

UNIT SELECTION GUIDE

BUSINESS COURSES

SEMESTER 1, 2022



Dear Student,

Welcome to the School of Social Sciences and Business at Christian Heritage College. The purpose of this guide is to assist you with your unit selection for Semester 1, 2022.

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

BUSINESS COURSES	COURSE CODE
UNDERGRADUATE COURSES	
Diploma of Business	BS01
Bachelor of Business	BS11
POSTGRADUATE COURSES	
Graduate Certificate in Management	BS41
Graduate Certificate in Executive Leadership	BS43

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

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

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

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

UNIT ENROLMENT

To enrol in units for Semester 1, 2022 log in to the *MyCHC* student portal and follow these instructions:

1. From the *MyCHC* home page, select the **Class Enrolment** icon.
2. Choose your current course name.
3. Choose the semester you want to enrol in.
4. Keep the term as "1".

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



5. Keep the enrolment type as "All".
6. Tick the unit(s) you want to enrol in.
7. When you have selected a unit(s), the class list will appear at the bottom of the screen. Tick the class you want to enrol in (if available, online and on campus options will show along with any tutorial options).
8. Click the Enrol Now button located on the right-hand side of the screen.

Students who have received credit transfer for any of the units indicated should contact their Course Coordinator for advice regarding their unit selection.

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, or contact your Course Coordinator.

DIPLOMA OF BUSINESS (BS01), BACHELOR OF BUSINESS (BS11)

The following units are available to commencing students in the Diploma of Business and Bachelor of Business:

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
BZ100 Introduction to Business and Management	Internal; External/online	10
BZ101 Business Communication	Internal; External/online	10
BZ102 Accounting Principles	Internal; External/online	10
CS116 Christian Foundations for Work and Vocation I	Internal; External/online	10

If fewer than four units are to be undertaken, *BZ100 Introduction to Business and Management* must be included among the units selected.

The Diploma of Business is nested in the Bachelor of Business, with the Diploma comprising the first year (full-time equivalent) of the Bachelor of Business. Students who complete the Diploma can articulate into the second year (full-time equivalent) of the Bachelor.

POSTGRADUATE COURSES

The postgraduate Business courses are as follows:

POSTGRADUATE BUSINESS COURSES	COURSE CODE
Graduate Certificate in Management	BS41
Graduate Certificate in Executive Leadership	BS43

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

GRADUATE CERTIFICATE IN MANAGEMENT (BS41) [MBA PATHWAY]

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. They then articulate into the MBA (BS61) to complete the final four units of the program, making a total of 12 units.

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

UNIT	MODE AVAILABLE	CREDIT POINTS	STUDY PERIOD
BZ533 Corporate Governance	External/online	10	3
BZ542 Leadership and Change	External/online	10	2
BZ550 Marketing Management and Fundraising	External/online	10	2

GRADUATE CERTIFICATE IN EXECUTIVE LEADERSHIP (BS43)

The following units are available to commencing students in the Graduate Certificate in Executive Leadership:

UNIT	MODE AVAILABLE	CREDIT POINTS	STUDY PERIOD
BZ533 Corporate Governance	External/online	10	3
BZ542 Leadership and Change	External/online	10	2

MODES

The modes in which units are delivered are as follows:

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

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 ENROLMENT

After completing your initial unit enrolment for a semester or study period, you can change your unit enrolment (add and/or delete units) by following the directions below. If you have difficulty with any of these processes, please contact your Course Coordinator.

ENROL IN (ADD) UNITS

UP TO AND INCLUDING THE LAST DATE FOR ADDING UNITS

You can enrol in (add) units via the *MyCHC* portal up until and including the last date for adding units (as advertised), as follows:

1. From the <i>MyCHC</i> home page, select the Class Enrolment icon.
2. Choose your current course name.
3. Choose the semester you want to enrol in.
4. Keep the term as "1".
5. Keep the enrolment type as "All".
6. Tick the unit(s) you want to enrol in.
7. When you have selected a unit(s), the class list will appear at the bottom of the screen. Tick the class you want to enrol in (if available, online and on campus options will show).
8. Click the Enrol Now button located on the right-hand side of the screen.

AFTER THE LAST DATE FOR ADDING UNITS

If you wish to enrol in (add) units after the last date for adding units, you must contact your Course Coordinator as adding units after this date can be done in special circumstances only.

DELETE (DROP) UNITS

If you wish to delete (drop) units at any time after completing your initial unit enrolment for a semester or study period, you must complete an [Amend Unit Enrolment – Delete Unit](#) form on the CHC website. The date of the change is the date on which the form is submitted.

Units may be deleted (dropped) at any time up until the date of the end of the semester or study period (as advertised). Please note that deleting (dropping) units may impact upon transcript data and fees payable depending upon when the change is made, as outlined in the table below.

CHANGE TO UNIT SELECTION	SEMESTER 1	STUDY PERIOD 1	STUDY PERIOD 2	STUDY PERIOD 3
Last day to add units	end of Week 2	end of Day 1	end of Day 1	end of Day 1
Last day to delete (drop) units without financial penalty	Census date	Census date	Census date	Census date
Last day to delete (drop) units without academic penalty	end of Week 8	end of Week 4	end of Week 4	end of Week 4

CENSUS DATE

The census dates that apply to each semester are declared by CHC on the CHC website.

The census date is the date in each semester or study period 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, 2022 is **Wednesday, 23 March**.

The census dates for the Semester 1 Study Periods are as follows:

- Study Period 1: **Wednesday, 12 January**
- Study Period 2: **Wednesday, 16 March**
- Study Period 3: **Wednesday, 18 May**

The following outcomes apply to deleting (dropping) units:

CHANGE TO UNIT SELECTION	TRANSCRIPT ENTRY	FEES PAYABLE
Up to and including census date	WP - Withdrawal Prior to Census	Nil
After census date to end of Week 8 (Semester 1); After census date to end of Week 4 (Study Periods 1-3)	W - Withdrawn	Full fees
End of Week 8 to end of semester (Semester 1); End of Week 4 to end of study period (Study Periods 1-3)	WF - Withdraw Fail	Full fees