BUSINESS COURSES
HANDBOOK 2021

Q CHC Business

CHC
CHRISTIAN HERITAGE COLLEGE

Christian Heritage College
School of Education, Humanities and Business
Business Courses Handbook 2021

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Christian Heritage College
322 Wecker Road
Carindale Queensland 4152

PO Box 2246
Mansfield BC QLD 4122
AUSTRALIA

Phone: (07) 3347 7900
Web: http://www.chc.edu.au
Email: study@chc.edu.au

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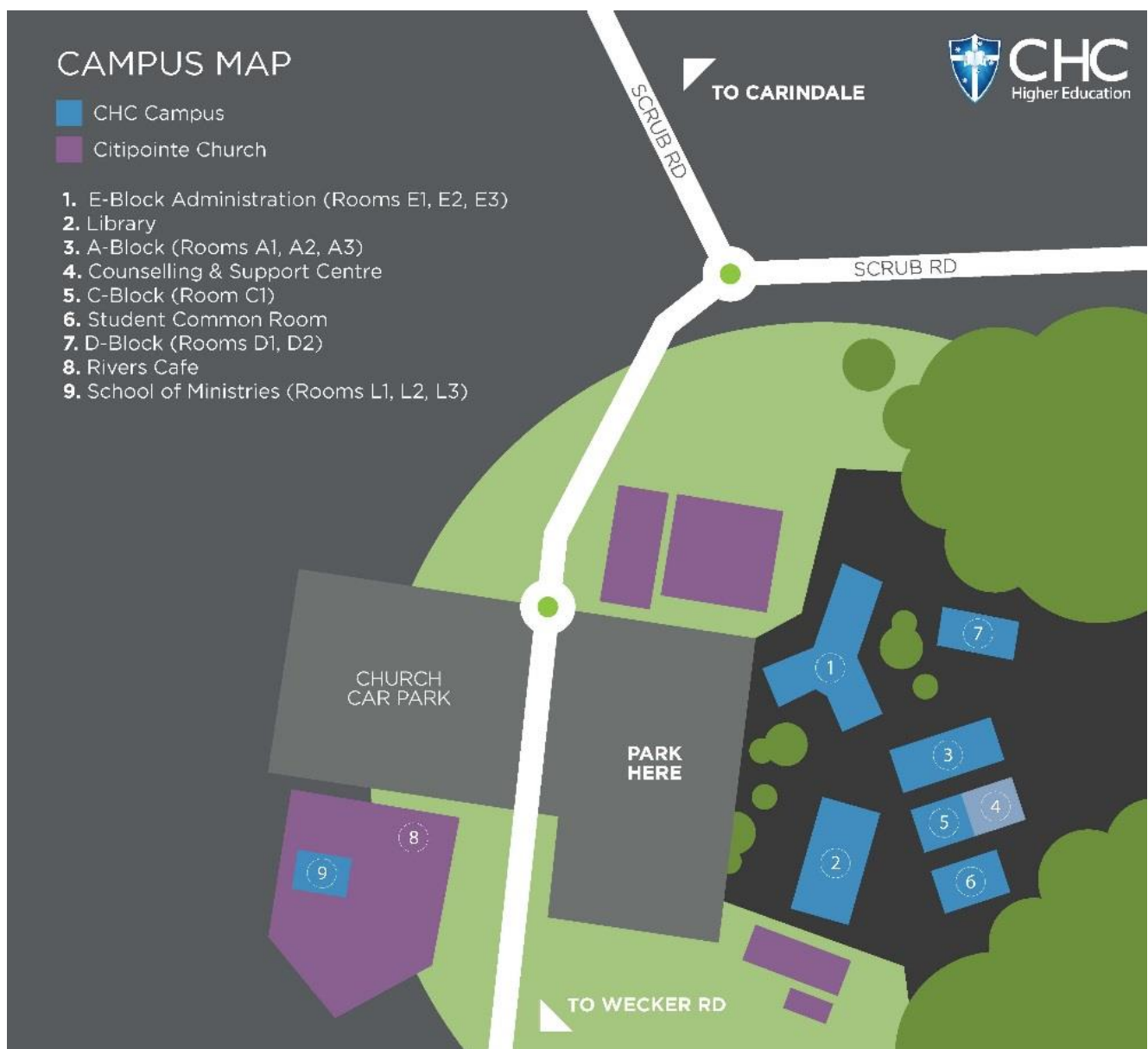*All CHC policies, documents and forms referred to in this Handbook are available on relevant pages of the CHC website.*

This Courses Handbook is to be read in conjunction with the CHC Student Handbook 2021.

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CAMPUS MAP

CAMPUS MAP

- CHC Campus
- Citipointe Church

1. E-Block Administration (Rooms E1, E2, E3)
2. Library
3. A-Block (Rooms A1, A2, A3)
4. Counselling & Support Centre
5. C-Block (Room C1)
6. Student Common Room
7. D-Block (Rooms D1, D2)
8. Rivers Cafe
9. School of Ministries (Rooms L1, L2, L3)

TO CARINDALE

SCRUB RD

SCRUB RD

CHURCH CAR PARK

PARK HERE

TO WECKER RD

WELCOME

I am delighted to welcome you to the Business courses at CHC for 2021. These include the Bachelor of Business at undergraduate level and the Master of Business Administration at postgraduate level. Within each of these programs are a number of 'nested' courses: the Diploma of Business is nested within the Bachelor of Business, and the Graduate Certificate in Management and Graduate Diploma in Management are nested within the Master of Business Administration.

Scholars suggest that purposeful and ethical leadership in business is critical as business corporations are the predominant form of organisation in capitalist economies (Stackhouse, 1995, Barnes, 2018). While organisations – for-profit, governmental, and not-for-profit - may not be guided by a set of faith-based principles, there is a growing expectation that leaders make more conscious choices on how to conduct their activities in a wise and sustainable way. At CHC Business, we draw upon three pillars 1) Biblical principles, 2) the Christian intellectual tradition, and 3) contemporary scholarly research to present a values and evidenced-based approach to business education. We believe this business education will help prepare future leaders of organisations develop a personal and corporate ethic to contribute to human flourishing and the common good.

The pathway to a sustainable, purpose-driven business is not straightforward, however. The leaders and managers of the future may need to make trade-offs between short-term growth, profit, and prestige with the long-term needs of the human and natural environment. During your season at CHC, your lecturers will support you to master content knowledge, obtain leadership and management capabilities, and develop critical analytical skills. We believe that Christian perspectives in particular are relevant in application to the marketplace as they offer alternatives to secular thought and can help prepare, broaden and transform our own way of viewing the world (Romans 12:2, 2 Corinthians 3:18). The Apostle Paul told his protégé Timothy to "study to show thyself approved" (2 Tim. 2:15) and ensure that no-one took him captive through philosophy and empty deception, based on human tradition (Col.2:8). As a student in Business at CHC, we pray that you discover God's eternal plans and develop a leading edge for your professional life and for the world around you.

I invite you to embark on this next season of your life and to make room for God's covenant promises in your world. One such promise is, "And you shall remember the Lord your God, for it is He who gives you power to be successful that He may establish His covenant which He swore to your father …" (Deuteronomy 8:18). At CHC Business we aim to help you lift your perspective about the role of business, harness your skills, and launch your future in for-profit businesses and not-for-profit organisations.

I pray that God will bless you during your time with us.

Dr Craig Murison
Dean, School of Education, Humanities and Business

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SECTION 1: GENERAL INFORMATION

1.1 SCHOOL OF EDUCATION, HUMANITIES AND BUSINESS STAFF – BUSINESS COURSES
1.2 UNITS AND MODES
1.3 CALENDAR AND IMPORTANT DATES

1.1 SCHOOL OF EDUCATION, HUMANITIES AND BUSINESS STAFF – BUSINESS COURSES

Academic staff

Dr Craig Murison (Dean)
Dr Elizabeth Nichols (Course Coordinator)
Felicia Limmer

Sessional staff

Each semester, sessional lecturers are contracted to teach a range of units in the Business courses. In the main, these lecturers are active in the marketplace and specialise in the areas related to the units which they teach.

Administration staff

Natalie McKergow (Administration Officer)

1.2 CALENDAR AND IMPORTANT DATES

For up-to-date information, please check the *Calendar and Important Dates* on the [Documents](#) page of the CHC website on a regular basis as dates are subject to change.

These documents provide semester start and finish dates, census dates and other administrative dates. It is important that you are aware of these dates for meeting your responsibilities regarding your enrolment and payment of unit costs.

1.3 MODES OF DELIVERY

The undergraduate Business courses are available in both *internal* and *external/online* modes and may be studied full-time or part-time. Students may enrol in units within their courses in either mode (as offered).

The postgraduate Business courses are available in *external/online* mode only.

Units offered in the internal mode normally involve three hours of scheduled classes per week; however, some internal units may be scheduled as intensives in which the contact hours are condensed into a number of whole or part days, and some might also involve scheduled online classes. Units offered in the external mode are supported by learning resources that are provided to students electronically via a Moodle web page and might also involve scheduled online classes.

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Please note that not all units are offered in every semester, and modes of offering in the undergraduate courses can vary. For advice regarding the availability of units, modes of offering and unit prerequisite requirements, students should consult their Course Coordinator. Sample outlines for all units in the undergraduate courses are available on the CHC website.

Sample outlines for all units in the Business courses are available on the CHC website.

1.4   UNIT REQUIREMENTS

A standard unit carries a weighting of 10 credit points and has a semester workload of 150 hours, which includes aspects such as scheduled contact time, personal study, preparation of assessment tasks and examinations (as applicable).

Units carry a value of 10 credit points except where noted.

Units that carry a higher credit point weighting have a semester workload that is increased by the same factor; for example, a 20 credit point unit has a semester workload of 300 hours.

1.5   STUDY LOAD

The standard full-time study load for all CHC courses is 40 credit points per semester. Students who are undertaking a part-time study load enrol in 10 or 20 credit points in a semester.

Some CHC courses are offered on a part-time basis only.

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SECTION 2: UNDERGRADUATE COURSES INFORMATION

2.1 UNDERGRADUATE COURSES
2.2 UNDERGRADUATE CERTIFICATE IN BUSINESS STUDIES (BS05)
2.3 DIPLOMA OF BUSINESS (BS01)
2.4 BACHELOR OF BUSINESS (BS11)

2.1 UNDERGRADUATE CERTIFICATE IN BUSINESS STUDIES (BS05)

Duration:	1 semester (full-time)
Available:	Full-time
Structure:	30cp of core units; 10cp of elective units
Completion:	To qualify for the award of the Undergraduate Certificate in Business Studies, a student must accrue at least 40 credit points, including satisfactory completion of the units as noted below.
	The maximum time allowed for completion of the Undergraduate Certificate in Business Studies is 1 semester.
Pathways:	Diploma of Business; Bachelor of Business

Content:	*Core units*		*Prerequisites*
	BZ100	Introduction to Business and Management	Nil
	BZ101	Business Communication	Nil
	BZ103	Introduction to Marketing	Nil
	Elective units (choose 1)		*Prerequisites*
	BZ102	Accounting Principles	Nil
	BZ104	Economics	Nil
	CS116	Christian Foundations for Work and Vocation I	Nil

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2.3   DIPLOMA OF BUSINESS (BS01)

Duration:	1 year (full-time)
Available:	Full-time; Part-time
Structure:	80cp of core units
Completion:	To qualify for the award of the Diploma of Business, a student must accrue at least 80 credit points, including satisfactory completion of the units as noted below. The maximum time allowed for completion of the Diploma of Business is 5 years.
Pathways:	Bachelor of Business

Content:	*Core units*	*Prerequisites*
	BZ100 Introduction to Business and Management	Nil
	BZ101 Business Communication	Nil
	BZ102 Accounting Principles	Nil
	BZ103 Introduction to Marketing	Nil
	BZ104 Economics	Nil
	BZ106 Information Systems and Technology for Business	Nil
	CS116 Christian Foundations for Work and Vocation I	Nil
	CS216 Christian Foundations for Work and Vocation II	Nil

Progression:	Where it is necessary for course progression or completion purposes, a student may apply to enrol in BZ195 Undergraduate Independent Study I.

Enrolment:	*Commencing Semester 1*		*Commencing Semester 2*	
	Semester 1:	BZ100	Semester 1:	BZ103
		BZ101		BZ104
		BZ102		BZ106
		CS116		CS116
	Semester 2:	BZ103	Semester 2:	BZ100
		BZ104		BZ101
		BZ106		BZ102
		CS216		CS216

2.4 BACHELOR OF BUSINESS (BS11)

Duration:	3 years (full-time)
Available:	Full-time; Part-time
Structure:	120cp of core units; 80cp of major units; 40cp of minor or elective units
Completion:	To qualify for the award of the Bachelor of Business, a student must accrue at least 240 credit points, including satisfactory completion of units as relevant to the chosen major and minor/electives. The maximum time allowed for completion of the Bachelor of Business is 10 years.
Exit:	Diploma of Business

Content:

Core units		Prerequisites
BZ100	Introduction to Business and Management	Nil
BZ101	Business Communication	Nil
BZ102	Accounting Principles	Nil
BZ103	Introduction to Marketing	Nil
BZ104	Economics	Nil
BZ106	Information Systems and Technology for Business	Nil
BZ201	Data Analysis	BZ106
BZ202	Financial Management	BZ102
BZ203	Business Law	Nil
BZ300	Christian Philosophy of Business	80cp of core units
CS116	Christian Foundations for Work and Vocation I	Nil
CS216	Christian Foundations for Work and Vocation II	Nil

Accounting units		Prerequisites
BZ211	Financial Accounting	BZ102
BZ212	Management Accounting (even years only)	BZ102
BZ213	Company Accounting	BZ211
BZ310	Business Planning	BZ100, BZ103
BZ311	Tax Law and Practice	BZ203
BZ312	Auditing	BZ213
BZ313	Law of Corporations	BZ203
BZ309	Work Integrated Learning	160cp of core and/or major units

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Content (continued):	*Business Administration units*	*Prerequisites*
	7 units chosen from among the units available in the Accounting, Marketing and Management majors, with at least 3 units at 300-level	See individual units
	BZ309 Work Integrated Learning	160cp of core and/or major units

	Management units	*Prerequisites*
	BZ230 International Business	BZ100, BZ104
	BZ231 Human Behaviour in Organisations	BZ100
	BZ232 Leadership in Organisations	BZ100
	BZ310 Business Planning	BZ100, BZ103
	BZ331 Change Management in Organisations	BZ232
	BZ332 Human Resource Management (even years only)	BZ100
	BZ343 Strategic Planning and Management	BZ100, BZ103, BZ104
	BZ309 Work Integrated Learning	160cp of core and/or major units

	Marketing units	*Prerequisites*
	BZ251 Consumer Behaviour (even years only)	BZ103
	BZ252 Marketing Communication	BZ103
	BZ254 Services Marketing (odd years only)	BZ103
	BZ255 Digital and Social Media Marketing	BZ103
	BZ343 Strategic Planning and Management	BZ100, BZ103, BZ104
	BZ351 Market Research and Analysis (even years only)	BZ103, BZ201
	BZ352 Event Management	BZ103
	BZ309 Work Integrated Learning	160cp of core and/or major units

Minor/Elective units

Students may complete a 4-unit minor in Accounting, Business Administration, Management or Marketing. The area for the minor must be different to the area for the major. Where a unit is offered in multiple areas, the unit will contribute to either a major or a minor but not to both.

Alternatively, with the permission of the Course Coordinator students may:

- complete 4 elective units from the Bachelor of Business or up to 4 elective units from other CHC Schools and/or higher education providers; or
- select BZ389 Extended Business Internship/Project (20 credit points) in place of BZ309 Work Integrated Learning and 1 elective unit, and complete 3 other elective units.

Progression:	Students must obtain a passing grade in the nominated prerequisite(s), if any, before enrolling in a unit.
	Where it is necessary for course progression or completion purposes a student may, with the permission of the Course Coordinator, enrol in BZ195 Undergraduate Independent Study I and/or BZ295 Undergraduate Independent Study II and/or BZ395 Undergraduate Independent Study III.

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Enrolment:	*Accounting major*			
	Commencing even year		*Commencing odd year*	
	Semester 1:	BZ100	Semester 1:	BZ100
		BZ101		BZ101
		BZ102		BZ102
		CS116		CS116
	Semester 2:	BZ103	Semester 2:	BZ103
		BZ104		BZ104
		BZ106		BZ106
		CS216		CS216
	Semester 3:	BZ201	Semester 3:	BZ201
		BZ211		**BZ211**
		Minor/Elective		**BZ212**
		Minor/Elective		*Minor/Elective*
	Semester 4:	BZ202	Semester 4:	BZ202
		BZ203		BZ203
		BZ310		*Minor/Elective*
		Minor/Elective		*Minor/Elective*
	Semester 5:	BZ300	Semester 5:	**BZ213**
		BZ212		BZ300
		BZ213		**BZ309**
		Minor/Elective or **BZ309**		*Minor/Elective*
	Semester 6:	**BZ311**	Semester 6:	**BZ310**
		BZ312		**BZ311**
		BZ313		**BZ312**
		Minor/Elective or **BZ309**		**BZ313**

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Enrolment (continued):	*Business Administration major*			
	Commencing even year		*Commencing odd year*	
	Semester 1:	BZ100	Semester 1:	BZ100
		BZ101		BZ101
		BZ102		BZ102
		CS116		CS116
	Semester 2:	BZ103	Semester 2:	BZ103
		BZ104		BZ104
		BZ106		BZ106
		CS216		CS216
	Semester 3:	BZ201	Semester 3:	BZ201
		Major		**Major**
		Major		**Major**
		Minor/Elective		*Minor/Elective*
	Semester 4:	BZ202	Semester 4:	BZ202
		BZ203		BZ203
		Major		**Major**
		Major		**Major**
	Semester 5:	BZ300	Semester 5:	BZ300
		Major		**Major**
		Minor/Elective		*Minor/Elective*
		Minor/Elective or **BZ309**		*Minor/Elective* or **BZ309**
	Semester 6:	**Major**	Semester 6:	**Major**
		Major		**Major**
		Minor/Elective or **BZ309**		*Minor/Elective* or **BZ309**
		Minor/Elective		*Minor/Elective*

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Enrolment (continued):	*Management major*			
	Commencing even year		*Commencing odd year*	
	Semester 1:	BZ100	Semester 1:	BZ100
		BZ101		BZ101
		BZ102		BZ102
		CS116		CS116
	Semester 2:	BZ103	Semester 2:	BZ103
		BZ104		BZ104
		BZ106		BZ106
		CS216		CS216
	Semester 3:	BZ201	Semester 3:	BZ201
		BZ202		BZ202
		BZ230		**BZ230**
		BZ231		**BZ231**
	Semester 4:	BZ203	Semester 4:	BZ203
		BZ232		**BZ232**
		BZ310		**BZ332**
		Minor/Elective		*Minor/Elective*
	Semester 5:	BZ300	Semester 5:	BZ300
		BZ331		**BZ331**
		Minor/Elective		*Minor/Elective*
		Minor/Elective or **BZ309**		*Minor/Elective* or **BZ309**
	Semester 6:	**BZ332**	Semester 6:	**BZ310**
		BZ343		**BZ343**
		Minor/Elective or **BZ309**		*Minor/Elective* or **BZ309**
		Minor/Elective		*Minor/Elective*

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Enrolment (continued):	*Marketing major*			
	Commencing even year		*Commencing odd year*	
	Semester 1:	BZ100	Semester 1:	BZ100
		BZ101		BZ101
		BZ102		BZ102
		CS116		CS116
	Semester 2:	BZ103	Semester 2:	BZ103
		BZ104		BZ104
		BZ106		BZ106
		CS216		CS216
	Semester 3:	BZ201	Semester 3:	BZ201
		BZ254		**BZ251**
		BZ255		**BZ255**
		Minor/Elective		*Minor/Elective*
	Semester 4:	BZ202	Semester 4:	BZ202
		BZ203		BZ203
		BZ252		**BZ252**
		BZ343		**BZ351**
	Semester 5:	**BZ251**	Semester 5:	**BZ254**
		BZ300		BZ300
		Minor/Elective		*Minor/Elective*
		Minor/Elective or **BZ309**		*Minor/Elective* or **BZ309**
	Semester 6:	**BZ351**	Semester 6:	**BZ352**
		BZ352		**BZ343**
		Minor/Elective or **BZ309**		*Minor/Elective* or **BZ309**
		Minor/Elective		*Minor/Elective*

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SECTION 3: POSTGRADUATE COURSES INFORMATION

3.1 POSTGRADUATE COURSES
3.2 GRADUATE CERTIFICATE IN EXECUTIVE LEADERSHIP (BS43)
3.3 MASTER OF BUSINESS ADMINISTRATION PATHWAY:
- GRADUATE CERTIFICATE IN MANAGEMENT (BS41)
- GRADUATE DIPLOMA IN MANAGEMENT (BS42)
- MASTER OF BUSINESS ADMINISTRATION (BS61)
3.4 CONCENTRATED DELIVERY FORMAT
3.5 RECOMMENDED ENROLMENT PATTERN

3.1 POSTGRADUATE COURSES

The postgraduate Business courses emphasise strategic management from Christian perspectives and develop the knowledge base, intellectual processes and affective qualities required by a professional manager.

Management is seen as providing a conceptual paradigm for business activity in that all thought and action are related to the central tasks of managing and decision-making. Management thus forms an integrating concept within the courses, with all areas of study relating to the contexts of management, management tools and information, and management of specific dimensions of business activity.

The courses are especially relevant to managers of profit and not-for-profit organisations who need to gain management expertise, and for people in business seeking Christian perspectives to guide business and professional practice.

3.2 GRADUATE CERTIFICATE IN EXECUTIVE LEADERSHIP (BS43)

Duration:	4 study periods or 1.3 semesters (full-time)
Available:	Full-time; Part-time
Structure:	30cp of core units; 10cp of elective units
Completion:	To qualify for the award of the Graduate Certificate in Executive Leadership, a student must accrue at least 40 credit points, including satisfactory completion of the units as noted below.
	The maximum time allowed for completion of the Graduate Certificate in Executive Leadership is 3 years.
Pathways:	Graduate Diploma in Business

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Content:	Core units		Prerequisites
	BZ503	Worldview and Organisational Leadership	Nil
	BZ515	Cultivating Sustainable Organisational Cultures	Nil
	BZ542	Leadership and Change	Nil
	Elective units (choose 1)		Prerequisites
	BZ510	Financial Management	Nil
	BZ532	Human Resource Management	Nil
	BZ533	Corporate Governance	Nil

3.3   MASTER OF BUSINESS ADMINISTRATION PATHWAY

The Graduate Certificate in Management, Graduate Diploma in Management and Master of Business Administration (MBA) exist in a nested relationship where the lower awards exist as 'building blocks' that contribute to the higher award.

To commence the MBA pathway, students enrol in the Graduate Certificate in Management (entry into the Graduate Diploma in Management may be possible for students who possess sufficient credit transfer). The Graduate Certificate in Management has a full-time equivalent load of 0.5 EFTSL, after which students may articulate to the Graduate Diploma in Management, which has a further full-time equivalent load of 0.5, to make a total full-time equivalent load of 1.0 EFTSL.

After completing the Graduate Diploma in Management, students may articulate into the MBA to complete the final 'block' (a further full-time equivalent load of 0.5 EFTSL), to give the MBA program as a whole a full-time equivalent load of 1.5 EFTSL. Due to the manner in which the units are delivered, the MBA program requires two years for completion.

GRADUATE CERTIFICATE IN MANAGEMENT (BS41)

Duration:	4 study periods or 1.3 semesters (full-time)
Available:	Full-time; Part-time
Structure:	40cp of elective units
Completion:	To qualify for the award of the Graduate Certificate in Management, a student must accrue at least 40 credit points, including satisfactory completion of the units as noted below.
	The maximum time allowed for completion of the Graduate Certificate in Management is 3 years.
Pathways:	Graduate Diploma in Business

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Content:	*Elective units (choose 4)*	*Prerequisites*
	BZ510 Financial Management	Nil
	BZ531 Economics for Managers	Nil
	BZ532 Human Resource Management	Nil
	BZ533 Corporate Governance	Nil
	BZ540 Purpose-driven Business	Nil
	BZ542 Leadership and Change	Nil
	BZ550 Marketing Management and Fund Raising	Nil
	BZ577 Business Planning for SMEs	Nil

Upon nearing completion of the third of the four units required for the Graduate Certificate in Management, students will be provided with the option of remaining enrolled in this course and completing the award or continuing the MBA pathway by articulating into the Graduate Diploma in Management.

GRADUATE DIPLOMA IN MANAGEMENT (BS42)

Duration:	8 study periods or 1.3 years (full-time)	
Available:	Full-time; Part-time	
Structure:	80cp of core units	
Completion:	To qualify for the award of the Graduate Diploma in Management, a student must accrue at least 80 credit points, including satisfactory completion of the units as noted below.	
	The maximum time allowed for completion of the Graduate Diploma in Management is 4 years.	
Pathways:	Master of Business Administration	
Exit:	Graduate Certificate in Management	
Content:	*Core units*	*Prerequisites*
	BZ510 Financial Management	Nil
	BZ531 Economics for Managers	Nil
	BZ532 Human Resource Management	Nil
	BZ533 Corporate Governance	Nil
	BZ540 Purpose-driven Business	Nil
	BZ542 Leadership and Change	Nil
	BZ550 Marketing Management and Fund Raising	Nil
	BZ577 Business Planning for SMEs	Nil

Upon nearing completion of the seventh of the eight units required for the Graduate Diploma in Management, students will be provided with the option of remaining enrolled in this course and completing the award, or to continue the MBA pathway by articulating into the Master of Business Administration.

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MASTER OF BUSINESS ADMINISTRATION (BS61)

Duration:	12 study periods or 2 years (full-time)
Available:	Full-time; Part-time
Structure:	120cp of core units, including 80cp of core units and 40cp of Coursework or Research units.
Options:	To complete the MBA, students complete either a Coursework stream or a Research stream, as follows:
	• Coursework – 1 unit that provides an overview of research methods and practices in business, 2 coursework units, 1 capstone unit in which a comprehensive project is completed.
	• Research – 1 unit that provides an overview of research methods and practices in business, 1 unit that engages students in the ethical development of a research proposal and a literature review, 1 capstone unit (20 credit points) in which a supervised research project is completed.
Completion:	To qualify for the award of the Master of Business Administration, a student must accrue at least 40 credit points, including satisfactory completion of the units as relevant to the chosen major and minor/ electives.
	The maximum time allowed for completion of the Master of Business Administration is 6 years.
Exit:	Graduate Diploma in Management

Content:

Core units		Prerequisites
BZ510	Financial Management	Nil
BZ531	Economics for Managers	Nil
BZ532	Human Resource Management	Nil
BZ533	Corporate Governance	Nil
BZ540	Purpose-driven Business	Nil
BZ542	Leadership and Change	Nil
BZ550	Marketing Management and Fund Raising	Nil
BZ577	Business Planning for SMEs	Nil

Coursework units		Prerequisites
BZ690	Research Methods in Business	80cp, including BZ540
BZ678	Business Process Management	BZ540
BZ679	Strategic Management	BZ540
BZ693	Capstone Project	BZ690

Research units		Prerequisites
BZ690	Research Methods in Business	80cp, including BZ540
BZ696	Research Project Design	BZ690
BZ697	Extended Research Project (20 credit points)	BZ696

Progression:	Students must obtain a passing grade in the nominated prerequisite(s), if any, before enrolling in a unit.

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3.5 CONCENTRATED DELIVERY FORMAT

The units in the postgraduate Business courses are offered in a concentrated format of seven-week study periods. Each semester is divided into three study periods and students undertake one unit at a time in each of these three periods. This means that students can complete three units in each semester; by maintaining this study load and completing the recommended sequence of units, students can complete the MBA pathway in two years.

3.6 RECOMMENDED ENROLMENT PATTERN

A recommended enrolment pattern for the MBA pathway is noted below. Following this pattern will enable students who commence the pathway in Semester 1 to complete it in two years.

Semester	Course	Study Period	Unit	Prerequisites
Semester 1:	Graduate Certificate	Study Period 1:	BZ540	Nil
	Graduate Certificate	Study Period 2:	BZ533	Nil
	Graduate Certificate	Study Period 3:	BZ542	Nil
Semester 2:	Graduate Certificate	Study Period 4:	BZ510	Nil
	Graduate Diploma	Study Period 5:	BZ532	Nil
	Graduate Diploma	Study Period 6:	BZ531	Nil
Semester 3:	Graduate Diploma	Study Period 1:	BZ550	Nil
	Graduate Diploma	Study Period 2:	BZ577	Nil
	MBA	Study Period 3:	BZ690	80cp, including BZ540
Semester 4:	MBA – Coursework stream	Study Period 4:	BZ678	BZ540
		Study Period 5:	BZ679	BZ540
		Study Period 6:	BZ693	BZ690
	MBA – Research stream	Study Period 4:	BZ696	BZ690
		Study Period 5:	BZ697	BZ696
		Study Period 6:	BZ697	BZ696

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SECTION 4: RESOURCE REQUIREMENTS

4.1 COMPUTING FACILITIES
4.2 TEXTBOOKS
4.3 OTHER REQUIREMENTS

4.1 COMPUTING FACILITIES

All students will require computer and internet access for engaging with their studies. A limited number of computers are available for student use at the Learning Hub.

Students are required to have access to portable computing devices, such as laptops or tablets that are capable of utilizing the Microsoft Office™ suite, including Excel and Access, in order to undertake learning activities in various core units such as BZ102, BZ106 and BZ201. Students are required to bring these devices to classes for these units.

Students at CHC are assigned a dedicated email address and this will be used to deliver important information and documentation. You will be assigned individualised login details for using Library services and the Moodle learning platform. You are also assigned individual space on the student server for the purpose of data storage. You are expected to check your email and access the Moodle site for relevant class materials and online activities on a regular basis.

All courses offered by CHC require the ongoing use of computer technology. To engage fully with the learning experience for the duration of their studies, students will need to have access to and be able to use internet-connected devices and have reliable connectivity to the internet. Students are expected to find, use and disseminate information, upload and download documents and video and audio files, prepare assessments and presentations, communicate with faculty using CHC student email and audio-visual communication tools, and manage and back up files.

4.2 TEXTBOOKS

Each semester a textbook list is published on the CHC website along with information about suggested locations where students could purchase the texts. These retailers are not given textbook list requirements by CHC so at times they may not have sufficient stock. Students are expected to source the required readings no later than orientation week. Information about required textbooks is also included in unit outlines. Students will be expected to have all required textbooks available, to read them as required by the lecturer and to use them as relevant in the preparation of assessment tasks. While the CHC Library does maintain copies of all textbooks, class sizes and reading requirements may make it impossible to access the required information as needed for classes in a timely fashion without a personal copy of the textbook.

4.3 OTHER REQUIREMENTS

Information regarding any additional specific requirements is published in the 'Specialist resource requirements' section in unit outlines.

SECTION 5: STAFF CONTACTS

5.1 STAFF CONTACTS

5.1 STAFF CONTACTS

Knowing who to contact means that you will be able to deliver and receive communication more effectively. The table below indicates the person(s) to whom you should direct your enquiries depending upon the issue involved.

While all staff may be consulted about general matters and questions, certain issues are the responsibility of the staff members listed below. If in doubt about whom you should approach regarding an issue, please ask at the Student Administration Office.

Topic/Issue	Staff Member
Counselling and Support Centre	counselling@chc.edu.au
Disability support	disabilitysupport@chc.edu.au
Examinations	School Administration Officers
Enrolment issues and student enquiries	Student Administration (sadmin@chc.edu.au)
FEE-HELP and HECS-HELP enquiries	Student Administration (sadmin@chc.edu.au)
IT support	itsupport@chc.edu.au
LAUNCH	Student Administration (sadmin@chc.edu.au)
Moodle support	moodle@chc.edu.au
International Student Officer	studentservices@chc.edu.au
Payment of monies	Pay Online or Student Administration
Resource materials	Library staff
Student Advocacy Officer	studentadvocacy@chc.edu.au
Student grievances	Student Services (studentservices@chc.edu.au)
Student Representative Council	studentcouncil@chc.edu.au
Student Services	Hannah Cully (studentservices@chc.edu.au)
Study Support Tutor	studysupport@chc.edu.au
Timetable	Student Administration (sadmin@chc.edu.au)
Tuition fees and student contribution amounts	CHC Accounts Office (accounts@chc.edu.au)
Unit work	Unit lecturers/tutors
School staff	
Dean, School of Education, Humanities and Business	Dr Craig Murison
Business Course Coordinator	Dr Elizabeth Nichols
Business Administration Officer	Natalie McKergow

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