

# UNIT SELECTION GUIDE

## Business Courses

### Semester 1, 2020



Dear Student,

Congratulations and welcome to the School of Education and Business at Christian Heritage College. The purpose of this guide is to assist you with your unit selection for Semester 1, 2020.

As a student who is commencing studies in Business, you will be enrolled in one of the following courses:

Business courses	Course code
Diploma of Business	BS01
Bachelor of Business	BS11
Graduate Certificate in Management	BS41

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 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 semester<sup>1</sup>.

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.

#### **Selecting your units**

To select your units for Semester 1, 2020 you must complete the online *Unit Selection* form at the link provided in your offer materials.

To log in to the *Unit Selection* form, you will need to enter your CHC student number, surname and date of birth. The units that are available to you in your course for this semester, and the mode(s) in which they are being delivered, will be displayed. Students who have received credit transfer for any of the units indicated should contact their Course Coordinator for advice regarding their unit selection.

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

## Undergraduate courses

The undergraduate Business courses are as follows:

Undergraduate Business courses	Course code
Diploma of Business	BS01
Bachelor of Business	BS11

The *Business Courses Handbook* contains information regarding the requirements for the undergraduate Business courses.

### ***Diploma of Business (BS01) and Bachelor of Business (BS11)***

The Diploma of Business is nested in the Bachelor of Business. The units that are available to commencing students in these courses are:

Unit	Credit points
BZ100 Introduction to Business and Management	10
BZ101 Business Communication	10
BZ102 Accounting Principles	10
CS116 Christian Foundations for Work and Vocation I	10

## Postgraduate courses

The postgraduate Business courses are as follows:

Postgraduate Business courses	Course code
Graduate Certificate in Management	BS41

The *Business Courses Handbook* contains information regarding the requirements for the postgraduate Business courses.

### ***Graduate Certificate in Management (BS41)***

The Graduate Certificate in Management may be undertaken as a standalone qualification, or as the first step towards the Master of Business Administration (MBA). Students who wish to undertake this pathway complete the four units of the Graduate Certificate in Management (BS41) before articulating into the Graduate Diploma in Management (BS42) to complete a further four units, and then articulate into the MBA (BS61) to complete the final four units of the program, which consists of 12 units in total.

The Graduate Certificate in Management and the subsequent courses in the MBA pathway are delivered via a condensed model whereby students undertake one unit per study period of six weeks, with three study periods in Semester 1 and three study periods in Semester 2.

The units that are available to commencing students in the Graduate Certificate in Management are:

Study Period	Unit	Credit points
1	BZ540 Purpose-driven Business	10
2	BZ510 Financial Management	10
3	BZ542 Leadership and Change	10

Students may commence the Graduate Certificate in Management in any study period.

## Changing your unit selection

If you wish to change your enrolment after submitting your online *Unit Selection* form, you must submit a completed *Application for Change to Unit Selection* form (available 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 1, 2020 is **Wednesday, 18 March**.

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