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## **Additional Course Information to Students - Postgraduate**

### **1. AWARD AND ACCREDITATION STATUS**

Elite Education Institute is accredited by the Tertiary Education Quality and Standards Agency (TEQSA) as a Higher Education Provider since 2014. The Institute has been accredited for the following award courses:

- 1.1. Diploma of Business (1.0 Year; AQF Level 5; equivalent to the first year of Bachelor of Business; CRICOS Code: 084214B);
- 1.2. Bachelor of Business (specialization in Professional Accounting, CRICOS Code: 084217K; Business Management, CRICOS Code: 084215A; and Communication & Public Relations, CRICOS Code: 084216M) (Undergraduate - 3.0 Year; AQF Level 7); and
- 1.3. Graduate Certificate in Business (Postgraduate - 0.5 Year; AQF Level 8; CRICOS Code: 099229E).

All award courses are recognized under Australian Qualifications Framework (AQF). Additionally, the Bachelor of Business (Professional Accounting) has been accredited by Certified Practicing Accountants Australia (CPA), the Chartered Accountants Australia and New Zealand (CA ANZ), and Institute of Public Accountants (IPA).

### **2. ATTENDANCE**

Elite Education Institute (EEI) understands that attendance is an important element of your success in your studies, and regular attendance at all lectures, tutorials and workshops is expected. To support students in their academic endeavors, EEI has put in place a mandatory attendance requirement of 50% per enrolled units (this applies to all students at EEI across all courses offered at EEI).

Failing to comply with the attendance requirement will result in penalties awarded in the relevant unit, such as not being eligible to submit an assessment in the relevant unit (e.g., excluded from final examination).

EEI carefully records and monitors attendance. Attendance monitoring and is an important influential factor of satisfactory course progress. Students will receive weekly attendance reports during a trimester, to ensure that students are up to date on their attendance progress. EEI also issues regular attendance reminders to enhance student engagement in their studies.

Reasons why you should attend scheduled lectures, tutorials and/or seminars/workshops:

- Your Lecturer will emphasize the important concepts, giving you a better idea of what is important and what you should focus on.
  - You will have the opportunities to ask questions and interact with your Lecturer and Students.
  - If you pay attention in class, you may be surprised by how much you can cut your study time later on.
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### 3. COURSE INFORMATION AND STRUCTURE

#### 3.1. Course Structure

<b>Title of the course of study:</b>	Graduate Certificate in Business		
<b>Course Description</b>	<p>The course consists of one semester (14 weeks) of fulltime equivalent study with four specified units. Domestic students may choose to study on a part-time basis.</p> <p>The Graduate Certificate in Business is designed primarily for those from a non-business degree background and to enable graduates to demonstrate the fundamental knowledge, skills and application in managing business enterprises. The Graduate Certificate in Business is designed to equip graduates of this course with the knowledge and skills to take the next step in their business management careers.</p>		
<b>Structure of the course of study</b>	The four units (each of 6 credit points) may be taken in any order.		
<b>Core / Elective Unit</b>	<b>Unit Code</b>	<b>Unit Name</b>	<b>Credit points</b>
Core Unit	BUS401	Research Methods (Quantitative & Qualitative)	6
	BUS402	Professional Ethics, CSR, & Corporate Governance	6
	ACC401	Accounting Principles	6
	MGT401	Managerial Thought and Practice	6

At the end of this course, graduates will be able to:

- CLO 1. Develop and apply specialised knowledge in relevant research methodologies, professional ethics, corporate social responsibility, and governance, accounting, and management principles, research and intellectual inquiry skills to business decision-making,
- CLO 2. Apply professional ethics, corporate social responsibility and corporate governance in business management practice and decision making.
- CLO 3. Demonstrate higher-order critical thinking, analysis and communication skills for solving complex real world business problems.
- CLO 4. Work effectively and responsibility, both independently and in teams, across multiple sites, to plan and implement management solutions.



### 3.2. Admission Criteria

Title of the course of study:	Graduate Certificate in Business (GCB)	
English language equivalence requirements	Educational and other qualifications, skills, prerequisite occupation(s)	Special or alternative admission arrangements <i>(for example, bridging courses)</i>
<ul style="list-style-type: none"> <li>• English is the student's first language; or</li> <li>• IELTS 6.5 with no individual band below 6.0; or</li> <li>• TOEFL 94 (Internet-based)</li> <li>• PTE 67; or</li> <li>• Completion of the English for Academic Purposes (EAP) program at an Australian NEAS Accredited Language Centre; or</li> <li>• Completion of an English communication skills program appropriate for specific programs approved; or</li> <li>• Completion of 12 months AQF level 5 or above study that was delivered in English with qualification.</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of any relevant undergraduate degree* in Australia or overseas;</li> <li>• Students must be 18 years of age before commencement of the designated study period</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of relevant Advanced Diploma or Diploma with minimum of 3 years of relevant working experience**</li> </ul>

### 4. CONTENT OF UNIT OF STUDY

- ACC401 - Accounting Principles  
This unit provides the fundamental knowledge and skills in the discipline area of accounting. By using the accounting principles, accounting assumptions, and conceptual framework of accounting, students will systematically acquire the theoretical knowledge and practical skills in: (1) the recording of economic transactions in accounting records; (2) the basic financial statements that summarise an entity's financial transactions; and (3) the fundamental concepts needed to prepare and understand such financial statements. The students will also be investigating the theoretical knowledge of accounting by analysing those academic readings in class and make academic/intellectual inquires in accounting matters
- BUS401 - Research Methods (Qualitative & Quantitative)  
This unit introduces students to a variety of quantitative, qualitative and mixed methods used in research into business entities. Knowledge gained in this unit provides a solid foundation for undertaking research in Business.

# Elite Education Institute Pty Ltd trading as Elite Education Institute

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Students will develop their critical thinking skills, and logical reasoning, by conducting objective analysis using a range of methods. They will be able to draw inferences based on empirical evidence, provide insightful analysis and communicate solutions to real world business problems using statistical software. Students will also be required to critically analyse relevant scholarly research papers and draw evidence-based conclusions. Topics include: research design, descriptive statistics, probability, normal distributions, sampling, hypothesis testing, regression and correlation, chi-square tests, reporting writing and ethical issues in business research.

- **BUS402 - Professional Ethics, CSR, & Corporate Governance**  
This unit provides students with an in-depth understanding and practical application of professional ethics in business decision-making. Students will also examine the corporate governance requirements and the corporate social responsibilities when making business decisions. Student will develop and apply theoretical grounding and practical analysis in professional ethics, corporate governance, and corporate social responsibilities. Analytical skills, research skills, communication skills, and teamwork skills will also be practiced through the seminar discussion and assessments.
- **MGT401 - Managerial Thought and Practice**  
This unit introduces students to the theories and skills required to successfully manage people and organisations in a global economy, based on contemporary research and practice. It is designed to provide strong foundations for the development of future organisational leaders and managers who will be able to successfully respond to complex business environments, promote and sustain competitive advantage, ensure ethical and social responsibility in business practice and decision making, and manage changing social, political and technological factors both inside and outside the organisation, in an increasingly global and diverse workplace.