2016 Course Enrolment Guide
Faculty of Health Sciences
Graduate Certificate in Health Administration
[Domestic/Online Students]

Information last updated on 25 September 2015

Please note that Course Enrolment Guides are revised regularly and students are advised to check the website for the latest updates. Additional information from your School, Faculty and the University will be sent to your ACU student e-mail address and students must check this regularly. Please note that all e-mail communication with University staff must be sent from your ACU student e-mail account.

HOW TO USE THIS GUIDE

The Course Enrolment Guide is designed to assist students in the selection of units and to ensure that students are aware of the requirements for the completion of their degree. Specific information relating to unit content and assessments will be provided by your School.

Enrolling in units for 2016

1. Refer to Section 1. ‘Course Map’ for the structure of your course. Please note that this may vary depending on the campus where you are studying and/or the year in which you commenced your studies. Make a note of the core units you need to enrol in for 2016.

2. Refer to Section 2. ‘Unit Information’ for details about elective units offered at your campus this year. Pay particular attention to prerequisite and co-requisite requirements.

3. Make sure that you are familiar with the rules and structure of your course. Refer to Section 3. ‘Course Information’ for links to the Handbook, which contains information on the major, minor and specialisation options available in your course.

4. Refer to the Re-Enrolment¹ section of the ACU website for step-by-step instructions on how to enrol in units via Student Connect.

¹ https://students.acu.edu.au/247957
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### Graduate Certificate in Health Administration – Semester 1 commencement

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<th>2016 Semester 2</th>
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<td>HLSC604 (10cp)</td>
<td>HSLC603 (10cp)</td>
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<td></td>
<td>Quality and Safety in Health Care</td>
<td>Organisational Culture and Management</td>
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<td>Online</td>
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<td>HLSC605 (10cp)</td>
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<td>Leadership in Healthcare</td>
<td>Resource Management</td>
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### Graduate Certificate in Health Administration – Semester 2 commencement

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<th>COURSE MAP</th>
<th>2016 Semester 2</th>
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<td>HLSC605 (10cp)</td>
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Please Note:

- All units are delivered in “Attendance” mode, unless otherwise indicated.
- Pre-requisite units are indicated in italics.
- Students who do not follow the sequence recommended in their Course Map cannot be guaranteed a clash free timetable or completion within the normal course duration period.

**Study Modes**

- **Attendance**: Unit delivered primarily via face-to-face or video conference attendance, at an ACU campus or another location.
- **Multi-mode**: Unit delivered via a combination of online content and a compulsory attendance component (including examinations, practicums, residencies etc).
- **Online**: Unit delivered fully online (including assessments).

**Prerequisites**

- A prerequisite is a requirement that must be met by a student before enrolment in a stipulated unit. It is your responsibility to ensure that you meet all prerequisites prior to enrolling in a unit.
2. UNIT INFORMATION

Please note that unit availability is subject to change

2016 Units

For descriptions of units, please refer to the ACU Handbook\(^2\). Please select the appropriate year and then click on ‘Unit Descriptions’.

3. COURSE INFORMATION

Course Structure

The University Handbook provides detailed information about each ACU course, including minimum duration, requirements for completion, exit points, any available majors/minors/specialisations and descriptions of units. Please follow the links below to view the rules for your course:

<table>
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<tr>
<th>Course Title</th>
<th>Course Rules</th>
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Course Specific Advice

Course Coordinators and/or Course Advisors are available to assist with enrolment and re-enrolment. You can telephone, email or contact them in person to make an appointment.

- **Course Coordinator:** Dr Sue Gledhill  
  **Room:** Building E-Level 2-EB.28  
  **Phone:** +617 3623 7420  
  **Email:** Sue.Gledhill@acu.edu.au

- **Course Administrator:** Ms Julie Barr  
  **Room:** Building E-Level 2-EB.04  
  **Phone:** +617 3623 7225  
  **Email:** Julie.Barr@acu.edu.au

General Advice

All queries not specifically related to your course program such as admissions, enrolment, fees, scholarships, exams, timetabling and graduations should be directed to the Student Centre\(^3\).

The Administration & Enrolment\(^4\) webpage also has useful information to help you in managing your studies.

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