geographic Information Systems and the Law
- Government Law
- Human Rights
- Insolvency Law
- Intellectual Property Law
- International Banking Law
- International Commercial Law
- International Trade Law
- Journalism and the Law
- Labour Law
- Law for Librarians
- Law for Managers
- Law and Technology
- Legal Philosophy/Jurisprudence
- Marketing and the Law
- Occupational Health and Safety Law
- Property Law
- Revenue Law
- Securities Law
- Sports and the Law
- Trade Practices/Competition Law

### **Course Convener:**

Mr Arthur Hoyle

School of Law

Room 6C40 Phone 6201 5772.

This information has been updated since the publication of the printed edition of the Handbook.

### **Enquiries:**

Enquiries to School of Law 6C Reception (02) 6201 5762

## Graduate Certificate in Management (424AA)

This certificate is a full-fee paying course. The Graduate Certificate in Management Studies is designed to cater for the special education and competency needs of Australian and international managers, or potential managers, in public and private organisations who are seeking postgraduate qualifications in management. Government departments and agencies that wish to offer the GCMS as part of their in-house management development programs can arrange to have the subjects conducted on their premises. The course schedule has been devised to meet the needs of part-time students, and it involves two or three days each week for attendance at lectures, tutorials, seminars and workshops.

### Course Duration:

1 semester full-time or 2 to 3 semesters part-time. The course is designed primarily for part-time study, but full-time study is possible in Semester 1.

### Admission Requirements:

The course is open to those who have successfully completed a first degree program at an Australian university or college of advanced education and who have not less than two years of work experience.

Members of professions who hold awards that are, in the opinion of the Academic Board, equivalent to a first degree, may be admitted to the course. Admission is also available on the basis of prior learning, which includes work experience, and/or work-based training or other training. Contact the course convener for details.

### Course Availability:

Entry is usually in the first semester of each year, but second semester entry is also available.

### Course Requirements:

Satisfactory completion of at least 12 credit points:

[005202](#) Management Theory and Practice G

[005200](#) Human Resource Management G

[003929](#) Financial Management G *or* other G level subject

### Status and Exemptions:

Students who qualify may be granted up to one subject of status, based on studies from incomplete graduate awards in Australian tertiary institutions or their equivalent. Students whose previous studies would otherwise have resulted in the granting of status of more than one subject in respect of particular required subjects in this course, may be exempted from such required subjects provided that an equal number of substitute subjects are included in the program. Substitute subjects should be chosen by the student and the course adviser, and require the approval of the Director of the Graduate Certificate in Management before they constitute part of the approved program.

In selecting substitute subjects, choice should be made so as to augment the student's knowledge of administratively related fields. Upper level undergraduate subjects may be taken when the student's previous studies satisfy prerequisites, or entry level graduate subjects where a new discipline is to be explored. The most appropriate fields are those offered by the Division of Management and Technology.

### Course Convener:

Associate Professor Gwyn Singleton 6D1 (02) 6201 687  
School of Management and Policy

## **Graduate Certificate in Public Administration (550AA)**

This course is only delivered to staff from selected Government Agencies.

### **Course Duration:**

Maximum of 2 years

### **Admission Requirements:**

There are no special admission requirements.

### **Course Requirements:**

At least 12 credit points as follows:

[005502](#) Public Management G

[005501](#) New Management Processes G

[003959](#) Managing Individual & Organisational Change

### **Enquiries:**

Enquiries to School of Management and Policy 6D10 (02) 6201 2904/2706

## **Graduate Certificate in Regional and Local Government Management (347AA)**

This course may, under certain circumstances, be offered in flexible delivery mode. For further information, students should contact the relevant Divisional Office.

The Graduate Certificate in Regional and Local Government Management is designed for current or intending practitioners in local government and regional administration who are interested in undertaking professional development to enhance their effectiveness and further their careers. The course caters for varying levels of experience and for a broad range of backgrounds. This course is full fee paying.

### **Course Duration:**

The equivalent of one semester, full-time.

### **Admission Requirements:**

The normal admission requirement is a university degree or other qualification, or combination of qualifications and suitable work experience, deemed to be appropriate by the University of Canberra. Students with a minimum of five years experience at a management level with a local government or other relevant organisation may be deemed eligible for admission.

### **Advanced Standing:**

Advanced standing will be granted if participants have completed a Senior Management Course with the ACLRGS since 1992, or other equivalent national or international qualifications.

### **Course Requirements:**

The course consists of three core subjects totalling 12 credit points

[005586](#) Issues in Regional Administration & Local Government G

[004538](#) Performance and Evaluation Management G

[005587](#) Strategic Leadership G

*or*

other G level subject approved by the course convener.

### **Further Information:**

Contact the Australia Centre for Regional and Local Government Studies  
telephone (02) 6201 2974 or facsimile (02) 6201 5108.

### **Course Convener:**

Dr Chris Aulich 6D35 (02) 6201 2652  
School of Management and Policy

## **Graduate Certificate in Marketing (460AA)**

This course is designed for students who intend to work in a marketing environment, either in the private or public sectors. It consists of two core subjects in economics and marketing and an elective from three choices. The course is designed to articulate into the Graduate Diplomas in Marketing, Business Administration or International Business or the Masters degrees in Business Administration or International Business.

### **Course Duration:**

1 semester full-time or equivalent part-time.

### **Assumed Knowledge:**

No specific prior knowledge is assumed.

### **Admission Requirements:**

To be eligible for admission to a graduate certificate course, an applicant should possess a Bachelor's degree or equivalent as approved by the University's Admissions Committee.

### **Course Requirements:**

Students must complete 12 credit points of study comprising:

[003924](#) Economics for Managers G

[003962](#) Marketing G

and one of the following:

[004220](#) Accounting MBA

[003963](#) Marketing Management G

[004534](#) Consumer Behaviour G

Students who have studied any of these subjects in another award may be exempted from these subjects, and may with the approval of the course convener, substitute other relevant subjects.

### **Course Convener:**

Ms Petra Bouvain 6D26 (02) 6201 2335  
School of Business

## **Typical Full-time Course Structure: Graduate Certificate in Marketing**

### **Semester 1**

#### **YEAR 1**

[004534](#) Consumer Behaviour G

[003924](#) Economics for Managers G

[003962](#) Marketing G

## **Graduate Certificate in Marketing Communication (554AA)**

The course is designed to meet the increasing need for professional communication programs within the Advertising, Public Relations and Marketing Communication industries. This introductory graduate course can be completed in one semester and provides students entry to the Graduate Diploma in Marketing Communication.

Students gain an understanding of the role of marketing communication in advertising and public relations, an introductory understanding of contemporary communication theory and research, and the complex relationships of theory to professional advertising and public relations practice.

### **Recognition of Prior Learning:**

Applicants to the course who do not hold an undergraduate degree but who have significant work experience in the field may be eligible for entry into the course based on prior learning. Contact the Course Convener for details.

### **Course Duration:**

1 semester, maximum 4 semesters.

### **Admission Requirements:**

A Bachelor's degree or equivalent as approved by the University's Admissions Committee.

### **Course Structure:**

At least 12 credit points as follows:

[005388](#) Marketing Communication Foundations G

[004586](#) Public Relations Strategy G

[005394](#) Advertising Strategy G

### **Course Convener:**

Associate Professor Felix Stravens, Program Director in Advertising/Marketing Communication

1C120 (02) 6201 2906

e-mail: [frs@comedu.canberra.edu.au](mailto:frs@comedu.canberra.edu.au)

School of Professional Communication

# **Graduate Certificate in Perioperative Nursing (664AA)**

## **Course Duration:**

1 year full time or equivalent part-time

## **Admission Requirements:**

Applicants must meet normal University requirements for admission to a graduate certificate course in nursing. Where an applicant does not meet the normal University requirements for admission they may be eligible for admission under RPL - based admissions provisions applicable to the course.

## **Course Requirements:**

Satisfactory completion of three subjects for a total of 12 credit points.

[005889](#) Principles of Good Clinical Practice

[005890](#) Clinical Trials and Good Clinical Practice

[005888](#) Ethical and Regulatory Aspects of GCP

## **Course Convener**

Dr Mark Welch 12C12 (02) 6201 5104

e-mail: [mark.welch@canberra.edu.au](mailto:mark.welch@canberra.edu.au)

School of Health Sciences



## Graduate Certificate in Photonic Engineering (627AA)

This course is suitable for engineers and technologists who wish to upgrade their conceptual and practical skills in optical and photonic engineering. Graduates of the course will have the capacity to design and characterise the performance of optical communication and instrumentation systems and components and keep a breast of new developments in photonic technologies.

### Course Duration:

One semester full time; two semesters part time; maximum four semesters

### Admission Requirements:

A degree in engineering or physics or qualifications deemed to be equivalent by the University's Admissions Committee.

### Academic Requirements:

At least 12 credit points in the fields of electronics and telecommunications engineering, mathematics and computing as follows:

[005356](#) Optics and Photonics

[005688](#) Optical Communications G

At least 6 credit points selected from the following

[005686](#) Optical and Photonic Systems

[005032](#) Numerical Analysis

[004473](#) Distributed Systems Technology

[004420](#) Information Sciences Extension Studies Opt 1 PG

[004421](#) Information Sciences Extension Studies Opt 2 PG

Any other subject as approved by the course convener

### Typical full-time course structure (single semester)

[005356](#) Optics and Photonics

[005688](#) Optical Communications

[005686](#) Optical and Photonic Systems

[004420](#) Information Sciences Extension Studies Opt 1 PG

### Typical part-time course structure (two semesters)

#### Semester 1

[005356](#) Optics and Photonics

#### Semester 2

[005688](#) Optical Communications

[005684](#) Optical and Photonic Systems

[004420](#) Information Sciences Extension Studies Opt 1 PG

Or

#### Semester 1

[005356](#) Optics and Photonics

#### Semester 2

[005688](#) Optical Communications

[005032](#) Numerical Analysis

[004420](#) Information Sciences Extension Studies Opt 1 PG

# **Graduate Certificate in Sports Management (641AA)**

## **(Flexible Delivery)**

This course is designed to develop an understanding of the sports industry and its management requirements. The content of the course recognises the changing roles of managers in the sports industry and the need for emerging leaders in the field to develop new skills compatible with the specific nature of sport as an activity and an industry.

On completion of this course, graduates will be able to: understand and evaluate the sports industry and its significance within the Australia and globally; identify major issues confronting sport and how they impact on the sports industry; demonstrate and in depth knowledge of best sport management and marketing practices; understand planning and operations strategies, financing, evaluation, concept development and marketing appropriate for sports organisations; and understand the structure of the Australian legal system, the role and functions of law, the role of courts and lawyers, and the social significance of laws.

## **Course Duration:**

A minimum of six months full-time study or equivalent part-time.

## **Admission Requirements:**

A Bachelor level degree from an Australian tertiary institution, or equivalent.

## **Course Requirements:**

At least 12 credit points comprising the subjects

[005763](#) Professional Sports Management G

[005764](#) Sports Marketing and Promotions G

[003912](#) Concepts and Elements of Law G.

The subject Professional Sports Management should be taken prior to or concurrently with the subject Sports Marketing and Promotions.

## **Program Relationships:**

The Graduate Certificate is part of a program in Sports Management comprising:

Graduate Certificate in Sports Management

Graduate Diploma in Sports Management

Master in Sports Management

The Graduate Certificate is subsumable within the Graduate Diploma in Sports Management.

## **Course Convener:**

Dr John Dodd, 3B44, (02) 6201 2986

Centre for Sports Studies

School of Health Sciences

## **Graduate Certificate in Urban Management (637AA)**

The Graduate Certificate in Urban Management provides the opportunity for professionals or managers in urban development to develop particular skills and knowledge for a chosen area of urban management. The course aims to provide managers with an integrative and cross sectoral approach to managing cities.

The objective will be to provide a high standard of understanding of the context in which modern urban development and renewal is occurring internationally in the developed and less developed world. The importance of international factors common to the environment in which all countries operate and the impact of those on government policies and on managing urban development in a national context will be emphasised.

Successful completion of the Graduate Certificate course will enable participants to proceed to the Graduate Diploma.

### **Course Duration:**

Each subject is taught intensively over a four week period. Minimum time for study would be three months.

### **Admission Requirements:**

A bachelor degree or other qualification deemed equivalent by the University Admissions Committee plus a minimum of two years of appropriate professional experience.

### **Course Requirements:**

Completion of 12 credit points (3 subject) from the following list:

[005039](#) Urban Research Method

[005036](#) Globalisation, Urbanisation and Economics Growth

[005040](#) Urbanisation and Microeconomics

[005037](#) Urban Development Planning

[005035](#) Designing Sustainable Development

[005038](#) Urban politics and Governance

[005045](#) Research Essay

[005042](#) Financing Urban Development

[005041](#) Financial Management and Investment Evaluation

[005043](#) Managing Urban Systems

[005046](#) Strategic Planning in Urban Management

[005044](#) Planning and Development in Developing Cities

Or other subjects as approved by the course convener.

### **Course Convener:**

Associate Professor Kath Wellman 7C16 (02) 6201 2575  
Centre for Developing Cities