

# COMMENCING STUDENT UNIT SELECTION GUIDE BUSINESS COURSES Sem 1,



Welcome to the School of Social Science and Business at Christian Heritage College. The purpose of this guide is to assist you with your unit selection for your first semester of student.

You will need to select the units in which you wish to enrol for this semester.

A normal full-time study load is 4 units. 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<sup>1</sup>.

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, 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".
- 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.

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

## MODES

The modes in which units are delivered are as follows:

- **Internal** – timetabled weekly on campus classes, depending on the class this may require you to come on campus or at times you may have the option to stream into class that is being held on campus
- **Online** - timetabled weekly classes online where teaching staff and students will connect via teams or zoom
- **Intensive** – denotes a combination of periodic classes, usually consisting of two or three sessions of whole-day classes during the semester, and can also include weekly/fortnightly timetabled class sessions
- **External** - denotes distance education with no scheduled classes where the lecturer will organise regular catch ups with students across the semester
- **Multimodal** - a mode of curriculum delivery in which unit content and learning activities are made in a combination of modes that could include both on and offsite options including the use of technology.

## UNDERGRADUATE COURSES

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

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
BZ103 Introduction to Marketing	On campus; Online	10
BZ104 Economics	On campus; Online	10
BZ106 Information Systems and Technology for Business	Online	10
CS116 Christian Foundations for Work and Vocation I	On campus; 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 4-6) in Semester 2.

### GRADUATE CERTIFICATE IN MANAGEMENT (BS41) [MBA PATHWAY]

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

### GRADUATE CERTIFICATE IN EXECUTIVE LEADERSHIP (BS43)

UNIT	MODE AVAILABLE	CREDIT POINTS	STUDY PERIOD
<i>Core units:</i>			
BZ542 Leadership and Change	External	10	5
BZ532 Human Resource Management	External	10	5