

Commencing Student Unit Selection Guide

MINISTRY COURSES

Welcome to the School of Ministries at Christian Heritage College. The purpose of this guide is to assist you with your unit selection.

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, 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.

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 *Ministries Handbook* contains information regarding the requirements for completion of the Ministries courses or contact your Course Coordinator.

MODES

Definitions of mode can be found here: [Policy - Delivery of Units.pdf](#)

UNDERGRADUATE COURSES

UNDERGRADUATE CERTIFICATE IN MINISTRY LEADERSHIP (MS08)

CORE UNITS	Mode(s) Available	Credit Points
JC102 Communication for Ministry	Internal/Online	10
JC103 Leadership for Life and Ministry	External	10
JC111 Ministry Practice 1	Internal/Online	10
JC222 Ministry Practice 2	Internal/Online	10

Please note that students are not permitted to enrol in ministry practice units alone unless JC102 and/or JC103 have been completed.

UNDERGRADUATE CERTIFICATE IN BIBLICAL STUDIES (MS09)

CORE UNITS	Mode(s) Available	Credit Points
JA102 Biblical Studies in the Old Testament	External	10
JA103 Biblical Studies in the New Testament	Internal/Online	10
JB104 Spiritual Transformation (Elective)	Intensive/Online	10
JB105 Theology of Ministry (Elective)	External	10

Please note that students are required to choose either elective unit JB104 Spiritual Transformation or JB105 Theology of Ministry (not both). If fewer than four units are to be undertaken, JA103 Biblical Studies in the New Testament, and/or JB104 Spiritual Transformation must be included among the units selected.

DIPLOMA OF MINISTRY (MS07) AND BACHELOR OF MINISTRY (MS11)

The following units are available for commencing students in these courses who wish to undertake studies in the *internal* mode only:

UNIT	Mode(s) Available	Credit Points
JA103 Biblical Studies in the New Testament	Internal/Online	10
JB104 Spiritual Transformation	Intensive/Online	10
JC111 Ministry Practice 1	Internal/Online	10
JC102 Communication for Ministry	Internal/Online	10

Students who wish to undertake all or some of their studies the external mode may select from these and other units.

UNIT	Mode(s) Available	Credit Points
JA101 Biblical Interpretation and Application		10
JA102 Biblical Studies in the Old Testament		10
JA103 Biblical Studies in the New Testament		10
JB104 Spiritual Transformation		10
JB105 Theology of Ministry		10

JC111 Ministry Practice 1		10
JC102 Communication for Ministry		10
JC103 Leadership for Life and Ministry		10

POSTGRADUATE COURSES

GRADUATE CERTIFICATE IN BIBLICAL STUDIES (MS45)

UNIT	Mode(s) Available	Credit Points
JA401 Biblical Interpretation and Application	External	10
JA402 Biblical Studies in the Old Testament	External	10
JA403 Biblical Studies in the New Testament	Internal/Online	10
JB404 Spiritual Transformation (Elective)	Intensive/Online	10
JB405 Theology of Ministry (Elective)	External	10

Please note that students are required to choose either elective unit JB404 Spiritual Transformation or JB405 Theology of Ministry (not both). If fewer than four units are to be undertaken, *JA403 Biblical Studies in the New Testament, and/or JB404 Spiritual Transformation* must be included among the units selected.

GRADUATE CERTIFICATE IN MINISTRY (MS43) AND GRADUATE DIPLOMA IN MINISTRY (MS44)

The following units are available for commencing students in these courses who wish to undertake studies in the *internal* mode only:

UNIT	Mode(s) Available	Credit Points
JA403 Biblical Studies in the New Testament	Internal/Online	10
JB404 Spiritual Transformation	Intensive/Online	10
JC402 Communication for Ministry	Internal/Online	10

Students who wish to undertake all or some of their studies the *external* mode may select from these and other units. The following units are available for commencing students in the *external* mode:

UNIT	Mode(s) Available	Credit Points
JA401 Biblical Interpretation and Application	External	10
JA402 Biblical Studies in the Old Testament	External	10
JA403 Biblical Studies in the New Testament	Internal/Online	10
JB404 Spiritual Transformation	Internal/Online	10
JB405 Theology of Ministry	External	10
JC401 Introduction to Ministry Practice	External	10
JC402 Communication for Ministry	Internal/Online	10
JC403 Leadership for Life and Ministry	External	10

MASTER OF MINISTRY LEADERSHIP (MS51)

The Master of Ministry Leadership is offered on a part-time basis only, at the rate of one unit per semester. Units in this course are normally available in the *intensive* mode only. The following unit is available to commencing students in the Master of Ministry Leadership:

UNIT	Mode(s) Available	Credit Points
JM503 Scholarship and the Ministry Leader	Internal/Online	10

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.

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.