CHC
Higher Education

BUSINESS COURSES HANDBOOK 2019

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Christian Heritage College
School of Education and Business
Business Courses Handbook 2019

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

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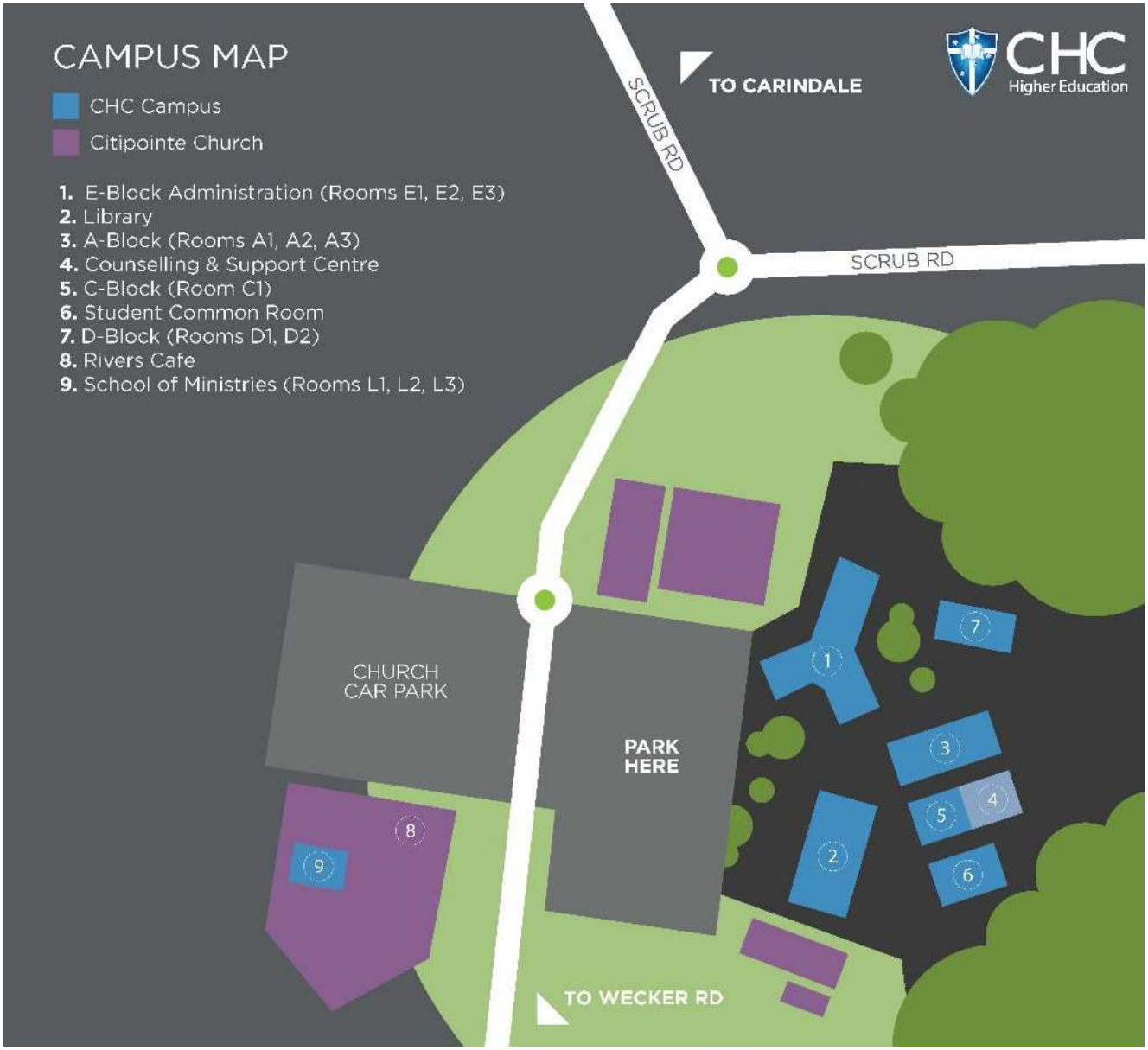
Campus map


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)
SCRUB RD
TO CARINDALE
CHC Higher Education
SCRUB RD
CHURCH CAR PARK
PARK HERE
TO WECKER RD

Welcome

I am delighted to welcome you to the School of Education and Business. The Business courses we offer include the Bachelor of Business at undergraduate level and the Master of Business Administration at postgraduate level. Within each of these courses are a number of 'nested' courses: the Diploma of Business and Associate Degree in Business are 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.

To some people, the words "Christian" and "business" contradict one another. The reality is that Christianity originally spread because of the honesty of Christian traders following the trade routes of the time. Therefore, doing Business God's way for His glory is a unique and special calling of Christian ministry. At CHC the concept of missional business is used to bring coherence to the curriculum. In missional business, the central focus is on God's purpose which is outworked in the contexts of production, people, the planet and profit – what we call the 5P Model of Missional Business. When businesses produce goods and services that contribute positively to human flourishing, then they are performing as God intended!

If you wish God to guide you in business, you need to learn business from a Bible-based, Christ-centred perspective. Jesus spent 30 years studying God's Word, learning the carpentry business and then working professionally before going into his fulltime ministry for three years.

Work in the business world can be a witness to others and satisfy what God has called you to do, just as in any other profession. As a student in Business at CHC you will be here for a season to be prepared for the plans God has for your professional life. You will find that you will master the same content knowledge and develop the same competencies as your contemporaries at other higher education institutions, but you will do so in the context of a Bible-based Christ-centred worldview and missional business. For those who love God, no experience is ever wasted because "all things work together for good to those who love God, to those who are the called according to His purpose" (Rom 8:28, NKJV).

Paul told Timothy to "study to show thyself approved" (2 Tim. 2:15 KJV) and ensure that no-one took him captive through philosophy and empty deception, according to the tradition of men (Col.2:8 NIV). Those of us who teach in the Business courses understand our role to focus on 'the equipping of the saints for the work of the ministry' (Eph 4:11-13). Obviously, then, God can use educated, well-trained minds in every profession, or He would not have instructed to us to learn. Christians are not being drawn away from the application of Biblical truth in the marketplace because secular humanism is superior, but because they are not exposed to the Biblical alternative, which we think makes much more sense; therefore, we need to be transformed by the renewing of our minds (Romans 12:2, 2 Corinthians 3:18).

I invite you to use this season of your life to prepare yourself to fulfil your side of God's covenant promise by studying at CHC. That promise is, "And you shall remember the Lord your God, for it is He who gives you power to get wealth, that He may establish His covenant which He swore to your father ..." (Deuteronomy 8:18).

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

Dr Craig Murison
Dean, School of Education and Business

CHC calendar 2019

For up-to-date information, please check the *Calendar* on the Documents page of the CHC website on a regular basis as dates are subject to change.

SEMESTER 1, 2019								WINTER SEMESTER, 2019[3]		
COMMENCING	**CHC WEEK**	**AUSTRALIA STUDIES CENTRE**	**POSTGRADUATE BUSINESS COURSES (STUDY PERIODS 1-3)**	**BUSINESS CHRISTIAN STUDIES SOCIAL SCIENCES**	**EDUCATION[1]**	**MINISTRIES**	**LIBERAL ARTS**	**COMMENCING**	**CHC WEEK**	**ALL SCHOOLS**
28 January	-		*SP1 Last day to add: 1 Feb*					3 June	1 ⊗	
4 February	-		Study Period 1 begins [1]					10 June	2 ✯	
11 February	-		*SP1 census date: 11 Feb* [2]					17 June	3 ◘	
18 February	O	Arrive 19 Feb *2019S1 Orientation*	[3]	*2019S1 Orientation*	*2019S1 Orientation*	*2019S1 Orientation*	*2019S1 Orientation*	24 June	4	
25 February	1		*SP1 Last day to drop: 1 Mar* [4]					1 July	5	
4 March	2 ⊗		[5]					8 July	6	
11 March	3	CS254 trip: 16-17 Mar	Study Period 1 ends [6]					15 July		*2019S1 Def/Supp exams 2019S2 Orientation*
18 March	4 ✯		*PG Bus Break SP2 Last day to add: 22 Mar*							
25 March	5 ✝		Study Period 2 begins [1]							
1 April	6	Outback trip: 4-7 Apr	*SP2 Census date: 1 Apr* [2]							
8 April	7		[3]							
15 April	8 ◘ ❶		*SP2 Last day to drop: 18 Apr* [4]			*Easter Break*[2]				
22 April	- ❷ ❸	*Easter Break*	[5]	*Easter Break*	*Easter Break*	*Easter Break*[2]	*Easter Break*			
29 April	9		Study Period 2 ends [6]							
6 May	10 ❹	Sydney trip: 10-12 May	*PG Bus Break SP3 Last day to add: 10 May*			*Ministry Development Week*				
13 May	11		Study Period 3 begins [1]							
20 May	12		*SP3 Census date: 20 May* [2]							
27 May	13		[3]				*Study Week*			
3 June	14	*Exam Week* Depart 6 June: Non-STEM	*SP3 Last day to drop: 6 Jun* [4]	*Study Week*						
10 June	15		[5]	*Exam Week*	*Study Week*					
17 June	16	Depart 22 June: QUT STEM	Study Period 3 ends [6]	*Exam Week*	*Exam Week*	*Study Week*				

Important Dates: ⊗ Last day for adding units: 2019S1 - **Friday 8 March**; 2019SW - **Friday, 7 June** ✯ Census date (Last day for dropping units without financial penalty): 2019S1 - **Wednesday 20 March**; 2019SW - **Monday, 10 June**
◘ Last day for dropping units without academic penalty: 2019S1 - **Friday 19 April**; 2019SW - **Friday 21 June** ***CHC Events:*** ✝ School of Ministries Graduation (2018 graduands): 31 March

Public Holidays: ❶ Good Friday: Friday 19 April ❷ Easter Monday: Monday 22 April ❸ ANZAC Day: Thursday 25 April ❹ Labour Day: Monday 6 May

Notes: (1) Students in ITE courses are to consult the calendar contained in the *Education Courses Handbook* for the dates that apply to PEP units and Study/Exam Weeks depending upon the semester of enrolment in their course.
(3) The School of Ministries has a two-week Easter break. (3) 2019SW is a non-compulsory study period with a limited range of units on offer. Not available to commencing students.

SEMESTER 2, 2019								SEMESTER 3, 2019[6]		
COMMENCING	**CHC WEEK**	**AUSTRALIA STUDIES CENTRE**	**POSTGRADUATE BUSINESS COURSES (STUDY PERIODS 4-6)**	**BUSINESS CHRISTIAN STUDIES SOCIAL SCIENCES**	**EDUCATION[4]**	**MINISTRIES**	**LIBERAL ARTS**	**COMMENCING**	**CHC WEEK**	**ALL SCHOOLS**
1 July	-		*SP4 Last day to add: 5 July*					18 November	1	
8 July	-		Study Period 4 begins [1]					25 November	2 ⊗	
15 July	O	Arrive 17 July *2019S2 Orientation*	*SP4 Census date: 15 July* [2]	*2019S1 Def/Supp exams 2019S2 Orientation*	*2019S1 Def/Supp exams 2019S2 Orientation*	*2019S1 Def/Supp exams 2019S2 Orientation*	*2019S1 Def/Supp exams 2019S2 Orientation*	2 December	3	
22 July	1		[3]					9 December	4 ★	*2019S2 Def/Supp exams*
29 July	2 ⊗		*SP4 Last day to drop: 2 Aug* [4]					16 December	***5***	
5 August	3	CS254 trip: 10-11 Aug	[5]					23 December[7]	- ❼ ❽	*Summer Break*
12 August	4 ❺ ★		Study Period 4 ends [6]					30 December[7]	- ❾	*Summer Break*
19 August	5		*PG Bus Break* *SP5 Last day to add: 23 Aug*					6 January	6 ◘	
26 August	6		Study Period 5 begins [1]					13 January	7	
2 September	7		*SP5 Census date: 2 Sep* [2]					20 January	8	
9 September	8 ◘	Outback trip: 12-15 Sept	[3]			*Ministry Development Week*		27 January	9 ❿	
16 September	9		*SP5 Last day to drop: 20 Sep* [4]					3 February	10	
23 September	10		[5]			*Spring Break[5]*		10 February	11	
30 September	-	*Spring Break*	Study Period 5 ends [6]	*Spring Break*	*Spring Break*	*Spring Break[5]*	*Spring Break*	17 February	12	*2019S3 Exam Week*
7 October	11 ❻	Sydney trip: 11-13 Oct	*PG Bus Break* *SP6 Last day to add: 11 Oct*							
14 October	12		Study Period 6 begins [1]							
21 October	13		*SP6 Census date: 21 Oct* [2]							
28 October	14	*Exam Week* Depart 31 Oct: Non-STEM	[3]	*Study Week*			*Study Week*			
4 November	15		*SP6 Last day to drop: 8 Nov* [4]	*Exam Week*	*Study Week*		*Exam Week*			
11 November	16	Depart 16 Nov: QUT STEM	[5]		*Exam Week*	*Study Week*				
18 November	-		Study Period 5 ends [6]							

Important Dates: ⊗ Last day for adding units: 2019S2 - **Friday 2 August**; 2019S3 - **Friday 29 November** ★ Census date (Last day for dropping units without financial penalty): 2019S2 - **Thursday 15 August**; 2019S3 - **Monday 9 December**
◘ Last day for dropping units without academic penalty: 2019S2 - **Friday 13 September**; 2019S3 - **Friday 10 January** ***CHC Events:*** Graduation (2019 graduands - not School of Ministries): Friday 13 December

Public Holidays: ❺ Brisbane Exhibition: Wednesday 14 August ❻ Queen's Birthday: Monday 7 October ❼ Christmas Day: Wednesday 25 December ❽ Boxing Day: Thursday 26 December ❾ New Year's Day: Wednesday 1 January ❿ Australia Day: Monday 27 January

Notes: (4) Students in ITE courses are to consult the calendar contained in the *Education Courses Handbook* for the dates that apply to PEP units and Study / Exam Weeks depending upon the semester of enrolment in their course.
(5) The School of Ministries has a two-week Spring break. (6) 2019S3 is a non-compulsory study period with a limited range of units on offer. Not available to commencing students. (7) CHC closed Monday 23 December - Friday 3 January (inclusive)

Important dates 2019

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

Semester 1, 2019	
Close of applications for commencing overseas students (applying from overseas)	*1 November 2018*
Close of applications for commencing overseas students (applying from within Australia)	*14 January*
Close of applications for commencing Postgraduate Business students	*14 January*
Unit Selection Forms – on-time submission (continuing domestic students)	*18 January*
Unit Selection Forms – on-time submission (commencing and continuing overseas students)[1]	*4 February*
Close of applications for all other commencing domestic students	*18 February*
Orientation program for commencing overseas students *(compulsory)*	*20-21 February*
Orientation program for ALL commencing students	*21 February*
Classes commence	*25 February*
Last day for adding units	*8 March*
Last day for dropping units without financial penalty **(CENSUS DATE)**	*20 March*
Mid-semester break (School of Ministries)	*15-26 April*
Last day for dropping units without academic penalty	*19 April*
Mid-semester break (not School of Ministries)	*22-26 April*
On-time date for application to graduate - mid-year conferral period	*1 June*
Ministry Development Week (School of Ministries)	*6-10 May*
Semester 1, 2019 exam period	*10-21 June*
End of Semester 1, 2019	*21 June*
Semester 1, 2019 results released	*8 July*
Semester 1, 2019 deferred and supplementary exam period	*15-19 July*

CHC Events	
School of Ministries graduation ceremony (2018 graduands)	*31 March*

Study Period 1, 2019 (Postgraduate Business courses only)	
Last day for adding units	*1 February*
Classes commence	*4 February*
Last day for dropping units without financial penalty **(CENSUS DATE)**	*11 February*
Last day for dropping units without academic penalty	*1 March*
End of Study Period 1	*15 March*
Study Period 2, 2019 (Postgraduate Business courses only)	
Last day for adding units	*22 March*
Classes commence	*25 March*
Last day for dropping units without financial penalty **(CENSUS DATE)**	*1 April*
Last day for dropping units without academic penalty	*18 April*
End of Study Period 2	*3 May*
Study Period 3, 2019 (Postgraduate Business courses only)	
Last day for adding units	*10 May*
Classes commence	*13 May*
Last day for dropping units without financial penalty **(CENSUS DATE)**	*20 May*
Last day for dropping units without academic penalty	*6 June*
End of Study Period 3	*21 June*

Winter Semester 2019[2]	
Unit Selection Forms – on-time submission (continuing students)	*13 May*
Classes commence	*3 June*
Last day for adding units	*7 June*
Last day for dropping units without financial penalty **(CENSUS DATE)**	*10 June*
Last day for dropping units without academic penalty	*21 June*
End of Winter Semester, 2019	*12 July*
Winter Semester, 2019 results released	*29 July*

[1] A late enrolment fee will be charged to overseas students who do not submit their Unit Selection forms for Semester 1, 2019 by this date.
[2] Winter Semester is not available to commencing students.

Semester 2, 2019	
Close of applications for commencing overseas students (applying from overseas)	*1 May*
Close of applications for commencing overseas students (applying from within Australia)	*10 June*
Close of applications for commencing Postgraduate Business students	*10 June*
Unit Selection Forms – on-time submission (commencing and continuing overseas students)[3]	*1 July*
Unit Selection Forms – on-time submission (continuing domestic students)	*1 July*
Close of applications for all other commencing domestic students	*15 July*
Orientation program for commencing overseas students *(compulsory)*	*18-19 July*
Orientation program for ALL commencing students	*19 July*
Classes commence	*22 July*
Last day for adding units	*2 August*
Last day for dropping units without financial penalty **(CENSUS DATE)**	*15 August*
On-time date for application to graduate - end-of-year conferral period	*1 October*
Ministry Development Week (School of Ministries)	*9-12 September*
Last day for dropping units without academic penalty	*13 September*
Mid-semester break (School of Ministries)	*23 September-4 October*
Mid-semester break (not School of Ministries)	*30 September-4 October*
Semester 2, 2019 exam period	*5-15 November*
End of Semester 2, 2019	*15 November*
Semester 2, 2019 results released	*9 December*
Semester 2, 2019 deferred and supplementary exam period	*10-14 December*

CHC Events	
CHC graduation ceremony (2019 graduands) (not School of Ministries)	*14 December*
CHC closed	*23 December-3 January*

Study Period 4, 2019 (Postgraduate Business courses only)	
Last day for adding units	*5 July*
Classes commence	*8 July*
Last day for dropping units without financial penalty **(CENSUS DATE)**	*15 July*
Last day for dropping units without academic penalty	*2 August*
End of Study Period 4	*16 August*

Study Period 5, 2019 (Postgraduate Business courses only)	
Last day for adding units	*23 August*
Classes commence	*26 August*
Last day for dropping units without financial penalty **(CENSUS DATE)**	*2 September*
Last day for dropping units without academic penalty	*20 September*
End of Study Period 5	*4 October*

Study Period 6, 2019 (Postgraduate Business courses only)	
Last day for adding units	*11 October*
Classes commence	*14 October*
Last day for dropping units without financial penalty **(CENSUS DATE)**	*21 October*
Last day for dropping units without academic penalty	*8 November*
End of Study Period 6	*22 November*

Semester 3, 2019[4]	
Unit Selection Forms – on-time submission (continuing students)	*25 October*
Classes commence	*18 November*
Last day for adding units	*30 November*
Last day for dropping units without financial penalty **(CENSUS DATE)**	*10 December*
Last day for dropping units without academic penalty	*10 January 2020*
End of Semester 3, 2019	*21 February 2020*
Semester 3, 2019 results released	*9 March 2020*

[3] A late enrolment fee will be charged to overseas students who do not submit their Unit Selection forms for Semester 2, 2019 by this date.
[4] Semester 3 is not available to commencing students.

Section 1: General information

1.1 School of Education and Business staff – Business courses
1.2 School of Education and Business practices – Business courses
1.2.1 Attendance
1.2.2 Classroom conduct
1.2.3 Extensions
1.2.4 Plagiarism
1.3 Modes of study
1.4 Transfer of credit

1.1 School of Education and Business staff – Business courses

Academic staff

Dr Craig Murison (Dean)
Dr Anne Christie (Postgraduate Course Coordinator)
Wendy Collins (Undergraduate Course Coordinator)
D'Wayne Wigley

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

Jade Sweeney (Administration Officer)

1.2 School of Education and Business practices – Business courses

1.2.1 Attendance

In order to maximise learning, it is important to engage appropriately in the learning opportunities and activities of your course. The School therefore expects on campus students to attend **at least 80% of class time** unless a reason for absence (such as traffic hold-ups, mechanical breakdown or attendance at family ceremonies) has been advised to the unit lecturer. Students who are unable to attend classes on a given day should email the relevant lecturer ***before*** the scheduled commencement time.

Varied attendance expectations may apply to different CHC Schools and courses, and students have a responsibility to ensure that they are fully aware of the attendance policies that apply to their enrolment. Students may place their results for the semester in jeopardy because of their inability to satisfy course attendance requirements.

On campus students are expected to be punctual in their attendance at all CHC activities.

Business Conference

In 2019 students will have the opportunity to attend the CHC Business Conference. More details will be provided to students when available. Internal undergraduate students are required to attend, while external undergraduate and postgraduate students are encouraged to attend. There is no cost to students who are enrolled in Business units. Some units will have assessment tasks relating to the conference materials.

1.2.2 Classroom conduct

CHC aims to create a constructive environment for academic achievement, for Christian community and for personal growth. The Scriptures establish basic principles of behaviour and respect and CHC expects all students to maintain high standards of Christian conduct.

Respect for your fellow students and lecturers include the following:

- polite and appropriate engagement in the planned learning activities;
- appropriate use of personal computers (see below);
- turning mobile phones off or on silent mode;
- ignoring calls and messages during class times; and
- avoiding eating in classes, except where required by medical conditions.

Students are welcome to use notebook computers for class note-taking but must ensure that such use does not impede the learning of fellow students. It is understood that such use does NOT include any forms of social media, etc. Appropriate security of personal property remains the responsibility of individual students.

1.2.3 Extensions

CHC Policy: *Extensions* policy sets out the circumstances under which extensions to due dates for assessment tasks may be given, and allows for schools-based conditions for the granting of extensions, including penalties. It is recognised that students may need extensions for work-, illness-, personal-, or mission-related issues and CHC is committed to working with students to accommodate reasonable requests that are made on or before the due date of an assessment item.

The details of the conditions applied to Business courses are indicated below:

- The penalty which applies to assessment tasks for which an extension has been granted with penalty will be a maximum of one grade level per day.

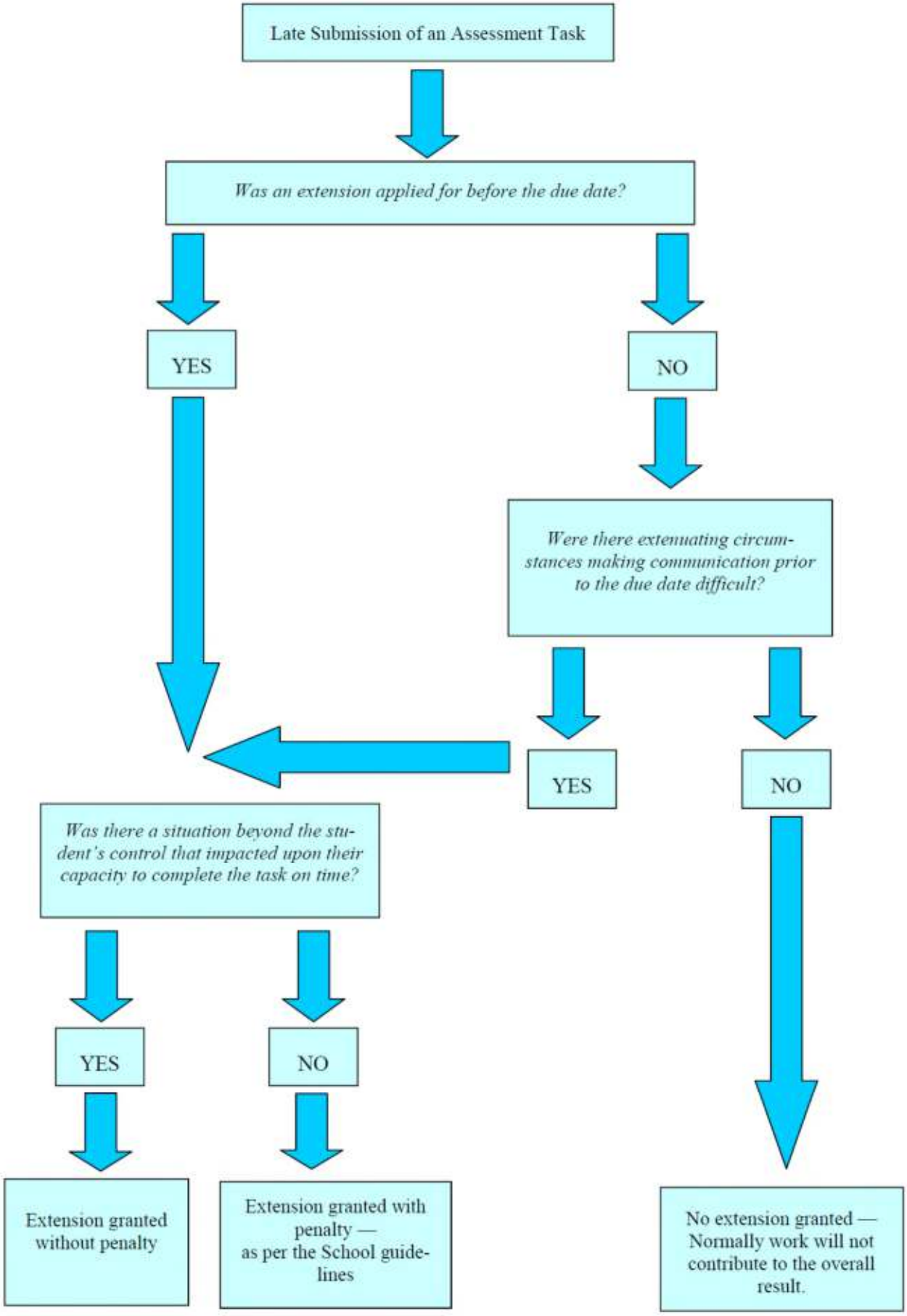
For Christian Studies units, the following conditions apply:

- The penalty which applies to assessment tasks for which an extension has been granted with penalty will be one grade level per week.

Please see CHC Policy: *Extensions* on the CHC website for a full statement regarding the process for applying for an extension, the circumstances under which extensions may be given and the conditions which apply to extensions.

The following diagram, which is reproduced from CHC Policy: *Extensions*, sets out the conditions under which requests for extensions will be considered and when penalties will be applied:

CHC EXTENSION POLICY



Please be aware that, if you are granted an extension of the due date for an assessment item within a unit and that extension continues into a subsequent semester, you are *not* considered to be enrolled in that unit in the subsequent semester. If you are reliant on study support payments through Centrelink and are not undertaking a full-time load in a particular semester (as determined by the Australian government) then your eligibility for payments may be nullified, resulting in you not receiving payment for that semester. This arrangement is determined by Australian government legislation and is a not a matter that CHC is able to vary.

Students who receive study support payments through Centrelink are to be aware that eligibility for such payments normally requires full-time enrolment in a course of study in the specific semester for which payment is made. If you are in any doubt regarding your eligibility, please see the Centrelink website or visit a Centrelink office. Please note that this is general advice only, and that CHC does not provide advice concerning individual students' eligibility for Centrelink payments.

1.2.4 Plagiarism

Any assignment submitted as part of CHC work must be the original work of the student who submits it. Although the thinking which goes into preparing the assignment will be based on research and reading, the paper submitted should constitute the student's own ideas, or an evaluation and critique of the ideas of others and should be written in the student's own words. The ideas of others that have been used in forming opinions must be acknowledged where they occur in the text.

CHC defines plagiarism as the action or practice of using someone else's ideas or phrasing and representing them as your own, either on purpose or through carelessness, without acknowledgment. 'Ideas or phrasing' includes written or spoken material, from whole papers and paragraphs to sentences, statistics and graphs, and even phrases. 'Someone else' can mean an author of a book or journal, an electronic resource such as material found on the worldwide web or another student. Plagiarism also relates to work that is produced co-operatively between two or more students without the lecturer's consent.

Further information regarding, and examples of, plagiarism can be found in CHC Policy: *Academic Integrity* on the CHC website.

1.3 Modes of study

There are two modes in which units in the Business courses may be delivered. These modes are *internal* and *external/online*.

The modes in which particular units are delivered can vary from semester to semester. Information regarding the modes in which units are to be delivered in the coming semester is available in the *Units on Offer* documents that are published on the CHC website.

Internal mode

Units that are delivered in the internal mode are conducted on campus in a face-to-face context. For the Business courses, these are conducted as weekly classes across the semester, normally with three hours of classes per week although this can differ according to the requirements of particular units.

All arrangements regarding units that are delivered in the internal mode are advertised prior to the beginning of the semester in which they are being offered, in the CHC *Timetable and Intensives Schedule*.

Involves:		
- on campus lectures and tutorials - weekly schedule - at least 80% attendance	- generally 3 hours per week of face-to-face contact - 10-11 hours per week of reading and assessment preparation	- digital communication - digital learning support - communication with staff and students

External/online mode

Units that are delivered in the external/online mode are those that are not offered on campus but are undertaken in students' own locations. This mode was traditionally provided for students who did not live within travelling distance of their institution. In today's work, study and social contexts, external/online students include those who enrol in units in the external/online mode for reasons of convenience as well as location.

Involves:		
- off campus activities - study materials - 10 to 11 hours per week of reading and assessment preparation	- digital communication - digital learning support - communication with staff and students	- appointments can be made with unit lecturers

1.4 Transfer of credit

Students may apply for transfer of credit from previous studies, according to the provisions of CHC Policy: *Transfer of Credit for Domestic Students* and CHC Policy: *Transfer of Credit for Overseas Students*.

Application for transfer of credit should be made at the time of entry into the course, although later applications will be accepted. Students should be aware, however, that transfer of credit will not be granted for units in which students are currently enrolled. Applications for transfer of credit may be made using the *Application for Transfer of Credit* form. Students must ensure that all required documentation, as described on the application form, is submitted with the application.

Students may also apply to engage in cross-institutional study towards the requirements of their CHC courses. This involves enrolment at a 'host' institution to undertake studies in units that are relevant to students' courses but are not offered by CHC. Approval will not be given for cross-institutional study for which equivalent units are offered by CHC. Applications for cross-institutional study may be made using the *Application for Cross-Institutional Enrolment – Form A*. Students must ensure that all required documentation, as described on the application form, is submitted with the application.

Not all courses offered by CHC allow for transfer of credit. Where transfer of credit is allowed, a maximum of 50% of a course may be undertaken through transfer of credit and/or cross-institutional study. Any variations to this are indicated in the relevant statement of course rules.

1.5 Exit Grades

The following exit grades are used for Business courses:

HD	High Distinction (> 85%)
D	Distinction (75-84%)
C	Credit (65-74%)
P	Pass (50-64%)
F	Fail (< 50%)
NP	Pass Following Supplementary Task
IF	Incomplete Fail

A grade of **PC** ('Pass Conceded') may be awarded in cases where students have not reached the required standard to be awarded a passing grade but may have had extenuating circumstances which prevented this. A 'PC' is awarded by the Examiners Meeting only and will not be awarded in any 100-level units which are core units, or any units which are prerequisites for subsequent or advanced core units.

The following are used to indicate an incomplete grade:

IX	Incomplete - Extension Granted
RP	Result Pending
N	Supplementary Task Granted

These are explained as follows:

- IX: used when a student has been granted an extension for at least one of the required assessment tasks for a unit (includes approved deferred examination sittings).
- RP: used when a student's result for a unit cannot be finalised for reasons such as the non-completion of non-graded requirements, issues of plagiarism or other academic dishonesty and late assessment tasks that have been submitted but not yet marked.
- N: used when a student needs to complete a supplementary task for a unit to demonstrate the achievement of one or more of the learning outcomes, or achieve a passing grade for an assignment that must be passed. Generally, supplementary tasks are not granted to students who do not meet attendance requirements.

The following are administrative grades:

TC	Transfer of Credit
W	Withdrawal
WF	Withdrawal Fail

These are explained as follows:

- TC: used when a student has been granted transfer of credit for a unit based on previous studies or recognition of prior learning.
- W: for undergraduate Business students, used when a student withdraws from a unit after census date to end of Week 8 (Semesters 1 and 2) and after census date to end of Week 6 (Semester 3); for postgraduate Business students, used when a student withdraws from a unit after census date to end of Week 4 (Study Periods 1-6).
- WF: for undergraduate Business students, used when a student withdraws from a unit between the end of Week 8 and the end of the semester (Semesters 1 and 2), or between the end of Week 6 and the end of the semester (Semester 3); for postgraduate Business students, used when a student withdraws from a unit between the end of Week 4 and the end of the Study Period .

Section 2: Undergraduate courses information

2.1 Courses and modes
2.2 Diploma of Business (BS01)
2.3 Associate Degree in Business (BS04)
2.4 Bachelor of Business (BS11)
2.5 Recommended enrolment patterns

2.1 Courses and modes

The undergraduate Business courses offered are:

- Diploma of Business (BS01)
- Associate Degree in Business (BS04)
- Bachelor of Business (BS11)

These 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). 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. Units offered in the external mode are supported by learning resources that are provided to students electronically via a Moodle™ web page.

Please note that not all units are offered in every semester, and modes of offering 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.

2.2 Diploma of Business (BS01)

The Diploma of Business is a one-year course (full-time equivalent) and is available on both a full-time and part-time basis. The course normally consists of the first two semesters of the Bachelor of Business and provides the basis for early entry into employment.

The maximum time allowed for the completion of the Diploma of Business is four years.

Students who successfully complete the Diploma of Business may apply to enter the Associate Degree in Business or the Bachelor of Business. Students who successfully complete the Associate Degree in Business may apply to enter the Bachelor of Business.

Students who are enrolled in the Associate Degree in Business may exit with the Diploma of Business, subject to the completion of course requirements. Students who are enrolled in the Bachelor of Business may exit with the Associate Degree in Business or the Diploma of Business, subject to the completion of course requirements.

Table 1: Course Requirements – Diploma of Business

Course title:	Diploma of Business		
Course structure:	The course comprises eight core units that provide basic knowledge of business principles and practices. A standard unit carrying a weighting of 10 credit points 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). The standard full-time load for the course is four units (40 credit points) per semester. Part-time students normally undertake one or two units per semester. 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 noted below.		
Course content:	Unit	Credit points	Enrolment requirements
	Core units		
	CS116 Christian Foundations for Work and Vocation I	10	
	CS216 Christian Foundations for Work and Vocation II	10	Prerequisite: CS116
	BZ100 Introduction to Business and Management	10	
	BZ101 Business Communication	10	
	BZ102 Accounting Principles	10	
	BZ103 Introduction to Marketing	10	
	BZ104 Economics	10	
	BZ105 Information Systems for Business	10	
	Elective units		
	There are no elective units available in this course.		
Rules of 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.		
Other protocols:	Nil		

2.3 Associate Degree in Business (BS04) CONTINUING STUDENTS ONLY

The Associate Degree in Business is a two-year course (full-time equivalent) and is available on both a full-time and part-time basis. The course normally consists of the first four semesters of the Bachelor of Business and provides a broad-based point of entry to employment.

The Associate Degree in Business is available to continuing students only and will not be offered past the end of Semester 2, 2020.

The maximum time allowed for the completion of the Associate Degree in Business is seven years.

Students who successfully complete the Diploma of Business may apply to enter the Associate Degree in Business or the Bachelor of Business. Students who successfully complete the Associate Degree in Business may apply to enter the Bachelor of Business.

Students who are enrolled in the Associate Degree in Business may exit with the Diploma of Business, subject to the completion of course requirements. Students who are enrolled in the Bachelor of Business may exit with the Associate Degree in Business or the Diploma of Business, subject to the completion of course requirements.

Table 2: Course Requirements – Associate Degree in Business

Course title:	Associate Degree in Business		
Course structure:	The course comprises 16 units – 12 core units that provide basic knowledge of business principles and practices, and four elective units. A standard unit carrying a weighting of 10 credit points 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). The standard full-time load for the course is four units (40 credit points) per semester. Part-time students normally undertake one or two units per semester. To qualify for the award of the Associate Degree in Business a student must accrue at least 160 credit points, including satisfactory completion of the core units noted below.		
Course content:	Unit	Credit points	Enrolment requirements
	Core units		
	CS116 Christian Foundations for Work and Vocation I	10	
	CS216 Christian Foundations for Work and Vocation II	10	Prerequisite: CS116
	CS316 Christian Foundations for Work and Vocation III	10	Prerequisite: CS216
	BZ100 Introduction to Business and Management	10	
	BZ101 Business Communication	10	
	BZ102 Accounting Principles	10	
	BZ103 Introduction to Marketing	10	
	BZ104 Economics	10	
	BZ105 Information Systems for Business	10	
	BZ201 Data Analysis	10	Prerequisite: BZ105
	BZ202 Financial Management	10	Prerequisite: BZ102
	BZ203 Business Law	10	
	Elective units		
	BZ211 Financial Accounting	10	Prerequisite: BZ102
	BZ212 Management Accounting	10	Prerequisite: BZ102
	BZ213 Company Accounting	10	Prerequisite: BZ211
	BZ230 International Business	10	Prerequisite: BZ100, BZ104
	BZ231 Human Behaviour in Organisations	10	Prerequisite: BZ100
	BZ232 Leadership in Organisations	10	Prerequisite: BZ231
	BZ251 Consumer Behaviour	10	Prerequisite: BZ103
	BZ252 Marketing Communication	10	Prerequisite: BZ103
	BZ253 Creativity in Entrepreneurship	10	Prerequisite: BZ103
	BZ300 Christian Philosophy of Business	10	Prerequisite: 80cp of core units
	BZ310 Business Planning	10	Prerequisite: BZ100, BZ103, BZ104, BZ202
	BZ311 Tax Law and Practice	10	Prerequisite: BZ203
	BZ312 Auditing	10	Prerequisite: BZ213
	BZ313 Law of Corporations	10	Prerequisite: BZ203
	BZ331 Change Management in Organisations	10	Prerequisite: BZ232
	BZ332 Human Resource Management	10	Prerequisite: BZ231
	BZ333 Strategic Management and Planning	10	Prerequisite: BZ100, BZ103, BZ104, BZ202 Restriction: BZ353
	BZ351 Market Research and Analysis	10	Prerequisite: BZ103, BZ201
	BZ352 Event Management	10	Prerequisite: BZ103
	BZ353 Strategic Marketing	10	Prerequisite: BZ100, BZ103, BZ104, BZ202 Restriction: BZ333
Rules of 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.		

Other protocols:	In addition to the elective units listed above, students may, with permission of the Course Coordinator, choose a maximum of two electives at undergraduate level from another school at CHC or a university or other accredited higher education provider.

2.4 Bachelor of Business (BS11)

The Bachelor of Business is a three-year course (full-time equivalent) and is available on both a full-time and part-time basis. The course is designed to meet the educational requirement for entry-level employment in business (both for-profit and not-for-profit) or for entry to further study in business specialisations.

The course integrates a Christian worldview into general business studies, where students may undertake majors in Accounting, Management or Marketing. The course provides a strong theoretical foundation to develop effective professionals who have an appropriate base of skills and practical experience to integrate theory and practice in a range of not-for-profit and business-related fields.

The maximum time for the completion of the Bachelor of Business is 10 years.

Students who successfully complete the Diploma of Business may apply to enter the Associate Degree in Business or the Bachelor of Business. Students who successfully complete the Associate Degree in Business may apply to enter the Bachelor of Business.

Students who are enrolled in the Associate Degree in Business may exit with the Diploma of Business, subject to the completion of course requirements. Students who are enrolled in the Bachelor of Business may exit with the Associate Degree in Business or the Diploma of Business, subject to the completion of course requirements.

Table 3: Course Requirements – Bachelor of Business

Course title:	Bachelor of Business		
Course structure:	The course comprises 24 units – 12 core units that provide basic knowledge of business principles and practices, one core unit that analyses Biblical Christian worldview in business and management contexts, eight units chosen as a major study and three elective units. A standard unit carrying a weighting of 10 credit points 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). The standard full-time load for the course is four units (40 credit points) per semester. Part-time students normally undertake one or two units per semester. To qualify for the award of the Bachelor of Business a student must accrue at least 240 credit points, including satisfactory completion of the core units noted below.		
Course content:	Unit	Credit points	Enrolment requirements
	Core units		
	CS116 Christian Foundations for Work and Vocation I	10	
	CS216 Christian Foundations for Work and Vocation II	10	Prerequisite: CS116
	CS316 Christian Foundations for Work and Vocation III	10	Prerequisite: CS216
	BZ100 Introduction to Business and Management	10	
	BZ101 Business Communication	10	
	BZ102 Accounting Principles	10	
	BZ103 Introduction to Marketing	10	
	BZ104 Economics	10	
	BZ105 Information Systems for Business	10	
	BZ201 Data Analysis	10	Prerequisite: BZ105
	BZ202 Financial Management	10	Prerequisite: BZ102
	BZ203 Business Law	10	
	BZ300 Christian Philosophy of Business	10	Prerequisite: 80cp of core units

Course content (continued):	Unit	Credit points	Enrolment requirements
	Accounting major		
	BZ211 Financial Accounting	10	Prerequisite: BZ102
	BZ212 Management Accounting	10	Prerequisite: BZ102
	BZ213 Company Accounting	10	Prerequisite: BZ211
	BZ310 Business Planning	10	Prerequisite: BZ100, BZ103, BZ104, BZ202
	BZ311 Tax Law and Practice	10	Prerequisite: BZ203
	BZ312 Auditing	10	Prerequisite: BZ213
	BZ313 Law of Corporations	10	Prerequisite: BZ203
	BZ319 Accounting Internship/Project	10	Prerequisite: 160cp of core and/ or major units OR permission of Course Coordinator Restriction: BZ339, BZ359, BZ379
	Management major		
	BZ230 International Business	10	Prerequisite: BZ100, BZ104
	BZ231 Human Behaviour in Organisations	10	Prerequisite: BZ100
	BZ232 Leadership in Organisations	10	Prerequisite: BZ231
	BZ310 Business Planning	10	Prerequisite: BZ100, BZ103, BZ104, BZ202
	BZ331 Change Management in Organisations	10	Prerequisite: BZ232
	BZ332 Human Resource Management	10	Prerequisite: BZ231
	BZ333 Strategic Management and Planning	10	Prerequisite: BZ100, BZ103, BZ104, BZ202 Restriction: BZ353
	BZ339 Management Internship/Project	10	Prerequisite: 160cp of core and/ or major units OR permission of Course Coordinator Restriction: BZ319, BZ359, BZ379
	Marketing major		
	BZ230 International Business	10	Prerequisite: BZ100, BZ104
	BZ251 Consumer Behaviour	10	Prerequisite: BZ103
	BZ252 Marketing Communication	10	Prerequisite: BZ103
	BZ253 Creativity in Entrepreneurship	10	Prerequisite: BZ103
	BZ351 Market Research and Analysis	10	Prerequisite: BZ103, BZ201
	BZ352 Event Management	10	Prerequisite: BZ103
	BZ353 Strategic Marketing	10	Prerequisite: BZ100, BZ103, BZ104, BZ202 Restriction: BZ333
	BZ359 Marketing Internship/Project	10	Prerequisite: 160cp of core and/ or major units OR permission of Course Coordinator Restriction: BZ319, BZ339, BZ379
	Business Administration major		
	Seven units chosen from among the majors in Accounting, Marketing and Management, with a minimum of three units at 300-level	70	Requirements for individual units may apply (see other majors above)
	BZ379 Business Administration Internship/ Project	10	Prerequisite: 160cp of core and/ or major units OR permission of Course Coordinator Restriction: BZ319, BZ339, BZ359
	Elective units		
	Students may choose elective units from one or more majors in the Bachelor of Business	30	Requirements for individual units may apply (see other majors above)

Rules of 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.
Other protocols:	In addition to the elective units listed above, students may, with permission of the Course Coordinator, choose a maximum of three electives at undergraduate level from another school at CHC or a university or other accredited higher education provider.

2.5 Recommended enrolment patterns

Students who enrol in undergraduate Business course on a full-time basis should follow the recommended enrolment patterns in the tables below.

Table 4: Recommended Enrolment Pattern – Diploma of Business (full-time)

Unit		**Year**	**Sem**
Commencing Even Year	*Commencing Odd Year*		
CS115	CS115	1	1
BZ100	BZ100	1	1
BZ101	BZ101	1	1
BZ102	BZ102	1	1
CS215	CS215	1	2
BZ103	BZ103	1	2
BZ104	BZ104	1	2
BZ105	BZ105	1	2

Table 5: Recommended Enrolment Pattern – Associate Degree in Business (full-time)

Unit		**Year**	**Sem**
Commencing Even Year	*Commencing Odd Year*		
CS115	CS115	1	1
BZ100	BZ100	1	1
BZ101	BZ101	1	1
BZ102	BZ102	1	1
CS215	CS215	1	2
BZ103	BZ103	1	2
BZ104	BZ104	1	2
BZ105	BZ105	1	2
CS315	CS315	2	1
BZ201	BZ201	2	1
Elective	*Elective*	2	1
Elective	*Elective*	2	1
BZ202	BZ202	2	2
BZ203	BZ203	2	2
Elective	*Elective*	2	2
Elective	*Elective*	2	2

Table 6: Recommended Enrolment Pattern – Bachelor of in Business (Major in Accounting) (full-time)

Unit		Year	Sem
Commencing Even Year	*Commencing Odd Year*		
CS115	CS115	1	1
BZ100	BZ100	1	1
BZ101	BZ101	1	1
BZ102	BZ102	1	1
CS215	CS215	1	2
BZ103	BZ103	1	2
BZ104	BZ104	1	2
BZ105	BZ105	1	2
CS315	CS315	2	1
BZ201	BZ201	2	1
BZ211	**BZ211**	2	1
Elective	**BZ212**	2	1
BZ202	BZ202	2	2
BZ203	BZ203	2	2
BZ310	***Elective***	2	2
Elective	*Elective*	2	2
BZ300	BZ300	3	1
BZ212	*Elective*	3	1
BZ213	**BZ213**	3	1
Elective or **BZ319**	**BZ319**	3	1
BZ312	**BZ312**	3	2
BZ313	**BZ313**	3	2
BZ311	**BZ311**	3	2
BZ319 or *elective*	**BZ310**	3	2

Table 7: Recommended Enrolment Pattern – Bachelor of in Business (Major in Management) (full-time)

Unit		Year	Sem
Commencing Even Year	*Commencing Odd Year*		
CS115	CS115	1	1
BZ100	BZ100	1	1
BZ101	BZ101	1	1
BZ102	BZ102	1	1
CS215	CS215	1	2
BZ103	BZ103	1	2
BZ104	BZ104	1	2
BZ105	BZ105	1	2
CS315	CS315	2	1
BZ201	BZ201	2	1
BZ230	**BZ230**	2	1
BZ231	**BZ231**	2	1
BZ202	BZ202	2	2
BZ203	BZ203	2	2
BZ232	**BZ232**	2	2
BZ310	**BZ332**	2	2
BZ300	BZ300	3	1
BZ331	**BZ331**	3	1
Elective	*Elective*	3	1
Elective or **BZ339**	*Elective* or **BZ339**	3	1
BZ332	**BZ310**	3	2
BZ333	**BZ333**	3	2
BZ339 or *Elective*	**BZ339** or *Elective*	3	2
Elective	*Elective*	3	2

Table 8: Recommended Enrolment Pattern – Bachelor of in Business (Major in Marketing) (full-time)

Unit		Year	Sem
Commencing Even Year	*Commencing Odd Year*		
CS115	CS115	1	1
BZ100	BZ100	1	1
BZ101	BZ101	1	1
BZ102	BZ102	1	1
CS215	CS215	1	2
BZ103	BZ103	1	2
BZ104	BZ104	1	2
BZ105	BZ105	1	2
CS315	CS315	2	1
BZ201	BZ201	2	1
BZ230	**BZ230**	2	1
BZ253	**BZ251**	2	1
BZ202	BZ202	2	2
BZ203	BZ203	2	2
BZ252	**BZ252**	2	2
BZ353	**BZ351**	2	2
BZ300	BZ300	3	1
BZ251	**BZ253**	3	1
Elective	*Elective*	3	1
Elective or **BZ359**	*Elective* or **BZ359**	3	1
BZ351	**BZ352**	3	2
BZ352	**BZ353**	3	2
BZ359 or *Elective*	**BZ359** or *Elective*	3	2
Elective	*Elective*	3	2

Table 9: Recommended Enrolment Pattern – Bachelor of in Business (Major in Business Administration) (full-time)

Unit		Year	Sem
Commencing Even Year	*Commencing Odd Year*		
CS115	CS115	1	1
BZ100	BZ100	1	1
BZ101	BZ101	1	1
BZ102	BZ102	1	1
CS215	CS215	1	2
BZ103	BZ103	1	2
BZ104	BZ104	1	2
BZ105	BZ105	1	2
CS315	CS315	2	1
BZ201	BZ201	2	1
Major	**Major**	2	1
Major	**Major**	2	1
BZ202	BZ202	2	2
BZ203	BZ203	2	2
Major	**Major**	2	2
Major	**Major**	2	2
BZ300	BZ300	3	1
Major	**Major**	3	1
Elective	*Elective*	3	1
Elective or **BZ379**	*Elective* or **BZ379**	3	1
Major	**Major**	3	2
Major	**Major**	3	2
BZ379 or *Elective*	**BZ379** or *Elective*	3	2
Elective	*Elective*	3	2

Section 3: Postgraduate courses information

3.1 Courses and modes
3.2 Relationship between courses
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 model
3.5 Arrangements for continuing students
3.6 Recommended enrolment pattern

3.1 Courses and modes

The postgraduate Business courses offered are:

- Graduate Certificate in Management (BS41)
- Graduate Diploma in Management (BS42)
- Master of Business Administration (BS61)

The courses emphasise strategic management from a Christian worldview 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 input to do ministry in their business sphere.

The courses are available in *external/online* mode only. All units in the courses are supported by learning resources that are provided to students electronically via a Moodle™ web page.

Students are advised to plan enrolments for the whole of their course at the time they complete their first unit selection form. The Postgraduate Course Coordinator will be able to assist with planning.

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

3.2 Relationship between courses

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. The Graduate Certificate in Management has a full-time equivalent load of 0.5 EFTSL and forms the first half of the Graduate Diploma in Management, which has a total full-time equivalent load of 1.0 EFTSL. Students may then articulate into the MBA to complete the final 'block', with the MBA program as a whole having a full-time equivalent load of 1.5 EFTSL.

3.3 Master of Business Administration pathway

While the Graduate Certificate in Management and Graduate Diploma in Management are courses in their own right, they exist as components of the pathway to the MBA. To commence the MBA pathway, students enrol in the Graduate Certificate in Management[5] and progress through the requirements of these courses before articulating into the MBA to complete the pathway. Enrolment directly into the MBA is not available.

Graduate Certificate in Management (BS41)

The requirements for the Graduate Certificate in Management are as follows:

Course title:	Graduate Certificate in Management		
Course structure:	The course comprises four units – one core unit that provides an introduction to Biblical Christian worldview in the context of management, and three elective units. A standard unit carrying a weighting of 10 credit points has a workload of 150 hours, which includes aspects such as scheduled contact time, personal study, preparation of assessment tasks and examinations (as applicable). 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 core unit.		
Course content:	Unit	Credit points	Enrolment requirements
	Core unit		
	BZ540 Purpose-driven Business	10	
	Elective units		
	BZ510 Financial Management	10	
	BZ531 Economics for Managers	10	
	BZ532 Human Resource Management	10	
	BZ533 Corporate Governance	10	
	BZ542 Leadership and Change	10	
	BZ550 Marketing Management and Fund Raising	10	
	BZ551 Communication and Media Management	10	

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.

The maximum time allowed for the completion of the Graduate Certificate in Management is three years.

Graduate Diploma in Management (BS42)

The requirements for the Graduate Diploma in Management are as follows:

Course title:	Graduate Diploma in Management
Course structure:	The course comprises eight core units. A standard unit carrying a weighting of 10 credit points has a workload of 150 hours, which includes aspects such as scheduled contact time, personal study, preparation of assessment tasks and examinations (as applicable). 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 core unit.

[5] Students who possess sufficient transfer of credit may be allowed to enrol directly into the Graduate Diploma in Management.

Course content:	Unit	Credit points	Enrolment requirements
	Core unit		
	BZ540 Purpose-driven Business	10	
	Elective units		
	BZ510 Financial Management	10	
	BZ531 Economics for Managers	10	
	BZ532 Human Resource Management	10	
	BZ533 Corporate Governance	10	
	BZ542 Leadership and Change	10	
	BZ550 Marketing Management and Fund Raising	10	
	BZ551 Communication and Media Management	10	
	BZ652 Project and Event Management	10	
	BZ677 Business Planning for SMEs	10	

Students who have articulated into the Graduate Diploma in Management but find they are unable to complete the requirements of this course may exit with the Graduate Certificate in Management, subject to the completion of course requirements.

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.

The maximum time allowed for the completion of the Graduate Diploma in Management is four years.

Master of Business Administration (BS61)

The requirements for the MBA are as follows:

Course title:	Master of Business Administration		
Course structure:	The Master of Business Administration comprises 12 units: • eight coursework units, comprising one core unit and seven elective units; and • a *coursework* pathway, which consists of a unit that provides an overview of research methods and practices in business, two further coursework units and a capstone unit in which a comprehensive project is completed; or • a *research* pathway, which consists of a unit that provides an overview of research methods and practices in business, a unit that engages students in the ethical development of a research proposal and a literature review, and a capstone unit (20 credit points) in which a supervised research project is completed. A standard unit carrying a weighting of 10 credit points has an EFTSL value of 0.125 and has a semester workload of 150 hours. This includes elements such as scheduled contact time, personal study, preparation of assessment tasks and examinations (as applicable). Unit outlines include a breakdown of these elements as they apply to each unit. To qualify for the award of the Master of Business Administration a candidate shall accrue an aggregate of at least 120 credit points, including all units relevant to their chosen pathway.		
Course content:	Unit	Credit points	Enrolment requirements
	Core unit		
	BZ540 Purpose-driven Business	10	
	Elective units		
	BZ510 Financial Management	10	
	BZ531 Economics for Managers	10	
	BZ532 Human Resource Management	10	
	BZ533 Corporate Governance	10	
	BZ542 Leadership and Change	10	
	BZ550 Marketing Management and Fund Raising	10	
	BZ551 Communication and Media Management	10	
	BZ652 Project and Event Management	10	
	BZ677 Business Planning for SMEs	10	

Course content (continued):	Unit	Credit points	Enrolment requirements
	Coursework pathway		
	BZ690 Research Methods in Business	10	Prerequisite: 80cp, including BZ540
	BZ678 Business Process Management	10	
	BZ679 Strategic Management	10	
	BZ693 Capstone Project	10	Prerequisite: BZ690
	Research pathway		
	BZ690 Research Methods in Business	10	Prerequisite: 80cp, including BZ540
	BZ696 Research Project Design	10	Prerequisite: BZ690
	BZ697 Extended Research Project	20	Prerequisite: BZ696

Students who have articulated into the MBA but find they are unable to complete the requirements of this course may exit with the Graduate Diploma in Management, subject to the completion of course requirements.

The maximum time allowed for the completion of the MBA is six years.

3.4 Concentrated delivery format

From 2019, all units in the postgraduate Business courses will be offered in a concentrated format of six-week long study periods. Each semester will be divided into three study periods and students will undertake one unit at a time in each of these three periods. This will mean 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.

Moving to this concentrated format has necessitated changes to the academic calendar to accommodate the six study periods. The table below outlines the dates for 2019:

Study Period/ Week	Study Period 1	Study Period 2	Study Period 3	Study Period 4	Study Period 5	Study Period 6
1	04/02/19	25/03/19	13/05/19	08/07/19	26/08/19	14/10/19
2	11/02/19	01/04/19	20/05/19	15/07/19	02/09/19	21/10/19
3	18/02/19	08/04/19	27/05/19	22/07/19	09/09/19	28/10/19
4	25/02/19	15/04/19	03/06/19	29/07/19	16/09/19	04/11/19
5	04/03/19	22/04/19	10/06/19	05/08/19	23/09/19	11/11/19
6	11/03/19	29/04/19	17/06/19	12/08/19	30/09/19	18/11/19
Break	*18/03/19*	*06/05/19*	*24/06/19, 01/07/19*	*19/08/19*	*07/10/19*	*25/11/19 -*

3.5 Arrangements for continuing students

Students who commence the MBA pathway in 2019, and students who are currently enrolled in any of the courses that comprise the pathway, will have their units delivered in the concentrated format. The only exceptions to this will be students who have already commenced the research units of the course as it is currently configured. These students will complete the remaining requirements of the MBA over the duration of Semester 1, 2019.

3.6 Sample enrolment pattern

A sample enrolment pattern for the MBA pathway is noted below. Following this pattern will enable students who commence the pathway in Semester 1, 2019 to complete it in two years. Students who do not follow the sample enrolment pattern may not be able to complete the MBA in two years.

Year, Semester	*Study Period*	*Course*	*Unit*	*Credit points*
Year 1, Semester 1	1	Graduate Certificate	BZ540 Purpose-driven business	10
	2	Graduate Certificate	BZ510 Financial Management	10
	3	Graduate Certificate	BZ533 Corporate Governance	10
Year 1, Semester 2	4	Graduate Certificate	BZ542 Leadership and Change	10
	5	Graduate Diploma	BZ532 Human Resource Management	10
	6	Graduate Diploma	BZ531 Economics for Managers	10
Year 2, Semester 1	1	Graduate Diploma	BZ550 Marketing Management and Fund Raising	10
	2	Graduate Diploma	BZ677 Business Planning for SMEs	10
	3	MBA	BZ690 Research Methods in Business	10
Year 2, Semester 2	4	MBA	***Coursework pathway***	-
			BZ678 Business Process Management	10
		MBA	***Research pathway***	-
			BZ696 Research Project Design	10
	5	MBA	***Coursework pathway***	-
			BZ679 Strategic Management	10
		MBA	***Research pathway***	-
			BZ697 Extended Research Project	20
	6	MBA	***Coursework pathway***	-
			BZ693 Capstone Project	10
		MBA	***Research pathway***	-
			BZ697 Extended Research Project (cont)	20 (cont)

Section 4: Resource requirements

4.1 Computing facilities
4.2 Text books
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 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.

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 the unit *BZ105 Information Systems for Business*. Students are required to bring these devices to classes for this unit.

4.2 Text books

Each semester a text book 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 text books 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 text books, 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 text book.

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 CHC Reception.

Topic/Issue	Staff Member
Accommodation	Stephanie Germain (sgermain@chc.edu.au)
Australia Studies Centre	Joyce Mok (joyce.mok@chc.edu.au)
Counselling and Support Centre	counselling@chc.edu.au
Disability support	disabilitysupport@chc.edu.au
End-of-Semester examinations	Student Administration (sadmin@chc.edu.au)
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
Overseas Student Liaison Officer (OSLO)	Stephanie Germain (sgermain@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 Administration (sadmin@chc.edu.au)
Student Life Coordinator	Stephanie Germain (sgermain@chc.edu.au)
Student Representative Council	studentcouncil@chc.edu.au
Student Services	Stephanie Germain (sgermain@chc.edu.au)
Study Support Tutor	studysupport@chc.edu.au
Timetable and Intensives Schedule	Student Administration (sadmin@chc.edu.au)
Tuition fees and student contribution amounts	CHC Business Office
Unit work	Unit lecturers/tutors
School staff	
Dean, School of Education, Humanities and Business	Dr Craig Murison
Course coordinators	Undergraduate courses – Wendy Collins Postgraduate courses – Dr Anne Christie
Administration Officer	Jade Sweeney