

UNIT SELECTION GUIDE

BUSINESS COURSES

SEMESTER 2, 2021



Welcome to the School of Education, Humanities and Business at Christian Heritage College. The purpose of this guide is to assist you with your unit selection for Semester 2, 2021.

As a student who is commencing studies in Business, you will be enrolled in one of the following courses:

BUSINESS COURSES	COURSE CODE
UNDERGRADUATE COURSES	
Undergraduate Certificate in Business Studies	BS05
Diploma of Business	BS01
Bachelor of Business	BS11
POSTGRADUATE COURSES	
Graduate Certificate in Management [MBA Pathway]	BS41
Graduate Certificate in Executive Leadership	BS43

You will need to select the units in which you wish to enrol for this semester. The number of units you select will depend upon the number of units offered in your course and the level of workload you wish to undertake. At CHC, each unit is given a weighting of 10 credit points (10cp), unless otherwise indicated. Each 10-credit point unit has an EFTSL value of 0.125 (see the *EFTSL Values for Units of Study* information sheet on the CHC website for further details regarding EFTSL values) and has a semester workload of 150 hours. This includes aspects such as scheduled contact time, personal study, preparation of assessment tasks and examinations (as applicable). Unit outlines include a breakdown of these aspects as they apply to each unit.

A normal full-time study load is 4 units, or 40 credit points, per semester. Part-time students will choose how many units they enrol in depending on their other commitments.

To be eligible for Centrelink payments in approved courses, students must enrol in at least 75% of a normal full-time study load, or at least 3 units, or 30 credit points, per semester¹.

If you think that you may be eligible for transfer of credit or exemption from any of the units in your course, you should contact your Course Coordinator as soon as possible, as you may not apply for transfer of credit for a unit in which you are currently enrolled.

SELECTING YOUR UNITS

To select your units for Semester 2, 2021 log in to the *MyCHC* student portal and follow these instructions:

- On the home page, select the *Class Enrolment* icon.
- Choose your current course name.
- Choose the semester you want to enrol in.
- Keep the enrolment type as "All".

¹ Contact CHC Student Administration for information regarding the courses that are approved courses for Centrelink payments.

- Tick the subject(s) you want to enrol in. When you have selected a subject(s) the class list will appear at the bottom of the screen.
- Tick the class you want to enrol in (the available online and on campus options will show along with any tutorial options).
- Click the 'Enrol Now' button located on the right-hand side of the screen.

Students who have received credit transfer for any of the units indicated should contact their Course Coordinator for advice regarding their unit selection.

The *Business Courses Handbook* contains information regarding the requirements for completion of the Business courses. If you have any questions regarding these requirements, please contact your Course Coordinator.

MODES

The modes in which units are delivered are as follows:

- **internal** – denotes weekly on campus classes, usually consisting of three hours of face-to-face contact per teaching week;
- **intensive** – denotes a combination of periodic on campus classes, usually consisting of two or three sessions of whole-day face-to-face contact during a semester, and weekly online sessions; and
- **external/online** – denotes distance education with no on campus classes.

CREDIT POINT WEIGHTING

The *credit point weighting* indicates the number of hours per week that students would normally be expected to devote to studies in each unit of study across the semester. This includes (as applicable) attendance at on campus classes, participation in online classes, reading and preparation for classes, study and research, assessment work, etc.

UNDERGRADUATE COURSES

UNDERGRADUATE CERTIFICATE IN BUSINESS STUDIES (BS05)

The following units are available to commencing students in the Undergraduate Certificate in Business Studies:

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
<i>Core units:</i>		
BZ100 Introduction to Business and Management	External/Online	10
BZ101 Business Communication	External/Online	10
BZ103 Introduction to Marketing #	Internal; External/Online	10
<i>Elective units (Choose one):</i>		
BZ104 Economics #	Internal; External/Online	10
BZ106 Information Systems and Technology for Business #	Internal; External/Online	10
CS116 Christian Foundations for Work and Vocation I	Internal; External/Online	10

The units that are marked as '#' are offered in Semester 2 only. Students who intend to undertake a part-time study load of two units per semester are advised to include *BZ103 Introduction to Marketing* and one elective unit in their unit selection in order to facilitate the completion of the course in Semester 1, 2022.

DIPLOMA OF BUSINESS (BS01) AND BACHELOR OF BUSINESS (BS11)

The Diploma of Business is nested in the Bachelor of Business. The following units are available to commencing students in these courses:

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
BZ103 Introduction to Marketing #	Internal; External/Online	10
BZ104 Economics #	Internal; External/Online	10
BZ106 Information Systems and Technology for Business #	Internal; External/Online	10
CS116 Christian Foundations for Work and Vocation I	Internal; External/Online	10

POSTGRADUATE COURSES

The postgraduate Business courses are delivered via a condensed model whereby students undertake one unit per study period of seven weeks, with three study periods (Study Periods 1-3) in Semester 1 and three study periods (Study Periods 4-6) in Semester 2.

GRADUATE CERTIFICATE IN MANAGEMENT (BS41) [MBA PATHWAY]

The Graduate Certificate in Management may be undertaken as a standalone qualification, or as the first step towards the Master of Business Administration (MBA). Students who wish to undertake this pathway complete the four units of the Graduate Certificate in Management (BS41) before articulating into the Graduate Diploma in Management (BS42) to complete a further four units. Upon completion of these units, students articulate into the MBA (BS61) to complete the final four units of the program, which consists of 12 units in total.

The following units are available to commencing students in the Graduate Certificate in Management:

UNIT	MODE AVAILABLE	CREDIT POINTS	STUDY PERIOD
BZ510 Financial Management	External/Online	10	4
BZ532 Human Resource Management	External/Online	10	5
BZ542 Leadership and Change	External/Online	10	5
BZ577 Business Planning for SMEs	External/Online	10	6

GRADUATE CERTIFICATE IN EXECUTIVE LEADERSHIP (BS43)

The following units are available to commencing students in the Graduate Certificate in Executive Leadership:

UNIT	MODE AVAILABLE	CREDIT POINTS	STUDY PERIOD
<i>Core units:</i>			
BZ503 Worldview and Organisational Leadership	External/Online	10	4
BZ542 Leadership and Change	External/Online	10	5
BZ515 Cultivating Sustainable Organisational Cultures	External/Online	10	6
<i>Elective units (choose one):</i>			
BZ510 Financial Management	External/Online	10	4
BZ532 Human Resource Management	External/Online	10	5

CHANGING YOUR UNIT SELECTION

You are able to change your unit selection (add and drop units) via the *MyCHC* portal until the end of Week 2 of the semester. If you have difficulty with this process, please contact your Course Coordinator directly via email as soon as possible.

After the end of Week 2, to add or drop units you must complete a *Change to Unit Selection* form on the CHC website.

Changes to your unit selection may have an effect upon transcript data and fees payable, depending upon the date on which any such changes are made, as outlined in the table below.

CHANGE TO UNIT SELECTION	DATE
Last day to add units	end of Week 2
Last day to drop units without financial penalty	Census date
Last day to drop units without academic penalty	end of Week 8

CENSUS DATE

The census dates that apply to each semester are declared by CHC in the *Student Handbook* and on the CHC website.

The census date is the date in each semester on which all enrolment information is to be finalised. No changes can be made to enrolment information after this date, except those allowed by Commonwealth legislation.

The census date for Semester 2, 2021 is **Wednesday, 18 August 2021**.

The following outcomes apply to withdrawal from units:

CHANGE TO UNIT SELECTION	TRANSCRIPT ENTRY	FEES PAYABLE
Up to and including census date	Nil	Nil
After census date to end of Week 8	W - Withdrawn	Full fees
Week 9 to end of semester	WF - Withdraw Fail	Full fees