



BUSINESS COURSES HANDBOOK 2020



CHC Business

CHC

CHRISTIAN HERITAGE COLLEGE

**Christian Heritage College
Business Courses Handbook 2020**

Published by:

Christian Heritage College
322 Wecker Road
Carindale Queensland 4152

PO Box 2246
Mansfield BC QLD 4122
AUSTRALIA

Phone: (07) 3347 7900
Web: <http://www.chc.edu.au>
Email: study@chc.edu.au

ABN: 94 107 091 001

Copyright © 2020 Christian Heritage College

Information in this publication was correct at time of printing: February 2020
Version 2

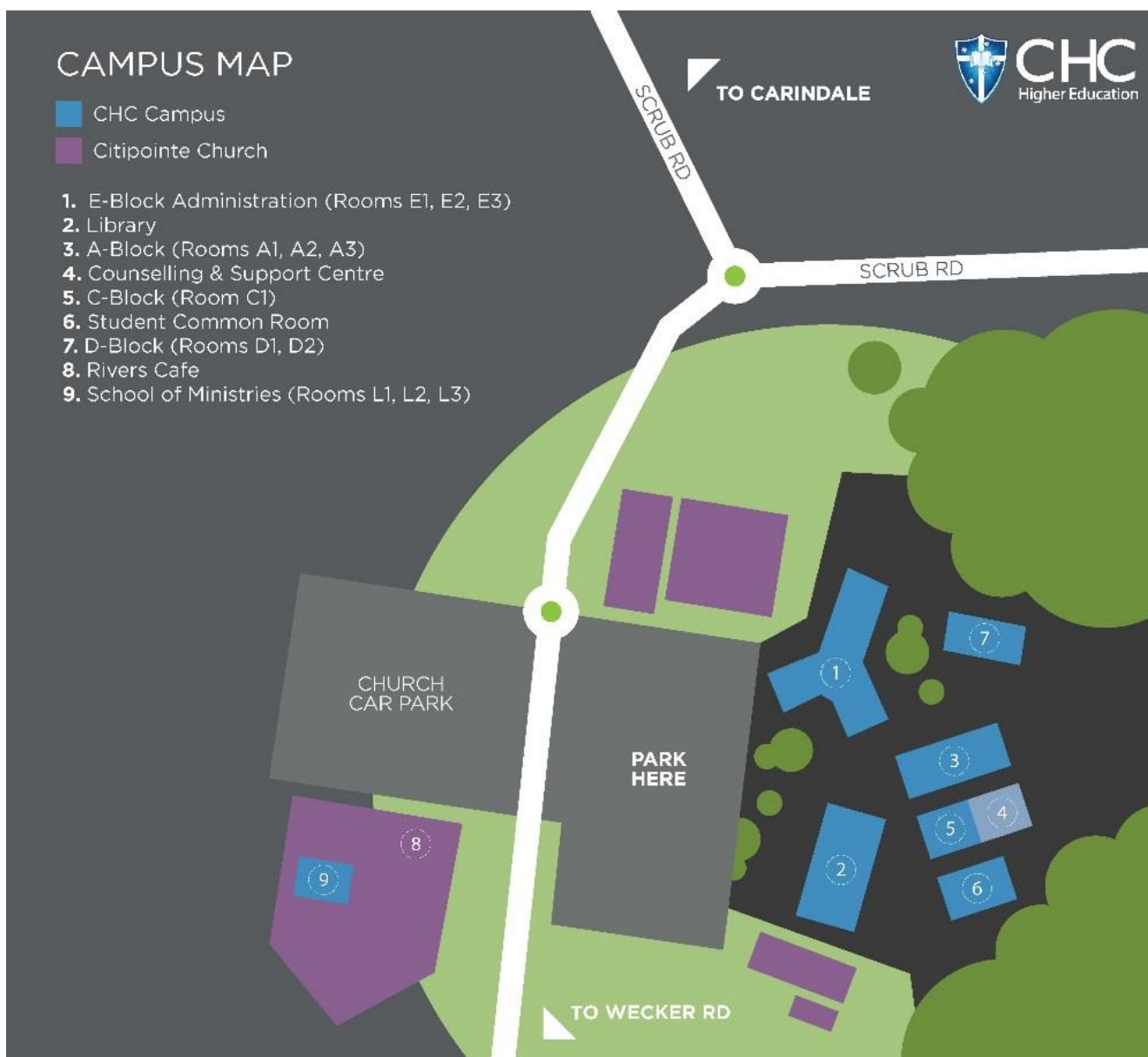
All CHC [policies](#), [documents](#) and [forms](#) referred to in this Handbook are available on relevant pages of the [CHC website](#).

This Courses Handbook is to be read in conjunction with the CHC Student Handbook 2020.

Contents

| | |
|---|-----------|
| Campus map | 4 |
| Welcome | 5 |
| CHC calendar 2020 | 6 |
| Important dates 2020 | 8 |
| Section 1: General information | 10 |
| 1.1 School of Education and Business staff – Business courses | 10 |
| Section 2: Undergraduate courses information | 11 |
| 2.1 Courses and modes | 11 |
| 2.2 Diploma of Business (BS01) | 11 |
| 2.3 Bachelor of Business (BS11) | 12 |
| Section 3: Postgraduate courses information | 17 |
| 3.1 Courses and modes | 17 |
| 3.2 Relationship between courses | 17 |
| 3.3 Master of Business Administration pathway: | 18 |
| – Graduate Certificate in Management (BS41) | 18 |
| – Graduate Diploma in Management (BS42) | 18 |
| – Master of Business Administration (BS61) | 19 |
| 3.4 Concentrated delivery model | 20 |
| 3.5 Sample enrolment pattern | 20 |
| Section 4: Resource requirements | 21 |
| 4.1 Computing facilities | 21 |
| 4.2 Textbooks | 21 |
| 4.3 Other requirements | 21 |
| Section 5: Staff contacts | 22 |
| 5.1 Staff contacts | 22 |

Campus map



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 is nested within the Bachelor of Business, and the Graduate Certificate in Management and Graduate Diploma in Management are nested within the Master of Business Administration.

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 2020

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, 2020 | | | | | | WINTER SEMESTER, 2020 ⁴ | | |
|------------------|----------|---|--|----------------------------|----------------------------|------------------------------------|----------|-------------|
| COMMENCING | CHC WEEK | POSTGRADUATE BUSINESS (STUDY PERIODS 1-3) ¹ | BUSINESS, CHRISTIAN STUDIES, LIBERAL ARTS, SOCIAL SCIENCES | EDUCATION ² | MINISTRIES | COMMENCING | CHC WEEK | ALL SCHOOLS |
| 3 February | - | Study Period 1 begins <i>Last day to add: 3 Feb</i> [1] | | | | 1 June | 1 | ⊗ |
| 10 February | - | <i>Census date: 10 Feb</i> [2] | | | | 8 June | 2 | * |
| 17 February | 0 | | 2020S1 Orientation: 20 Feb | 2020S1 Orientation: 20 Feb | 2020S1 Orientation: 20 Feb | 15 June | 3 | ■ |
| 24 February | 1 | <i>Last day to drop: 28 Feb</i> [4] | | | | 22 June | 4 | |
| 2 March | 2 | | | | | 29 June | 5 | |
| 9 March | 3 | Study Period 1 ends [6] | | | | 6 July | 6 | |
| 16 March | 4 | PG Bus Break | | | | | | |
| 23 March | 5 | Study Period 2 begins <i>Last day to add: 23 Mar</i> [1] | | | | | | |
| 30 March | 6 | <i>Census date: 30 Mar</i> [2] | | | | | | |
| 6 April | 7 | | | | Easter Break ³ | | | |
| 13 April | - | <i>Last day to drop: 17 Apr</i> [4] | Easter Break | Easter Break | Easter Break ³ | | | |
| 20 April | 8 | | | | | | | |
| 27 April | 9 | Study Period 2 ends [6] | | | | | | |
| 4 May | 10 | PG Bus Break | | | Ministry Development Week | | | |
| 11 May | 11 | Study Period 3 begins <i>Last day to add: 11 May</i> [1] | | | | | | |
| 18 May | 12 | <i>Census date: 18 May</i> [2] | | | | | | |
| 23 May | 13 | | | | | | | |
| 1 June | 14 | <i>Last day to drop: 5 Jun</i> [4] | Study Week | | | | | |
| 8 June | 15 | | Exam Week | Study Week | | | | |
| 15 June | 16 | Study Period 3 ends [6] | Exam Week | Exam Week | Study Week | | | |

Important Dates: ⊗ Last day for adding units: 2020S1 - **Friday 6 March**; 2020SW - **Friday, 5 June** * Census date (Last day for dropping units without financial penalty): 2020S1 - **Wednesday 18 March**; 2020SW - **Monday, 8 June**
 ■ Last day for dropping units without academic penalty: 2020S1 - **Friday 24 April**; 2020SW - **Friday 19 June** **CHC Events:** 🏠 School of Ministries Graduation (2019 graduands): Sunday 16 February ① Open Night: Thursday, 14 May
Public Holidays: ① Good Friday: Friday 10 April ② Easter Monday: Monday 13 April ③ Labour Day: Monday 4 May NB: In 2020, the public holiday for ANZAC Day is Saturday 25 April.
Notes: (1) The postgraduate Business courses are delivered in six Study Periods across the year. Each Study Period has administrative dates that apply to the adding and dropping of units. Units must be dropped on or before census date to avoid financial penalty.
 (2) 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. (4) 2020SW is a non-compulsory study period with a limited range of units on offer. Not available to commencing students.

CHC calendar 2020

| SEMESTER 2, 2020 | | | | | | SEMESTER 3, 2020 ⁸ | | |
|------------------|----------|--|--|--|--|-------------------------------|----------|---------------------------------|
| COMMENCING | CHC WEEK | POSTGRADUATE BUSINESS (STUDY PERIODS 4-6) ¹ | BUSINESS, CHRISTIAN STUDIES, LIBERAL ARTS, SOCIAL SCIENCES | EDUCATION ² | MINISTRIES | COMMENCING | CHC WEEK | ALL SCHOOLS |
| 6 July | - | Study Period 4 begins Last day to add: 6 Jul [1] | | | | 16 November | 1 | |
| 13 July | 0 | Census date: 13 July [2] | 2020S1 Def/Supp exams: TBA 2020S2 Orientation: 16 Jul | 2020S1 Def/Supp exams: TBA 2020S2 Orientation: 16 Jul | 2020S1 Def/Supp exams: TBA 2020S2 Orientation: 16 Jul | 23 November | 2 | ⊗ |
| 20 July | 1 | | | | | 30 November | 3 | |
| 27 July | 2 | ⊗ Last day to drop: 31 Jul [4] | | | | 7 December | 4 | ★ 2020S2 Def/Supp exams: TBA |
| 3 August | 3 | | | | | 14 December | 5 | |
| 10 August | 4 | ★ Study Period 4 ends [6] | | | | 21 December ⁹ | - | ⊗ Summer Break |
| 17 August | 5 | ① PG Bus Break | | | | 28 December ⁹ | - | ⊗ Summer Break |
| 24 August | 6 | Study Period 5 begins Last day to add: 24 Aug [1] | | | | 4 January | 6 | ■ |
| 31 August | 7 | Census date: 31 Aug [2] | | | | 11 January | 7 | |
| 7 September | 8 | | | | Ministry Development Week | 18 January | 8 | |
| 14 September | 9 | Last day to drop: 18 Sep [4] | | | | 25 January | 9 | ⊗ |
| 21 September | 10 | | | | Spring Break ⁷ | 1 February | 10 | |
| 28 September | - | Study Period 5 ends [6] | Spring Break | Spring Break | Spring Break ⁷ | 8 February | 11 | |
| 5 October | 11 | ⊗ PG Bus Break | | | | 15 February | 12 | Exam Week |
| 12 October | 12 | Study Period 6 begins Last day to add: 12 Oct [1] | | | | | | |
| 19 October | 13 | ① Census date: 19 Oct [2] | | | | | | |
| 26 October | 14 | | Study Week | | | | | |
| 2 November | 15 | Last day to drop: 6 Nov [4] | Exam Week | Study Week | | | | |
| 9 November | 16 | | Exam Week | Exam Week | Study Week | | | |
| 16 November | - | Study Period 6 ends [6] | | | | | | |

Important Dates: ⊗ Last day for adding units: 2020S2 - **Friday 31 July**; 2020S3 - **Friday 27 November** ★ Census date (Last day for dropping units without financial penalty): 2020S2 - **Thursday 13 August**; 2020S3 - **Monday 7 December**

■ Last day for dropping units without academic penalty: 2020S2 - **Friday 11 September**; 2020S3 - **Friday 8 January**

CHC Events: ① Open Night: Thursday, 20 August ① Open Night: Thursday, 22 October 🏆 Graduation (2019 graduands - not School of Ministries): Friday 11 December (proposed)

Public Holidays: ⚡ Brisbane Exhibition: Wednesday 12 August ⚡ Queen's Birthday: Monday 5 October ⚡ Christmas Day: Friday 25 December 🇺🇸 Boxing Day: Monday 28 December 🇺🇸 New Year's Day: Friday 1 January 🇺🇸 Australia Day: Tuesday 26 January

Notes: (5) The postgraduate Business courses are delivered in six Study Periods across the year. Each Study Period has administrative dates that apply to the adding and dropping of units. Units must be dropped on or before census date to avoid financial penalty.

(6) 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.

(7) The School of Ministries has a two-week Spring break. (8) 2020S3 is a non-compulsory study period with a limited range of units on offer. (9) CHC closed Monday 21 December - Friday 1 January (inclusive)

Important dates 2020

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, 2020 | |
|--|------------------|
| Close of applications for commencing international students (non-student visa holders) | 15 December 2019 |
| Unit Selection Forms – on-time submission (continuing domestic and international students) | 20 January |
| Close of applications for commencing international students (current student visa holders) | 1 February |
| Unit Selection Forms – on-time submission (commencing international students) ¹ | 10 February |
| Close of applications for commencing domestic students | 18 February |
| Orientation program for all commencing students | 20 February |
| Semester 1, 2020 commences | 24 February |
| Last day for adding units | 6 March |
| Last day for dropping units without financial penalty (CENSUS DATE) | 18 March |
| Mid-semester break (School of Ministries) | 6-17 April |
| Mid-semester break (not School of Ministries) | 13-17 April |
| Last day for dropping units without academic penalty | 24 April |
| Ministry Development Week (School of Ministries) | 4-8 May |
| On-time date for application to graduate - mid-year conferral period | 1 June |
| Semester 1, 2020 exam period | 8-19 June |
| End of Semester 1, 2020 | 19 June |
| Semester 1, 2020 results released | 6 July |
| Semester 1, 2020 deferred and supplementary exam period | 13-17 July |

| Winter Semester 2020 ² | |
|---|---------|
| Unit Selection Forms – on-time submission (continuing students) | 11 May |
| Winter Semester, 2020 commences | 1 June |
| Last day for adding units | 5 June |
| Last day for dropping units without financial penalty (CENSUS DATE) | 8 June |
| Last day for dropping units without academic penalty | 19 June |
| End of Winter Semester, 2020 | 10 July |
| Winter Semester, 2020 results released | 27 July |

| Postgraduate Business courses only: | |
|--|-------------|
| Study Period 1, 2020 | |
| Close of applications | 20 January |
| Unit Selection Forms – on-time submission (commencing and continuing students) | 27 January |
| Study Period 1 commences / Last day for adding units | 3 February |
| Last day for dropping units without financial penalty (CENSUS DATE) | 10 February |
| Last day for dropping units without academic penalty | 28 February |
| End of Study Period 1 | 13 March |
| Study Period 2, 2020 | |
| Close of applications | 9 March |
| Unit Selection Forms – on-time submission (commencing and continuing students) | 16 March |
| Study Period 2 commences / Last day for adding units | 23 March |
| Last day for dropping units without financial penalty (CENSUS DATE) | 30 March |
| Last day for dropping units without academic penalty | 17 April |
| End of Study Period 2 | 1 May |
| Study Period 3, 2020 | |
| Close of applications | 27 April |
| Unit Selection Forms – on-time submission (commencing and continuing students) | 4 May |
| Study Period 3 commences / Last day for adding units | 11 May |
| Last day for dropping units without financial penalty (CENSUS DATE) | 18 May |
| Last day for dropping units without academic penalty | 5 June |
| End of Study Period 3 | 19 June |

| CHC Events 2020 | |
|--|-----------------------|
| <i>School of Ministries Graduation ceremony (2019 graduands)</i> | 16 February |
| <i>Open Night</i> | 14 May |
| <i>Open Night</i> | 20 August |
| <i>Open Night</i> | 22 October |
| <i>CHC Graduation ceremony (2020 graduands) (not School of Ministries)</i> | 11 December |
| <i>CHC closed</i> | 21 December-1 January |

¹ A late enrolment fee will be charged to commencing international students who do not submit their Unit Selection forms for Semester 1, 2020 by this date.

² Winter Semester is not available to commencing students.

Important dates 2020

| Semester 2, 2020 | |
|--|------------------------|
| Close of applications for commencing international students (non-student visa holders) | 1 May |
| Close of applications for commencing international students (current student visa holders) | 10 June |
| Unit Selection Forms – on-time submission (continuing domestic and international students) | 13 July |
| Unit Selection Forms – on-time submission (commencing international students) ³ | 13 July |
| Orientation program for all commencing students | 16 July |
| Close of applications for commencing domestic students | 15 July |
| Semester 2, 2020 commences | 20 July |
| Last day for adding units | 31 July |
| Last day for dropping units without financial penalty (CENSUS DATE) | 13 August |
| On-time date for application to graduate - end-of-year conferral period | 1 October |
| Ministry Development Week (School of Ministries) | 7-11 September |
| Last day for dropping units without academic penalty | 11 September |
| Mid-semester break (School of Ministries) | 21 September-2 October |
| Mid-semester break (not School of Ministries) | 28 September-2 October |
| Semester 2, 2020 exam period | 2-13 November |
| End of Semester 2, 2020 | 13 November |
| Semester 2, 2020 results released | 30 November |
| Semester 2, 2020 deferred and supplementary exam period | 7-11 December |

| Semester 3, 2020 ⁴ | |
|---|------------------|
| Unit Selection Forms – on-time submission (continuing students) | 26 October |
| Semester 3, 2020 commences | 16 November |
| Last day for adding units | 27 November |
| Last day for dropping units without financial penalty (CENSUS DATE) | 7 December |
| Last day for dropping units without academic penalty | 8 January 2021 |
| End of Semester 3, 2020 | 19 February 2021 |
| Semester 3, 2020 results released | 8 March 2020 |

| Postgraduate Business courses only: | |
|--|--------------|
| Study Period 4, 2020 | |
| Close of applications | 22 June |
| Unit Selection Forms – on-time submission (commencing and continuing students) | 29 June |
| Study Period 4 commences / Last day for adding units | 6 July |
| Last day for dropping units without financial penalty (CENSUS DATE) | 13 July |
| Last day for dropping units without academic penalty | 31 July |
| End of Study Period 4 | 14 August |
| Study Period 5, 2020 | |
| Close of applications | 10 August |
| Unit Selection Forms – on-time submission (commencing and continuing students) | 17 August |
| Study Period 5 commences / Last day for adding units | 24 August |
| Last day for dropping units without financial penalty (CENSUS DATE) | 31 August |
| Last day for dropping units without academic penalty | 18 September |
| End of Study Period 5 | 2 October |
| Study Period 6, 2020 | |
| Close of applications | 28 September |
| Unit Selection Forms – on-time submission (commencing and continuing students) | 5 October |
| Study Period 6 commences / Last day for adding units | 12 October |
| Last day for dropping units without financial penalty (CENSUS DATE) | 19 October |
| Last day for dropping units without academic penalty | 6 November |
| End of Study Period 6 | 20 November |

| CHC Events 2020 | |
|--|-----------------------|
| <i>School of Ministries Graduation ceremony (2019 graduands)</i> | 16 February |
| <i>Open Night</i> | 14 May |
| <i>Open Night</i> | 20 August |
| <i>Open Night</i> | 22 October |
| <i>CHC Graduation ceremony (2020 graduands) (not School of Ministries)</i> | 11 December |
| <i>CHC closed</i> | 21 December-1 January |

³ A late enrolment fee will be charged to commencing international students who do not submit their Unit Selection forms for Semester 2, 2020 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

1.1 School of Education and Business staff – Business courses

Academic staff

Dr Craig Murison (Dean)

Dr Jonathan Staggs (Postgraduate Course Coordinator)

Mrs Wendy Collins (Undergraduate Course Coordinator)

Mrs Felicia Limmer

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)

Section 2: Undergraduate courses information

2.1 Courses and modes

2.2 Diploma of Business (BS01)

2.3 Bachelor of Business (BS11)

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.

The Diploma of Business is nested within the Bachelor of Business and provides an early exit point from that award as well as being a stand-alone qualification. Students who successfully complete the Diploma of Business may apply to enter the Bachelor of Business. Students who are enrolled in the Bachelor of Business may exit with 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: | <p>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.</p> <p>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.</p> |

| | | | |
|---|--|---------------|---------------------------|
| Course content: | Unit | Credit points | Prerequisite requirements |
| | CS116 Christian Foundations for Work and Vocation I | 10 | Nil |
| | CS216 Christian Foundations for Work and Vocation II | 10 | Nil |
| | BZ100 Introduction to Business and Management | 10 | Nil |
| | BZ101 Business Communication | 10 | Nil |
| | BZ102 Accounting Principles | 10 | Nil |
| | BZ103 Introduction to Marketing | 10 | Nil |
| | BZ104 Economics | 10 | Nil |
| BZ106 Information Systems and Technology for Business | 10 | Nil | |
| 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 | | |

Table 2: Recommended Enrolment Pattern – Diploma of Business (full-time)

| Year | Sem | Unit | |
|------|-----|-----------------------------|----------------------------|
| | | <i>Commencing Even Year</i> | <i>Commencing Odd Year</i> |
| 1 | 1 | CS116 | CS116 |
| | | BZ100 | BZ100 |
| | | BZ101 | BZ101 |
| | | BZ102 | BZ102 |
| | 2 | CS216 | CS216 |
| | | BZ103 | BZ103 |
| | | BZ104 | BZ104 |
| | | BZ106 | BZ106 |

2.3 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 and minors in Accounting, Business Administration, 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.

The Diploma of Business is nested within the Bachelor of Business and provides an early exit point from that award as well as being a stand-alone qualification. Students who successfully complete the Diploma of Business may apply to enter the Bachelor of Business. Students who are enrolled in the Bachelor of Business may exit with 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: | <p>The course comprises 24 units – 12 core units that provide basic knowledge of business principles and practices, including two units that analyse Christian worldview in business and management contexts, eight units chosen as a major study, including one Work-integrated Learning unit that has applications to all majors, and four units chosen as a minor study. In place of a minor study, students may choose to complete four units chosen as electives.</p> <p>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.</p> <p>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.</p> | | |
| Course content – Core units: | Unit | Credit points | Prerequisite requirements |
| | <i>Core units</i> | | |
| | CS116 Christian Foundations for Work and Vocation I | 10 | Nil |
| | CS216 Christian Foundations for Work and Vocation II | 10 | Nil |
| | BZ100 Introduction to Business and Management | 10 | Nil |
| | BZ101 Business Communication | 10 | Nil |
| | BZ102 Accounting Principles | 10 | Nil |
| | BZ103 Introduction to Marketing | 10 | Nil |
| | BZ104 Economics | 10 | Nil |
| | BZ106 Information Systems and Technology for Business | 10 | Nil |
| | BZ201 Data Analysis | 10 | BZ106 |
| | BZ202 Financial Management | 10 | BZ102 |
| | BZ203 Business Law | 10 | Nil |
| | BZ300 Christian Philosophy of Business | 10 | 80cp of core units |
| Course content – Major: | <i>Accounting major</i> | | |
| | BZ211 Financial Accounting | 10 | BZ102 |
| | BZ212 Management Accounting | 10 | BZ102 |
| | BZ213 Company Accounting | 10 | BZ211 |
| | BZ310 Business Planning | 10 | BZ100, BZ103 |
| | BZ311 Tax Law and Practice | 10 | BZ203 |
| | BZ312 Auditing | 10 | BZ213 |
| | BZ313 Law of Corporations | 10 | BZ203 |
| | BZ309 Work Integrated Learning | 10 | 160cp of core and/or major units or Course Coordinator permission |
| | <i>Business Administration major</i> | | |
| | Seven units chosen from among the units available in the Accounting, Marketing and Management majors, with a minimum of three units at 300-level | 70 | See individual units |
| | BZ309 Work Integrated Learning | 10 | 160cp of core and/or major units or Course Coordinator permission |
| | <i>Management major</i> | | |
| | BZ230 International Business | 10 | BZ100, BZ104 |
| | BZ231 Human Behaviour in Organisations | 10 | BZ100 |
| | BZ232 Leadership in Organisations | 10 | BZ100 |
| | BZ310 Business Planning | 10 | BZ100, BZ103 |
| | BZ331 Change Management in Organisations | 10 | BZ232 |
| | BZ332 Human Resource Management | 10 | BZ100 |
| | BZ343 Strategic Planning and Management | 10 | BZ100, BZ103, BZ104 |
| BZ309 Work Integrated Learning | 10 | 160cp of core and/or major units or Course Coordinator permission | |

| | | | |
|--|--|---|---------------------------|
| Course content – Major (continued): | Unit | Credit points | Prerequisite requirements |
| | <i>Marketing major</i> | | |
| | BZ230 International Business | 10 | BZ100, BZ104 |
| | BZ251 Consumer Behaviour | 10 | BZ103 |
| | BZ252 Marketing Communication | 10 | BZ103 |
| | BZ253 Creativity in Entrepreneurship | 10 | BZ103 |
| | BZ343 Strategic Planning and Management | 10 | BZ100, BZ103, BZ104 |
| | BZ351 Market Research and Analysis | 10 | BZ103, BZ201 |
| | BZ352 Event Management | 10 | BZ103 |
| BZ309 Work Integrated Learning | 10 | 160cp of core and/or major units or Course Coordinator permission | |
| Course content – Minor or elective units: | <p>In addition to completing an 8-unit major, students may compete a 4 unit-minor in another area chosen from Accounting, Management, Marketing or Business Administration. The area for the minor must be different to the area for the major. Where a unit is offered in more than one area, the unit will contribute to either a major or a minor but not to both.</p> <p>Instead of a 4-unit minor, students may complete 4 elective units from the Bachelor of Business or, with permission of the Course Coordinator, up to 4 elective units from another CHC School or higher education provider.</p> | | |
| Other protocols: | <p>Students may select BZ389 Extended Business Internship/Project (20 credit points) in place of BZ309 Work Integrated Learning and 1 elective unit. Students who select BZ389 are ineligible to complete a 4-unit minor and will instead select 3 elective units.</p> | | |
| Rules of progression: | <p>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.</p> | | |

Table 4: Recommended Enrolment Pattern – Bachelor of in Business: Major in Accounting (full-time)

| Year | Sem | Unit | | |
|------|-----|---------------------------------------|----------------------------|--------------|
| | | <i>Commencing Even Year</i> | <i>Commencing Odd Year</i> | |
| 1 | 1 | CS115 | CS115 | |
| | | BZ100 | BZ100 | |
| | | BZ101 | BZ101 | |
| | | BZ102 | BZ102 | |
| | 2 | 2 | CS215 | CS215 |
| | | | BZ103 | BZ103 |
| | | | BZ104 | BZ104 |
| | | BZ106 | BZ106 | |
| 2 | 3 | <i>Minor/Elective</i> | <i>Minor/Elective</i> | |
| | | BZ201 | BZ201 | |
| | | BZ211 | BZ211 | |
| | | <i>Elective</i> | BZ212 | |
| | 4 | BZ202 | BZ202 | |
| | | BZ203 | BZ203 | |
| | | BZ310 | <i>Minor/Elective</i> | |
| | | <i>Minor/Elective</i> | <i>Minor/Elective</i> | |
| 3 | 5 | BZ300 | BZ300 | |
| | | BZ212 | <i>Minor/Elective</i> | |
| | | BZ213 | BZ213 | |
| | | <i>Minor/Elective</i> or BZ309 | BZ309 | |
| | 6 | 6 | BZ312 | BZ312 |
| | | | BZ313 | BZ313 |
| | | | BZ311 | BZ311 |
| | | <i>Minor/Elective</i> or BZ309 | BZ310 | |

**Table 5: Recommended Enrolment Pattern – Bachelor of in Business:
Major in Business Administration (full-time)**

| Year | Sem | Unit | |
|------|-----|--------------------------------|--------------------------------|
| | | Commencing Even Year | Commencing Odd Year |
| 1 | 1 | CS115 | CS115 |
| | | BZ100 | BZ100 |
| | | BZ101 | BZ101 |
| | | BZ102 | BZ102 |
| | 2 | CS215 | CS215 |
| | | BZ103 | BZ103 |
| | | BZ104 | BZ104 |
| | | BZ106 | BZ106 |
| 2 | 3 | <i>Minor/Elective</i> | <i>Minor/Elective</i> |
| | | BZ201 | BZ201 |
| | | Major | Major |
| | | Major | Major |
| | 4 | BZ202 | BZ202 |
| | | BZ203 | BZ203 |
| | | Major | Major |
| | | Major | Major |
| 3 | 5 | BZ300 | BZ300 |
| | | Major | Major |
| | | <i>Minor/Elective</i> | <i>Minor/Elective</i> |
| | | <i>Minor/Elective or BZ309</i> | <i>Minor/Elective or BZ309</i> |
| | 6 | Major | Major |
| | | Major | Major |
| | | <i>Minor/Elective or BZ309</i> | <i>Minor/Elective or BZ309</i> |
| | | <i>Minor/Elective</i> | <i>Minor/Elective</i> |

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

| Year | Sem | Unit | |
|------|-----|-----------------------|-----------------------|
| | | Commencing Even Year | Commencing Odd Year |
| 1 | 1 | CS115 | CS115 |
| | | BZ100 | BZ100 |
| | | BZ101 | BZ101 |
| | | BZ102 | BZ102 |
| | 2 | CS215 | CS215 |
| | | BZ103 | BZ103 |
| | | BZ104 | BZ104 |
| | | BZ106 | BZ106 |
| 2 | 3 | <i>Minor/Elective</i> | <i>Minor/Elective</i> |
| | | BZ201 | BZ201 |
| | | BZ230 | BZ230 |
| | | BZ231 | BZ231 |
| | 4 | BZ202 | BZ202 |
| | | BZ203 | BZ203 |
| | | BZ232 | BZ232 |
| | | BZ310 | BZ332 |

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

| Year | Sem | Unit | |
|------|-----|--------------------------------|--------------------------------|
| | | <i>Commencing Even Year</i> | <i>Commencing Odd Year</i> |
| 3 | 5 | BZ300 | BZ300 |
| | | BZ331 | BZ331 |
| | | <i>Minor/Elective</i> | <i>Minor/Elective</i> |
| | | <i>Minor/Elective or BZ309</i> | <i>Minor/Elective or BZ309</i> |
| | 6 | BZ332 | BZ310 |
| | | BZ343 | BZ343 |
| | | <i>Minor/Elective or BZ309</i> | <i>Minor/Elective or BZ309</i> |
| | | <i>Elective</i> | <i>Elective</i> |

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

| Year | Sem | Unit | |
|-----------------------------|----------------------------|--------------------------------|--------------------------------|
| | | <i>Commencing Even Year</i> | <i>Commencing Odd Year</i> |
| 1 | 1 | CS115 | CS115 |
| | | BZ100 | BZ100 |
| | | BZ101 | BZ101 |
| | | BZ102 | BZ102 |
| | 2 | CS215 | CS215 |
| | | BZ103 | BZ103 |
| | | BZ104 | BZ104 |
| 2 | 3 | <i>Minor/Elective</i> | <i>Minor/Elective</i> |
| | | BZ201 | BZ201 |
| | | BZ230 | BZ230 |
| | | BZ253 | BZ251 |
| | 4 | BZ202 | BZ202 |
| | | BZ203 | BZ203 |
| | | BZ252 | BZ252 |
| | | BZ343 | BZ351 |
| <i>Commencing Even Year</i> | <i>Commencing Odd Year</i> | | |
| 3 | 5 | BZ300 | BZ300 |
| | | BZ251 | BZ253 |
| | | <i>Minor/Elective</i> | <i>Minor/Elective</i> |
| | | <i>Minor/Elective or BZ309</i> | <i>Minor/Elective or BZ309</i> |
| | 6 | BZ351 | BZ352 |
| | | BZ352 | BZ343 |
| | | BZ309 or Elective | BZ309 or Elective |
| | | <i>Minor/Elective</i> | <i>Minor/Elective</i> |

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. Due to the manner in which the units are delivered, the MBA program requires two years for completion (see Section 3.4).

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 (entry into the Graduate Diploma in Management may be possible for students who possess sufficient credit transfer) 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: | <p>The course comprises four core units – one unit that provides an introduction to Christian worldview in the context of management, and three other units.</p> <p>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).</p> <p>To qualify for the award of the Graduate Certificate in Management a student must accrue at least 40 credit points.</p> | | |
| Course content: | Unit | Credit points | Prerequisite requirements |
| | <i>Core unit</i> | | |
| | BZ510 Financial Management | 10 | Nil |
| | BZ533 Corporate Governance | 10 | Nil |
| | BZ540 Purpose-driven Business | 10 | Nil |
| | BZ542 Leadership and Change | 10 | Nil |

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: | <p>The course comprises eight core units – one unit that provides an introduction to Christian worldview in the context of management, and seven other units.</p> <p>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).</p> <p>To qualify for the award of the Graduate Diploma in Management a student must accrue at least 80 credit points.</p> | | |
| Course content: | Unit | Credit points | Prerequisite requirements |
| | <i>Core unit</i> | | |
| | BZ510 Financial Management | 10 | Nil |
| | BZ531 Economics for Managers | 10 | Nil |
| | BZ532 Human Resource Management | 10 | Nil |
| | BZ533 Corporate Governance | 10 | Nil |
| | BZ540 Purpose-driven Business | 10 | Nil |
| | BZ542 Leadership and Change | 10 | Nil |
| | BZ550 Marketing Management and Fund Raising | 10 | Nil |
| | BZ577 Business Planning for SMEs | 10 | Nil |

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: | <p>The Master of Business Administration comprises 12 units – eight coursework units, including one unit that provides an introduction to Christian worldview in the context of management, and either:</p> <ul style="list-style-type: none"> • a <i>coursework</i> 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 <i>research</i> 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. <p>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.</p> <p>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.</p> | | |
| Course content: | Unit | Credit points | Prerequisite requirements |
| | <i>Core units</i> | | |
| | BZ510 Financial Management | 10 | Nil |
| | BZ531 Economics for Managers | 10 | Nil |
| | BZ532 Human Resource Management | 10 | Nil |
| | BZ533 Corporate Governance | 10 | Nil |
| | BZ540 Purpose-driven Business | 10 | Nil |
| | BZ542 Leadership and Change | 10 | Nil |
| | BZ550 Marketing Management and Fund Raising | 10 | Nil |
| | BZ577 Business Planning for SMEs | 10 | Nil |
| | <i>Coursework pathway</i> | | |
| | BZ690 Research Methods in Business | 10 | 80cp, including BZ540 |
| | BZ678 Business Process Management | 10 | BZ540 |
| | BZ679 Strategic Management | 10 | BZ540 |
| | BZ693 Capstone Project | 10 | BZ690 |
| | <i>Research pathway</i> | | |
| | BZ690 Research Methods in Business | 10 | 80cp, including BZ540 |
| | BZ696 Research Project Design | 10 | BZ690 |
| | BZ697 Extended Research Project | 20 | 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

The units in the postgraduate Business courses are offered in a concentrated format of six-week long study periods. Each semester is divided into three study periods and students undertake one unit at a time in each of these three periods. This means 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. The dates of the Study Periods are indicated on the CHC Calendar available on the CHC website.

3.5 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 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.

Table 9: Recommended Enrolment Pattern – MBA pathway

| <i>Year, Semester</i> | <i>Study Period</i> | <i>Course</i> | <i>Unit</i> | <i>Credit points</i> |
|-----------------------|---------------------|----------------------|---|----------------------|
| Year 1, Semester 1 | 1 | Graduate Certificate | BZ540 Purpose-driven business | 10 |
| | 2 | Graduate Certificate | BZ510 Financial Management | 10 |
| | 3 | Graduate Certificate | BZ542 Leadership and Change | 10 |
| Year 1, Semester 2 | 4 | Graduate Certificate | BZ533 Corporate Governance | 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 | BZ577 Business Planning for SMEs | 10 |
| | 3 | MBA | BZ690 Research Methods in Business | 10 |
| Year 2, Semester 2 | 4 | MBA | <i>Coursework pathway</i> | - |
| | | | BZ678 Business Process Management | 10 |
| | | MBA | <i>Research pathway</i> | - |
| | 5 | MBA | BZ696 Research Project Design | 10 |
| | | | <i>Coursework pathway</i> | - |
| | | | BZ679 Strategic Management | 10 |
| | | MBA | <i>Research pathway</i> | - |
| | | | BZ697 Extended Research Project | 20 |
| | | | <i>Coursework pathway</i> | - |
| | 6 | MBA | BZ693 Capstone Project | 10 |
| | | | <i>Research pathway</i> | - |
| | | MBA | BZ697 Extended Research Project | 20 |

Section 4: Resource requirements

- 4.1 Computing facilities**
- 4.2 Textbooks**
- 4.3 Other requirements**

4.1 Computing facilities

All students will require computer and internet access for engaging with their studies. A limited number of computers are available for student use at the Learning Hub.

Students are required to have access to portable computing devices, such as laptops or tablets that are capable of utilizing the Microsoft Office™ suite, including Excel and Access, in order to undertake learning activities in various core units such as BZ102, BZ106 and BZ201. Students are required to bring these devices to classes for these units.

Students at CHC are assigned a dedicated email address and this will be used to deliver important information and documentation. You will be assigned individualised login details for using Library services and the Moodle™ learning platform. You are also assigned individual space on the student server for the purpose of data storage. You are expected to check your email and access the Moodle™ site for relevant class materials and online activities on a regular basis.

All courses offered by CHC require the ongoing use of computer technology. To engage fully with the learning experience for the duration of their studies, students will need to have access to and be able to use internet-connected devices and have reliable connectivity to the internet. Students are expected to find, use and disseminate information, upload and download documents and video and audio files, prepare assessments and presentations, communicate with faculty using CHC student email and audio-visual communication tools, and manage and back up files.

4.2 Textbooks

Each semester a textbook list is published on the CHC website along with information about suggested locations where students could purchase the texts. These retailers are not given textbook list requirements by CHC so at times they may not have sufficient stock. Students are expected to source the required readings no later than orientation week. Information about required textbooks is also included in unit outlines. Students will be expected to have all required textbooks available, to read them as required by the lecturer and to use them as relevant in the preparation of assessment tasks. While the CHC Library does maintain copies of all textbooks, class sizes and reading requirements may make it impossible to access the required information as needed for classes in a timely fashion without a personal copy of the textbook.

4.3 Other requirements

Information regarding any additional specific requirements is published in the 'Specialist resource requirements' section in unit outlines.

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 Student Administration Office.

| Topic/Issue | Staff Member |
|--|---|
| 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 |
| International Student Liaison Officer | 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 |
| <i>School staff</i> | |
| Dean, School of Education, Humanities and Business | Dr Craig Murison |
| Course coordinators | Undergraduate courses – Wendy Collins Postgraduate courses – Dr Jonathan Staggs |
| Administration Officer | Jade Sweeney |