

UNIT SELECTION GUIDE

EDUCATION 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 Education, you will be enrolled in one of the following courses:

EDUCATION COURSES	COURSE CODE
UNDERGRADUATE COURSES	
Undergraduate Certificate in Educational Studies	ED03
Bachelor of Education (Primary)	ED21
Bachelor of Education (Secondary)	ED23
Bachelor of Arts/Bachelor of Education (Secondary)	CC23
POSTGRADUATE COURSES	
Graduate Certificate in School Leadership and Management	ED41
Graduate Certificate in Christian Education	ED42
Master of Education	ED51
Master of Teaching (Primary)	ED54
Master of Teaching (Secondary)	ED55

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.

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

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".
- 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 *Education Courses Handbook* contains information regarding the requirements for completion of the Education 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 EDUCATIONAL STUDIES (ED03)

The following units are available to commencing students in the Undergraduate Certificate in Educational Studies who wish to undertake a **Primary** specialisation:

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
<i>Core units:</i>		
CR111 Introduction to Cross-Curricular Literacies	Internal; External/Online	10
CS116 Christian Foundations for Work and Vocation I	Internal; External/Online	10
ES123 Educational Psychology: Learning and Development (P-6)	Internal; External/Online	10

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
<i>Elective units (choose one):</i>		
HT120 Introduction to Australian History	Internal; External/Online	10
LIT102 Great Books of the Western World II	Internal; External/Online	10
MT111 Calculus 1	Internal; External/Online	10
SC120 Environmental Science	Internal; External/Online	10

The following units are available to commencing students in the Undergraduate Certificate in Educational Studies who wish to undertake a **Secondary** specialisation:

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
<i>Core units:</i>		
CR111 Introduction to Cross-Curricular Literacies	Internal; External/Online	10
CS116 Christian Foundations for Work and Vocation I	Internal; External/Online	10
ES126 Educational Psychology: Learning and Development (7-12)	Internal; External/Online	10
<i>Elective units (choose one):</i>		
HT120 Introduction to Australian History	Internal; External/Online	10
LIT102 Great Books of the Western World II	Internal; External/Online	10
MT111 Calculus 1	Internal; External/Online	10
SC120 Environmental Science	Internal; External/Online	10

BACHELOR OF EDUCATION (PRIMARY) (ED21)

The following units are available to commencing students in the Bachelor of Education (Primary):

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
CR111 Introduction to Cross-Curricular Literacies	Internal; External/Online	10
CR171 Introduction to Science	Internal; External/Online	10
CR192 Introduction to Technologies	Internal; External/Online	10
ES123 Introduction to Teaching and Learning (P-6)	Internal; External/Online	10

BACHELOR OF EDUCATION (SECONDARY) (ED23) AND BACHELOR OF ARTS/BACHELOR OF EDUCATION (SECONDARY) (CC23)

The first semester of study is the same for students who are enrolled in the Bachelor of Education (Secondary) and the Bachelor of Arts/Bachelor of Education (Secondary). The following units are available to commencing students in these courses:

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
CR111 Introduction to Cross-Curricular Literacies	Internal; External/Online	10
ES126 Introduction to Teaching and Learning (7-12)	Internal; External/Online	10
Teaching Area #1.1	See below	10
Teaching Area #2.1	See below	10

Students in the Bachelor of Education (Secondary) and the Bachelor of Arts/Bachelor of Education (Secondary) undertake an introductory unit in *each* of their two teaching areas. The introductory units available in the various teaching areas are (choose *one* from each of your two teaching areas):

TEACHING AREA	UNIT	MODE(S) AVAILABLE	CREDIT POINTS
Biblical Studies	JA101 Biblical Interpretation and Application	External/Online	10
Biblical Studies	JA102 Biblical Studies in the Old Testament	Internal; External/Online	10
Biblical Studies	JA103 Biblical Studies in the New Testament	External/Online	10
Biblical Studies	JB104 Spiritual Transformation	External/Online	10
Business	BZ103 Introduction to Marketing	Internal; External/Online	10
Business	BZ104 Economics	Internal; External/Online	10
Business	BZ106 Information Systems and Technology for Business	Internal; External/Online	10
English	LIT102 Great Books of the Western World II	Internal; External/Online	10
History	HT120 Introduction to Australian History	Internal; External/Online	10
HPE	HP110 Health and Fitness	Internal; External/Online	10
Mathematics	MT111 Calculus 1	Internal; External/Online	10
Science	SC120 Environmental Science	Internal; External/Online	10

POSTGRADUATE COURSES

GRADUATE CERTIFICATE IN CHRISTIAN EDUCATION (ED42)

The Graduate Certificate in Christian Education is nested in the Master of Education. It is available on a part-time basis only, with a maximum of two units per semester. The following units are available to commencing students in the Graduate Certificate in Christian Education:

UNIT	MODE AVAILABLE	CREDIT POINTS
ED604 Biblical Worldview and Educational Leadership	External/Online	10
ED615 Cultivating Sustainable Christian School Culture	External/Online	10

MASTER OF EDUCATION (ED51)

The following units are available to commencing students in the Master of Education:

UNIT	MODE AVAILABLE	CREDIT POINTS
ED604 Biblical Worldview and Educational Leadership	External/Online	10
ED611 Leadership and Change Management	External/Online	10
ED615 Cultivating Sustainable Christian School Culture	External/Online	10
ED617 Human Resource Management	External/Online	10
ED618 School Financial Management	External/Online	10
ED622 Critical Engagements for Teaching Christianly	External/Online	10
ED690 Introduction to Research Methods	External/Online	10

Independent study units are also available to students who are commencing the Master of Education. Students who have completed previous studies in a postgraduate Education course may be eligible to enrol in an independent study unit. Interested students should contact the Course Coordinator. The following independent study units are available to approved commencing students in the Master of Education:

UNIT	MODE AVAILABLE	CREDIT POINTS
ED609 Independent Study in Perspectives for Christian Education	External/Online	10
ED619 Independent Study in Issues of Educational Leadership	External/Online	10
ED649 Independent Study in Curriculum Issues	External/Online	10
ED659 Independent Study in Pedagogical Issues	External/Online	10
ED691 Extended Independent Study	External/Online	20

GRADUATE CERTIFICATE IN SCHOOL LEADERSHIP AND MANAGEMENT

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

UNIT	MODE AVAILABLE	CREDIT POINTS
ED604 Biblical Worldview and Educational Leadership	External/Online	10
ED611 Leadership and Change Management	External/Online	10
ED615 Cultivating Sustainable Christian School Culture	External/Online	10
ED617 Human Resource Management	External/Online	10
ED618 School Financial Management	External/Online	10

MASTER OF TEACHING (PRIMARY) (ED54)

The following units are available to commencing students in the Master of Teaching (Primary):

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
CE511 PEP1 Philosophy of Teaching for Learning	Internal; External/Online	10
CU520 Primary Mathematics 1	Internal; External/Online	10
CU521 Primary English 1	Internal; External/Online	10
CU522 Primary Science	Internal; External/Online	10

MASTER OF TEACHING (SECONDARY) (ED55)

The following units are available to commencing students in the Master of Teaching (Secondary):

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
CE512 PEP1 Philosophy of Teaching for Learning	Internal; External/Online	10
CU502 Literacy and Numeracy across the Curriculum	Internal; External/Online	10
CU53* Curriculum and Pedagogy: Teaching Area Speciality 1.1	Internal; External/Online	10
CU54* Curriculum and Pedagogy: Teaching Area Speciality 2.1	Internal; External/Online	10

Students in the Master of Teaching (Secondary) undertake units in 'Curriculum and Pedagogy' in each of their two teaching areas. For details regarding the particular unit codes that apply to these suites of units, please consult the *Education Courses Handbook*, or contact your Course Coordinator.

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