

UNIT SELECTION GUIDE

SOCIAL SCIENCES COURSES

SEMESTER 2, 2021



Welcome to the School of Social Sciences 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 the Social Sciences, you will be enrolled in one of the following courses:

| SOCIAL SCIENCES COURSES | COURSE CODE |
|---|-------------|
| UNDERGRADUATE COURSES | |
| Undergrade Certificate in Human Services | SS08 |
| Undergrade Certificate in Counselling Studies | SS09 |
| Diploma of Social Science | SS04 |
| Bachelor of Counselling | SS18 |
| Bachelor of Human Services | SS19 |
| POSTGRADUATE COURSES | |
| Graduate Certificate in Social Science Leadership | SS31 |
| Graduate Certificate in Applied Neuroscience | SS32 |
| Graduate Certificate in Counselling Studies | SS34 |
| Master of Counselling | SS51 |
| Master of Social Science Leadership | SS54 |

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 Social Sciences *Courses Handbook* contains information regarding the requirements for completion of the Social Sciences courses or 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 HUMAN SERVICES (\$S08)

The Undergraduate Certificate in Human Services is nested in the Bachelor of Human Services. The following units are available to commencing students in this course:

| UNIT | MODE(S) AVAILABLE | CREDIT POINTS |
|---|---------------------------|---------------|
| HB241 Social Psychology | External/Online | 10 |
| SO102 Introduction to Applied Social Theories | External/Online | 10 |
| SO112 Introduction to Human Behaviour | Internal; External/Online | 10 |
| SO116 Introduction to Human Services | Internal; External/Online | 10 |

UNDERGRADUATE CERTIFICATE IN COUNSELLING STUDIES (SS09)

The Undergraduate Certificate in Counselling Studies is nested in the Bachelor of Counselling. The following units are available to commencing students in this course:

| UNIT | MODE(S) AVAILABLE | CREDIT POINTS |
|---|---------------------------|---------------|
| CO212 Counselling Approaches | External/Online | 10 |
| SO110 The Person of the Practitioner | Internal | 10 |
| SO112 Introduction to Human Behaviour | Internal; External/Online | 10 |
| SO114 Foundational Interpersonal Skills | Intensive | 10 |

DIPLOMA OF SOCIAL SCIENCE (SS04), BACHELOR OF COUNSELLING (SS18) AND BACHELOR OF HUMAN SERVICES (SS19)

The Diploma of Social Science is nested in both the Bachelor of Counselling and the Bachelor of Human Services. The following units are available to commencing students in these courses (choose a maximum of four units, including SO100):

| UNIT | MODE(S) AVAILABLE | CREDIT POINTS |
|---|---------------------------|---------------|
| CS116 Christian Foundations for Work and Vocation I | Internal; External/Online | 10 |
| SO100 Academic and Professional Communication | External/Online | 10 |
| SO110 The Person of the Practitioner | Internal | 10 |
| SO112 Introduction to Human Behaviour | Internal; External/Online | 10 |
| SO114 Foundational Interpersonal Skills | Intensive | 10 |
| SO116 Introduction to Human Services Contexts | Internal; External/Online | 10 |

POSTGRADUATE COURSES

GRADUATE CERTIFICATE IN APPLIED NEUROSCIENCE (SS32)

The Graduate Certificate in Applied Neuroscience is offered on a part-time basis only. The following unit is available to commencing students in this course:

| UNIT | MODE(S) AVAILABLE | CREDIT POINTS |
|---------------------------------|-------------------|---------------|
| NP544 Introductory Neuroscience | External/Online | 10 |

GRADUATE CERTIFICATE IN COUNSELLING STUDIES (SS34)

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

| UNIT | MODE(S) AVAILABLE | CREDIT POINTS |
|--|---------------------------|---------------|
| CO510 The Person of the Practitioner | Internal | 10 |
| CO513 Toward an Understanding of Mental Health | Internal; External/Online | 10 |
| CO514 Foundational Counselling Skills | Intensive | 10 |
| CO557 Theories of Counselling | External/Online | 10 |

MASTER OF COUNSELLING (SS51)

The following units are available to commencing students in the Master of Counselling (choose a maximum of four units):

| UNIT | MODE(S) AVAILABLE | CREDIT POINTS |
|---|---------------------------|---------------|
| CO510 The Person of the Practitioner | Internal | 10 |
| CO513 Toward an Understanding of Mental Health | Internal; External/Online | 10 |
| CO514 Foundational Counselling Skills | Intensive | 10 |
| CO523 Ethics in Counselling | Internal; External/Online | 10 |
| CO610 Towards a Christian Worldview for Counselling | Internal; External/Online | 10 |

GRADUATE CERTIFICATE IN SOCIAL SCIENCE LEADERSHIP (SS31)

The Graduate Certificate in Social Science Leadership is nested in the Master of Social Science Leadership. It is available on a part-time basis only, with a maximum of one unit per semester. The following unit is available to commencing students in this course:

| UNIT | MODE AVAILABLE | CREDIT POINTS |
|---------------------------|-----------------|---------------|
| SO541 Leadership Practice | External/Online | 10 |

MASTER OF SOCIAL SCIENCE LEADERSHIP (SS54)

The Master of Social Science Leadership is available at the rate of a maximum of three units per semester (course duration of four semesters). The following unit is available to commencing students in this course:

| UNIT | MODE AVAILABLE | CREDIT POINTS |
|--|-----------------|---------------|
| SO541 Leadership Practice | External/Online | 10 |
| SO651 Transformative Social Engagement and Christian Worldview | External/Online | 10 |
| SO662 Group Processes | Intensive | 10 |

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 |