**2019 Enrolment Advice**

No Program Enrolment Advice Session will be held for 2019.

<table>
<thead>
<tr>
<th>PROGRAM CODE</th>
<th>DCBB</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAM NAME</td>
<td>Graduate Certificate in Business</td>
</tr>
<tr>
<td>ACADEMIC PLAN</td>
<td>Standard</td>
</tr>
<tr>
<td>YEAR LEVEL</td>
<td>1</td>
</tr>
<tr>
<td>CAMPUS</td>
<td>City West</td>
</tr>
<tr>
<td>CAMPUS CENTRAL</td>
<td>Campus Central City West Level 2, Jeffrey Smart Building <a href="mailto:campuscentral.citywest@unisa.edu.au">campuscentral.citywest@unisa.edu.au</a> 1300 301 703</td>
</tr>
<tr>
<td>SCHOOL</td>
<td>Business School Hub <a href="mailto:businesshub@unisa.edu.au">businesshub@unisa.edu.au</a> (08) 8302 7141</td>
</tr>
</tbody>
</table>

**DEFINITIONS:**

Subject Area and Catalogue Number: A 4-letter subject area code plus a 4-digit catalogue number make up the course code, e.g. **ACCT 5011**. You can search for courses by using this code.

Class Number: A class number is a unique number used to identify individual classes held during a specified study period. You can use class numbers to enrol, starting with the class number of the enrolment class.

Enrolment Class: An Enrolment Class is the first class you enrol in for a particular course. This can be a lecture (LEC), tutorial (TUT), workshop (WSH), practical (PRA) or external (EXT). There may be multiple enrolment classes to choose between. All other classes will be related to the enrolment class and will display once you select your enrolment class.

Related Classes: Related classes are other components (i.e. a tutorial or practical) that make up the course. In some cases you may be automatically enrolled into a particular related class that is associated with the enrolment class you selected.

Auto Enrol Class: In some courses, once you select the Enrolment Class, you are automatically enrolled (Auto-Enrol) in a second (related) class (e.g. by choosing a tutorial you are automatically enrolled into the lecture). You may still be required to select another related class to complete your enrolment.

External Class: The external class number will be listed in the Classes column below. This number is the only enrolment class number you need to enter in ‘Manage my Enrolment’ when enrolling.
<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Catalogue Number</th>
<th>Course Name</th>
<th>Classes</th>
<th>Notes</th>
</tr>
</thead>
</table>
| ACCT         | 5011             | Accounting for Management M     | *Internal*  
Enrol into Preparatory Class – Class No. 24005  
Enrol into 1 Seminar  
Please refer to the [Class Timetable](#) for details  
OR  
*External* - Class No. 20216 | Prerequisites: Nil  
Preparatory Class: online component for all students to undertake during week 0 |
| MARK         | 5025             | Marketing Management            | *Internal*  
Enrol into Preparatory Class – Class No. 24508  
Enrol into 1 Seminar  
• Class No. 23660  
• Class No. 23661  
Please refer to the [Class Timetable](#) for details  
OR  
*External* - Class No. 24968 | Prerequisites: Nil  
Preparatory Class: online component for all students to undertake during week 0 |
| BUSS         | 5300             | Global Business Environment     | *Internal*  
Enrol into Preparatory Class – Class No. 24404  
Enrol into Seminar – Class No. 23427  
Please refer to the [Class Timetable](#) for details  
OR  
*External* - Class No. 24870 | Prerequisites: Nil  
Preparatory Class: online component for all students to undertake during week 0 |
ECON 5020 Economic Principles for Business or Elective

Internal
Enrol into Preparatory Class – Class No. 22432
Enrol into 1 Workshop
- Class No. 23603
- Class No. 23605
Please refer to the Class Timetable for details
OR
External - Class No. 24896

NOTES:
1. The table above shows the full list of courses to be taken by a student undertaking a full-time load solely in this year of the program.
2. Students enrol in all courses for both study periods (Study Periods 2 & 5) at the beginning of the year.
3. Please ensure you check the course timetable to confirm the location and possible external mode offering for each course.

PROGRAM NOTES:
Please visit the online program structure for up to date timetabling information: DCBB
1. Students may also wish to vary their study plan outside of the prescribed program structure. For a non-standard, personalised study plan please contact the Business Student Hub.
2. Please note timetables and course availability may change without warning. Ensure that you always check the timetable link for all up to date information. If you are enrolled in a course and the School needs to close it, you will be contacted accordingly.
**EXTERNAL STUDENTS**

Students studying off-campus. Administrative services for external students are located at [Campus Central](https://lo.unisa.edu.au/course/view.php?id=4074).

**External mode** includes online, distance education, industry placement or directed research. Virtual classrooms are deemed to be an external mode of delivery. External model does not normally include a face to face component, however some courses offered in external mode may require a small component of on-campus activity.

It is strongly recommended that you visit the Study Help webpage to gain valuable information regarding your studies.


**PART TIME STUDENTS**

You can study part-time which means undertaking less than the load specified for full time status.

**Full-time load** - The standard annual full-time load is 36 units or 1.0 EFTSL (Equivalent Full-Time Student Load). A student undertaking at least 75% of a full-time load for the academic year will be full-time for that year. A student who is undertaking at least 75% of a full-time load, for either the first half or second half of the year, will be full-time for that half year.

If you require further enrolment advice, please refer to the **School contact details** listed on the first page or contact [Campus Central](https://lo.unisa.edu.au/course/view.php?id=4074).