

Welcome to the School of Social Science and Business at Christian Heritage College. The purpose of this guide is to assist you with your unit selection for your first semester of study.

You will need to select the units in which you wish to enrol for this semester.

A normal full-time study load is 4 units. 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 units¹.

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, log in to the *MyCHC* student portal and follow these instructions:

- On the home page, select the *Class Enrolment* icon.
- Choose your current course name.
- Choose the semester you want to enrol in.
- Keep the enrolment type as "All".
- Tick the subject(s) you want to enrol in. When you have selected a subject(s) the class list will appear at the bottom of the screen.
- Tick the class you want to enrol in (the available online and on campus options will show along with any tutorial options).
- 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.

The *Business Courses Handbook* contains information regarding the requirements for completion of the Business courses. If you have any questions regarding these requirements, please contact your Course Coordinator.

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

MODES

Definitions of mode can be found here:

[Policy - Delivery of Units.pdf](#)

UNDERGRADUATE COURSES

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

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
BZ103 Introduction to Marketing	Mixed Mode (Online/On Campus)	10
BZ104 Economics	Mixed Mode (Online/On Campus)	10
BZ106 Information Systems & Technology for Business	Online	10
CS217 Christian Foundations for Work and Vocation II	Mixed Mode (Online/On Campus)	10

POSTGRADUATE COURSES

GRADUATE CERTIFICATE IN EXECUTIVE LEADERSHIP (BS43), GRADUATE CERTIFICATE IN MANAGEMENT (BS41), GRADUATE DIPLOMA IN MANAGEMENT (BS42), AND MASTER OF BUSINESS ADMINISTRATION (MBA) (BS61)

The Graduate Certificate in Executive Leadership, Graduate Certificate in Management, Graduate Diploma in Management, and Master of Business Administration (MBA) exist in a nested pathway where the lower awards can exist as 'stepping-stones' along the pathway to completing the higher award.

Students may enrol directly into the MBA or commence the MBA pathway by enrolling in either the Graduate Certificate in Executive Leadership, or the Graduate Certificate in Management. Entry into the Graduate Diploma in Management may be possible for students who possess sufficient credit transfer.

The Postgraduate Business courses are delivered via a condensed model whereby students undertake one unit per study period of seven weeks, with three study periods (Study Periods 4-6) in Semester 2.

UNIT	MODE(S) AVAILABLE	CREDIT POINTS	STUDY PERIOD
BZ510 Financial Management	External	10	4
BZ532 Human Resource Management	External	10	5
BZ577 Business Planning for SMEs	External	10	6

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 and tutorials, reading and preparation for classes, study and research, assessment work, etc.

DELETE (DROP) UNITS

If you wish to delete (drop) units you may do so through online enrolment in MyCHC up until the end of Week 2. If you wish to drop a unit after the end of Week 2 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.