

UNIT SELECTION GUIDE

SOCIAL SCIENCES COURSES

SEMESTER 2, 2020



Dear Student,

Congratulations and welcome to the School of Social Sciences at Christian Heritage College. The purpose of this guide is to assist you with your unit selection for Semester 2, 2020.

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

SOCIAL SCIENCES COURSES	COURSE CODE
Diploma of Social Science	SS04
Bachelor of Counselling	SS18
Bachelor of Human Services	SS19
Graduate Certificate in Social Science Leadership	SS31
Graduate Certificate in Applied Neuroscience	SS32
Master of Counselling	SS51
Master of Social Science Leadership	SS54

You will need to select the units in which you wish to enrol for this semester. The number of units you select will depend upon the number of units offered in your course and the number of units offered in your course and the level of workload you wish to undertake. At CHC, each unit is given a weighting of 10 credit points (10cp), unless otherwise indicated. Each 10-credit point unit has an EFTSL value of 0.125 (see the *EFTSL Values for Units of Study* information sheet on the CHC website for further details regarding EFTSL values) and has a semester workload of 150 hours. This includes aspects such as scheduled contact time, personal study, preparation of assessment tasks and examinations (as applicable). Unit outlines include a breakdown of these aspects as they apply to each unit.

A normal full-time study load is 4 units, or 40 credit points, per semester. Part-time students will choose how many units they enrol in depending on their other commitments.

To be eligible for Centrelink payments in approved courses, students must enrol in at least 75% of a normal full-time study load, or at least 3 units, or 30 credit points, per semester¹.

If you think that you may be eligible for transfer of credit or exemption from any of the units in your course, you should contact your Course Coordinator as soon as possible, as you may not apply for transfer of credit for a unit in which you are currently enrolled.

SELECTING YOUR UNITS

To select your units for Semester 2, 2020 you must complete the online *Unit Selection* form at the link provided in your offer materials.

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



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.

UNDERGRADUATE COURSES

The undergraduate Social Sciences courses are as follows:

SOCIAL SCIENCES COURSES	COURSE CODE
Diploma of Social Science	SS04
Bachelor of Counselling	SS18
Bachelor of Human Services	SS19

The *Social Sciences Courses Handbook* contains information regarding the requirements for the undergraduate Social Sciences courses, or contact your Course Coordinator.

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

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

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
CS116 Christian Foundations for Work and Vocation I	Internal; External/online	10
SO100 Academic and Professional Communication	External/online	10
SO110 The Person of the Practitioner [SS04 and SS19 only]	Intensive	10
SO112 Introduction to Human Behaviour	Internal; External/online	10
SO114 Foundational Interpersonal Skills [SS18 only]	Intensive	10
SO116 Introduction to Human Services Contexts	Internal; External/online	10

POSTGRADUATE COURSES

The postgraduate Social Sciences courses are as follows:

UNDERGRADUATE SOCIAL SCIENCES COURSES	COURSE CODE
Graduate Certificate in Social Science Leadership	SS31
Graduate Certificate in Applied Neuroscience	SS32
Master of Counselling	SS51
Master of Social Science Leadership	SS54

The *Social Sciences Courses Handbook* contains information regarding the requirements for the postgraduate Social Sciences courses, or contact your Course Coordinator.

GRADUATE CERTIFICATE IN APPLIED NEUROSCIENCE (SS32)

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

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
NP544 Introductory Neuroscience	External/online	10

MASTER OF COUNSELLING (SS51)

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

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
CO513 Towards an Understanding of Mental Health	Internal; External/online	10
CO514 Foundational Counselling Skills	Intensive	10
CO523 Ethics in Counselling	Internal; External/online	10
Elective Unit	See below	10

Students complete 30 credit points of elective units in Child and Adolescent Counselling, Family and Relationship Counselling or Trauma Counselling. At least 20 credit points must be from the same area. The following elective units are available to commencing students in the Master of Counselling:

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
CA540 Child and Adolescent Counselling: Theoretical Foundations	External/online	10
FR540 Family and Relationship Counselling: Theoretical Foundations	External/online	10
TR540 Trauma Counselling: Theoretical Foundations	External/online	10

GRADUATE CERTIFICATE IN SOCIAL SCIENCE LEADERSHIP (SS31) AND MASTER OF SOCIAL SCIENCE LEADERSHIP (SS54)

The Graduate Certificate in Social Science Leadership is nested in the Master of Social Science Leadership. The Graduate Certificate in Social Science Leadership is available on a part-time basis only (maximum of one unit per semester), while the Master of Social Science Leadership is available at the rate of a maximum of three units per semester. Both courses have a normal duration of four semesters.

The following unit is available to commencing students in the Graduate Certificate in Social Science Leadership and the Master of Social Science Leadership:

UNIT	MODE AVAILABLE	CREDIT POINTS
SO542 Leading and Facilitating Strategic Change	External/online	10

MODES

The modes in which units are delivered are as follows:

- **internal** – denotes weekly on campus classes, usually consisting of three hours of face-to-face contact per teaching week;
- **intensive** – denotes a combination of periodic on campus classes, usually consisting of two or three sessions of whole-day face-to-face contact during a semester, and weekly online sessions; and
- **external/online** – denotes distance education with no on campus classes.

Units of study that are listed as being delivered by *internal* and *intensive* modes will commence Semester 2, 2020 as **on campus** classes with required social distancing measures and enhanced cleaning regimes in place.

Students who choose not to return to campus at this time are advised to enrol in the *external/online* mode for their units of study where this is available. Units of study that are listed as being delivered by the *internal* or *intensive* mode only will have alternative arrangements available for students who choose not to return to campus at this time.

CREDIT POINT WEIGHTING

The *credit point weighting* indicates the number of hours per week that students would normally be expected to devote to studies in each unit of study across the semester. This includes (as applicable) attendance at on campus classes, participation in online classes, reading and preparation for classes, study and research, assessment work, etc.

CHANGING YOUR UNIT SELECTION

If you wish to change your unit selection after completing your enrolment, you must submit a completed 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 2, 2020 is **Thursday, 13 August 2020**.

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