CHC

CHRISTIAN HERITAGE COLLEGE

BUSINESS

Christian Heritage College
School of Social Sciences and Business
Business Courses Handbook 2024

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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 2024.

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CAMPUS MAP

CHC CAMPUS
CITIPOINTE CHURCH

COLLEGE
A Block: Rooms |A1 |A2 |A3
B Library+
C Block: Rooms |C1
D Block: Rooms |D1 |D2
E Block: Rooms |E1 |E2 |E3

ON-CAMPUS AMMENITIES
1 - Counselling & Support Centre
2 - Student Common Room
3 - Rivers Cafe

CITIPOINTE BLVD

CHURCH CAR PARK

PARK HERE

TO WECKER RD

WELCOME

I am delighted to welcome you to the Business courses at CHC. These include the Bachelor of Business at undergraduate level and the Master of Business Administration at postgraduate level. Within each of these programs are several '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 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.

Associate Professor Stephen Beaumont
Dean, School of Social Sciences and Business

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SECTION 1: GENERAL INFORMATION

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1.2 UNITS REQUIREMENTS
1.3 MODES OF DELIVERY
1.4 STUDY LOAD
1.5 PREREQUISITE REQUIREMENTS
1.6 COURSE PROGRESSION
1.7 ELIGIBILITY FOR PASSING UNIT EXIT RESULTS
1.8 CALENDAR AND IMPORTANT DATES

1.1 SCHOOL OF SOCIAL SCIENCES AND BUSINESS STAFF – BUSINESS COURSES

Academic staff

Associate Professor Stephen Beaumont (Dean)
Dr Sara Shawky (MBA Course Coordinator)
Felicia Limmer (Undergraduate Course Coordinator)

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

Ezoza Rustamova (Administration Officer)
Maurine Ayoub (Administration Officer)

1.2 UNIT REQUIREMENTS

A standard unit carries a weighting of 10 credit points (cp) and 0.125 EFTSL[1], 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.

1.3 MODES OF DELIVERY

The undergraduate Business courses are available in both *mixed* and *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 *online* mode only.

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[1] For further information, see the *EFTSL Values for Units of Study* document on the CHC website.

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Units offered in the *mixed* mode involve between 1-3 hours of scheduled classes on campus per week (depending on class size) along with additional supported learning material via a Moodle web page. These classes will have a live stream option for students not able to come onto campus.

Units offered in the *online* mode may involve scheduled online classes and also are supported by learning resources that are provided to students electronically via a Moodle web page.

Not all units are offered in each semester, and modes of delivery in the undergraduate courses can vary. Advice regarding unit availability, delivery modes and prerequisite requirements is available from Course Coordinators. Sample unit outlines for the Business courses are available on the CHC website.

1.4 STUDY LOAD

The standard full-time study load for the undergraduate Business 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.

The standard full-time study load for the postgraduate Business courses is 10 credit points per study period.

1.5 PREREQUISITE REQUIREMENTS

To enrol in a unit, students must obtain a passing exit result in any nominated prerequisite unit(s).

1.6 COURSE PROGRESSION

UNDERGRADUATE COURSES

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.

POSTGRADUATE COURSES

Where it is necessary for course progression or completion purposes a student may, with the permission of the Course Coordinator, enrol in BZ595 Postgraduate Independent Study I and/or BZ596 Postgraduate Independent Study II.

1.7 ELIGIBILITY FOR PASSING UNIT EXIT RESULTS

To be considered for a passing exit result for a unit in a business course, students are required to achieve 50% or more of the total possible marks available for the unit and meet the learning outcomes.

1.8 CALENDAR AND IMPORTANT DATES

Please consult the *Calendar* and *Important Dates* published on the Documents page of the CHC website for 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. All dates are subject to change and should be checked on a regular basis.

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SECTION 2: UNDERGRADUATE COURSES INFORMATION

2.1   DIPLOMA OF BUSINESS (BS01)
2.2   BACHELOR OF BUSINESS (BS11)

2.1   DIPLOMA OF BUSINESS (BS01)

Duration:	1 year (full-time)
	The maximum time allowed for completion of the Diploma of Business is 5 years.
Available:	Full-time; Part-time
Rationale:	The Diploma of Business is intended to provide a basic knowledge of business principles and practices, and competence to apply that knowledge in a range of contexts. The relevance of Biblical Christian worldview for the conduct of business is also addressed.
Outcomes:	Graduates may be employed in church or parachurch organisations and other not-for-profit organisations, and in private businesses as owners or employees.
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.
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

Enrolment: The enrolment patterns below represent a full-time study load of 40cp per semester.

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

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2.2 BACHELOR OF BUSINESS (BS11)

Duration:	3 years (full-time)
	The maximum time allowed for completion of the Bachelor of Business is 10 years.
Available:	Full-time; Part-time
Rationale:	The Bachelor of Business is intended to provide broad theoretical understanding and technical knowledge of business in a range of contexts as well as depth in a major area of study selected from accounting, business administration, management and marketing. The major also includes a work integrated learning unit that is applied to the area of the major. The relevance of Biblical Christian worldview for the conduct of business is also addressed and will be applied to the development of solutions to business problems.
Outcomes:	Graduates may be employed in church or parachurch organisations and other not-for-profit organisations, in private businesses as owners or employees, and in state-owned enterprises or government departments. Alternatively, graduates may proceed to further learning.
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.
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

	Work Integrated Learning unit	*Prerequisites*
	BZ309 Work Integrated Learning	160cp of core and/or major units

Major units

Students complete an 8-unit major consisting of 7 units in the area of the major and the work integrated unit.

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Content (continued):	*Minor or 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
- complete 4 elective units from other CHC Schools and/or other 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 from the Bachelor of Business, other CHC Schools and/or other higher education providers.

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

Business Administration units	*Prerequisites*
7 units from the available major areas, with at least 3 units at 300-level	See individual 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

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

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Enrolment: The enrolment patterns below represent a full-time study load of 40cp per semester.

Accounting major (Commencing Semester 1)

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

Business Administration major (Commencing Semester 1)

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

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

Marketing major (Commencing Semester 1)

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

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SECTION 3: POSTGRADUATE COURSES INFORMATION

3.1   CONCENTRATED DELIVERY FORMAT
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   RECOMMENDED ENROLMENT PATTERN

3.1   CONCENTRATED DELIVERY FORMAT

The units in the postgraduate Business courses are delivered in a concentrated format of seven-week study periods. Each semester is divided into three study periods and students enrol at the rate of one unit per study period, thus completing three units in each semester.

3.2   GRADUATE CERTIFICATE IN EXECUTIVE LEADERSHIP (BS43)

Duration:	4 study periods or 1.3 semesters (full-time)
	The maximum time allowed for completion of the Graduate Certificate in Executive Leadership is 3 years.
Available:	Full-time; Part-time
Rationale:	The Graduate Certificate in Executive Leadership is intended to develop foundational knowledge and skills in the fields of leadership and management by including a broad study into the key elements of leadership and management.
Outcomes:	Graduates may be employed in the private sector or government and in churches, parachurch organisations and other not-for-profit organisations, including charities and associations.
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.
Pathways:	Graduate Diploma in Business

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

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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 pathway where the lower awards can exist as 'stepping-stones' along the pathway to completing the higher award.

Students may enrol directly into the MBA or commence the MBA pathway by enrolling in the Graduate Certificate in Management (entry into the Graduate Diploma in Management may be possible for students who possess sufficient credit transfer).

Upon completing the Graduate Certificate in Management, students using the MBA pathway can articulate into the Graduate Diploma in Management as the next element of the MBA pathway.

Upon completing the Graduate Diploma in Management, students can articulate into the MBA as the final element of the MBA pathway.

GRADUATE CERTIFICATE IN MANAGEMENT (BS41)

Duration:	Pathway duration: 4 study periods or 1.3 semesters (full-time)
	Total duration: 4 study periods or 1.3 semesters (full-time)
	The maximum time allowed for completion of the Graduate Certificate in Management is 3 years.
Available:	Full-time; Part-time
Rationale:	The Graduate Certificate in Management is intended to provide theoretical knowledge and confidence in its application in actual or intended management contexts. Graduates will be able to integrate Biblical Christian worldview into management theory and practice.
Outcomes:	Graduates may be employed in the private sector or government and in churches, parachurch organisations and other not-for-profit organisations, including charities and associations.
Structure:	Pathway structure: 40cp of elective units
	Total 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.
Pathways:	Graduate Diploma in Business

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

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GRADUATE DIPLOMA IN MANAGEMENT (BS42)

Duration:	Pathway duration: 4 study periods or 1.3 semesters (full-time)
	Total duration: 8 study periods or 1.3 years (full-time)
	The maximum time allowed for completion of the Graduate Diploma in Management is 4 years.
Available:	Full-time; Part-time
Rationale:	The Graduate Diploma in Management is intended to provide theoretical knowledge and confidence in its application in actual or intended management contexts. The course explores the relevance of the literature in management and Biblical Christian worldview for strategic decision-making in organisations.
Outcomes:	Graduates may be employed in the private sector or government and in churches, parachurch organisations and other not-for-profit organisations, including charities and associations.
Structure:	Pathway structure: 40cp of core units
	Total 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.
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

MASTER OF BUSINESS ADMINISTRATION (BS61)

Duration:	Pathway duration: 4 study periods or 1.3 semesters (full-time)
	Total duration: 12 study periods or 2 years (full-time)
	The maximum time allowed for completion of the Master of Business Administration is 6 years.
Available:	Full-time; Part-time
Rationale:	The Master of Business Administration (MBA) is intended to provide specialised theoretical knowledge and skills, and confidence in the application of these in actual or intended professional practice contexts. The foundation of the course is the model of *missional business,* which is the basis of integration of all individual units into a coherent whole. The course explores the relevance of the literature in management, including biblically based literature, for strategic management in organisations. Knowledge gained is given practical expression in a supervised capstone research project.

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Outcomes:	Graduates may be employed in the private sector or government and in churches, parachurch organisations and other not-for-profit organisations, including charities and associations.
Structure:	Pathway structure: 10cp of core units; 30cp of Coursework units or Research units
	Total structure: 90cp of core units; 30cp of Coursework units or Research units
Options:	To complete the MBA having articulated from the Graduate Diploma in Management, students complete 1 unit that provides an overview of research methods and practices in business and either a Coursework stream or a Research stream, as follows:
	• Coursework – 2 coursework units; 1 capstone project unit; or
	• Research – 1 unit that engages students in the ethical development of a research proposal and literature review, 1 capstone supervised research project unit (20cp).
Completion:	To qualify for the award of the Master of Business Administration, a student must accrue at least 120 credit points, including satisfactory completion of the units as relevant to the chosen stream.
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
BZ690	Research Methods in Business	80cp, including BZ540

Coursework units		Prerequisites
BZ678	Business Process Management	BZ540
BZ679	Strategic Management	BZ540
BZ693	Capstone Project	BZ690

Research units		Prerequisites
BZ696	Research Project Design	BZ690
BZ697	Extended Research Project (20 credit points)	BZ696

3.4 RECOMMENDED ENROLMENT PATTERN

A recommended enrolment pattern for the MBA pathway is noted below. It represents a continuous enrolment of one unit per study period. Following this pattern will enable students who commence the pathway in Semester 1 to complete it in two years.

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Semester	Course	Study Period	Unit	Prerequisites
Semester 1:	Graduate Certificate	Study Period 1:	BZ540	Nil
	Graduate Certificate	Study Period 2:	BZ542	Nil
	Graduate Certificate	Study Period 3:	BZ533	Nil
Semester 2:	Graduate Certificate	Study Period 4:	BZ510	Nil
	Graduate Diploma	Study Period 5:	BZ532	Nil
	Graduate Diploma	Study Period 6:	BZ577	Nil
Semester 3:	Graduate Diploma	Study Period 1:	BZ531	Nil
	Graduate Diploma	Study Period 2:	BZ550	Nil
	MBA	Study Period 3:	BZ690	80cp, including BZ540
Semester 4:	MBA – Coursework stream	Study Period 4:	BZ678	BZ540
	MBA – Coursework stream	Study Period 5:	BZ679	BZ540
	MBA – Coursework stream	Study Period 6:	BZ693	BZ690
	OR			
	MBA – Research stream	Study Period 4:	BZ696	BZ690
	MBA – Research stream	Study Period 5:	BZ697 (20cp)	BZ696
	MBA – Research stream	Study Period 6:	BZ697 (20cp)	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 utilising 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.

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SECTION 5: 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	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 Social Sciences and Business	Dr Stephen Beaumont
Undergraduate Business Course Coordinator	Felicia Limmer
MBA Course Coordinator	Dr Sara Shawky
Business Administration Officer	business@chc.edu.au

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