



CHRISTIAN HERITAGE COLLEGE

THE DEGREES • THE PEOPLE • THE DIFFERENCE



BUSINESS

COURSE GUIDE FOR DOMESTIC STUDENTS 2011

UNDERGRADUATE & POSTGRADUATE

**Christian Heritage College
School of Business
Course Guide for Domestic Students 2011**

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INTRODUCTION

Recognising the trend in the business world to place a high priority on values and ethics, the Business courses offered by Christian Heritage College explicitly integrate the acquisition of discipline knowledge and professional skills with a Christian worldview. There is a focus on applied ethics in business and personal character as vital elements of true success in the business world.

Christian Heritage College degrees are university-level awards, accredited by the Queensland Minister for Education and Training through the Queensland Office of Higher Education.

Christian foundations

All courses offered by CHC are grounded in Christian perspectives with regard to both the personal and professional dimensions of life. To this end, all CHC courses have core units which deal with issues which are foundational to students' studies. Most of these units are offered by the School of Christian Studies (with the exception of School of Ministries courses, the core units for which are offered by that School).

The units offered by the School of Christian Studies provide an integrating thread by encouraging students to integrate the learning from their core Christian Studies units with their professional studies and practice.

The School of Christian Studies also provides a range of units for students across Schools who are undertaking Christian Studies majors or as general electives in undergraduate (and some postgraduate) courses. While the core units are offered each year, elective units are offered on a rotational basis.

All Christian Studies units (subject to availability and prerequisite requirements) can be studied on a cross-institutional basis for students who are enrolled in courses with other higher education providers. They can also be studied on a miscellaneous basis, either for credit or as audit, for personal interest.

For advice about Christian Studies units please contact Anne Fry (Program Coordinator, School of Christian Studies).

Units in the School of Business also have Christian perspectives, and integrate professional and personal learning with faith.

Undergraduate courses

The undergraduate courses in the School of Business aim to provide a solid grounding in business and management, and they equip graduates for operating a small business, starting their own business, or for employment in a broader business context. The undergraduate courses are:

- Diploma of Business (BS01)
- Associate Degree in Business (BS04)
- Bachelor of Business (BS11)

The courses are available to domestic students, and to overseas students who are in offshore locations. The Diploma of Business and Bachelor of Business are also available to overseas students who are studying in Australia on a student visa (please see the *CHC Courses Guide for Overseas Students*).

The courses are available on both a full time and part time basis.

The units which comprise the courses are available via the internal and external modes. However, not all units are offered in both modes in each semester. Further information regarding the modes in which units are offered in particular semesters is available from the School of Business Administration Office.

Within the Bachelor of Business, majors are offered in Accounting, Human Resource Management, Management, and Marketing.

The Bachelor of Business (Accounting major) is accredited with the Institute of Chartered Accountants in Australia (ICAA) and CPA Australia. A graduate who successfully completes the Bachelor of Business (Accounting major) attains the competency level required to enter the accounting profession, the educational requirements for entry into the Institute's Chartered Accountants Program and the educational requirements for entry into associate membership of CPA Australia and entry into the CPA Program. Graduates of the program are also eligible for associate membership of the National Institute of Accountants (NIA).

Postgraduate courses

The postgraduate courses in the School of Business are designed for small business operators, and for business managers of churches, para-church organisations and other not-for-profit organisations. The postgraduate courses are:

- Graduate Certificate in Management (BS41)
- Graduate Diploma in Management (BS42)

The postgraduate courses are available to domestic students, and to overseas students who are in offshore locations. They are not available to overseas students who are studying in Australia on a student visa.

The courses are offered on both a full time and part time basis. However, not all units are offered in each semester. Further information regarding the particular semesters in which units are offered is available from the School of Business Administration Office.

The units which comprise the courses are available via the external mode only.

Christian Heritage College has formalised articulation arrangements with Griffith University and The University of Southern Queensland. Upon completion of the Graduate Diploma in Management, students may be granted credit into nominated Masters Programs at these institutions.

Course duration

The table below provides a summary of the full time duration of the School of Business courses.

Course Name	Fee Status	QTAC Course Code	CHC Course Code	Course Duration	
				Years (FTE)	Contact Hours per Week ²
Diploma of Business	Fee	092001	BS01	1	12
Associate Degree in Business	Fee	092101	BS04	2	12
Bachelor of Business	Fee	092201	BS11	3	12
Graduate Certificate in Management ¹	Fee	N/A ¹	BS41	0.5	N/A
Graduate Diploma in Management ¹	Fee	N/A ¹	BS42	1	N/A

¹ These courses do not have a QTAC Course Code. Application for these courses is made directly to CHC.

² For studies undertaken in the internal mode. 'N/A' indicates that the course is not available in the Internal mode.

Unit descriptions

Unit descriptions are located on the CHC website.

Unit weightings

All units in the courses offered by the School of Business carry a weighting of 10 credit points. This indicates an expected involvement of ten hours of study and research per week.

Students who enrol in a full time study load will undertake four units, or 40 credit points, per semester.

Assessment

Christian Heritage College courses use a variety of assessment methods, including research and term papers, seminar presentations, group work, examinations, field work, practicums and internships, as indicated in specific courses and unit descriptions.

CHOOSING TO STUDY AT CHRISTIAN HERITAGE COLLEGE

As the New Testament records, the Gospel of Jesus Christ is offered to humankind in the form of an open invitation. In keeping with the spirit of the Gospel, Christian Heritage College makes an open offer of the opportunity to study at CHC to all qualified applicants, subject to the availability of places.

In assessing eligibility for entry and in offering places to applicants, CHC treats fairly all persons seeking to enrol. Allocation of places is based on merit, although CHC, in making admission decisions, may take into account any educational disadvantage that an applicant may have experienced. CHC also treats fairly and equitably those applicants who are to benefit from various kinds of Commonwealth support and scholarships, or available CHC scholarships. The opportunities and benefits of Commonwealth assistance are equally available to all eligible students.

While CHC makes an open invitation to applicants, the information provided to those enquiring is intended to assist students to make an informed choice about whether CHC and the particular course applied for are appropriate choices in view of the applicant's educational and career goals.

Professional practice in Business involves particular personal qualities in areas such as ethics, interpersonal relationships, philosophy and values, and the capacity to share the ethos of the institution or organisation in which the practitioner works.

CHC is committed to the achievement of its Christian mission, and of its stated graduate outcomes. A central outcome of CHC's professional preparation courses is the capacity to integrate personal life and Christian faith with professional practice. Of course, CHC does not expect achievement of its graduate outcomes at entry, although it has committed to their achievement prior to graduation.

Consequently, CHC's professional preparation programs may be personally challenging, since they are about personal growth and development within a Christian frame of reference, as well as professional growth and development. The enrolment process will make clear the specific expectations and requirements of courses.

CHC's information will also acquaint the applicant with the distinctive Christian character and mission of the institution, and the emphases of its corporate life. Particularly at advanced levels, courses at CHC assume that students are engaged in an integration of Christian faith, learning and community, in all dimensions of life including the spiritual, academic, personal and professional.

As an institution committed to Christian values, CHC also expects that students will respect Christian standards of personal conduct.

Principles of selection

The principles which guide the selection of applicants at Christian Heritage College involve an assessment of an applicant's academic eligibility, personal suitability (where applicable) and, for applicants from a non-English speaking background, English language proficiency. These principles are explained below in relation to selection for the undergraduate and postgraduate courses offered by the School of Business.

Undergraduate courses

Application for the undergraduate courses offered by the School of Business is made through QTAC, the Queensland Tertiary Admissions Centre (www.qtac.edu.au).

Admission may be on the basis of *Standard entry* or *Alternative entry*.

Standard entry

To qualify for standard entry to undergraduate courses offered by the School of Business, applicants must have successfully completed Year 12 (or equivalent) and have gained a sufficient tertiary entrance rank.

Alternative entry

Applicants may be admitted to an undergraduate course under *Alternative entry* provisions if they do not fulfil the academic criteria for entry, but can demonstrate some evidence of likely success in the course. A diversity of formal and non-formal qualifications are recognised by CHC for alternative entry to School of Business undergraduate courses. A wide range of tertiary, bridging, preparatory, professional and trade qualifications, employment experience, Special Tertiary Admissions Test results, and personal competency statements may be presented by applicants who may or may not have completed Year 12 in an earlier year.

Additional requirements

Some professions which are likely outcomes of CHC's undergraduate courses have specific legal requirements attached to the right to practise in those professions. In professions such as teaching, counselling, youth work and ministry, practitioners in Queensland are required to hold a blue card issued by the Queensland Commission for Children and Young People and Child Guardian. Other Australian states and territories have similar restrictions on professional practice. Applicants seeking to enter an undergraduate course at CHC must be able to successfully apply for a blue card in order to complete the practical requirements of their course of study. The requirements for obtaining a blue card can be found on the website of the Queensland Commission for Children and Young People and Child Guardian (www.ccydpcg.qld.gov.au).

English language proficiency

Applicants for whom English is their second language may be required to demonstrate English language proficiency to satisfy entry requirements. Generally, this may be done in one of the following ways:

- Providing certified documentary evidence that all secondary schooling, or at least one year of tertiary study, was conducted in the English language; or
- Achieving an overall score of 6.5 or better, with no individual band score lower than 6.0, in the International English Language Test (IELTS). This test must have been conducted less than two years prior to your application to CHC.

Postgraduate courses

Application for the postgraduate courses offered by the School of Business is made directly to CHC.

Admission to postgraduate courses may be on the basis of *Standard entry* or *Alternative entry*. Additional requirements for entry may also apply.

Standard entry

To qualify for standard entry to postgraduate courses offered by the School of Business, applicants must have successfully completed prior undergraduate awards from approved higher education providers. Applicants must present certified copies of all testamurs and transcripts for prior qualifications, in English, to CHC.

Alternative entry

Applicants may be admitted to a postgraduate course under *Alternative entry* provisions if they do not fulfil the academic criteria for entry, but can demonstrate some evidence of likely success in the course. A diversity of formal and non-formal qualifications is recognised by CHC for alternative entry to School of Business postgraduate courses. A range of tertiary, bridging and professional qualifications, and employment experience may be presented by applicants who may or may not have completed prior undergraduate awards in disciplines appropriate to the particular courses into which entry is sought.

Applicants may be admitted to the Graduate Certificate in Management upon the basis of five years' experience in management. Applicants will be asked to indicate any previous study or work experience they have undertaken and to include a comprehensive resume. It is important that all prior studies and work experiences are listed.

English language proficiency

Applicants for whom English is their second language may be required to demonstrate English language proficiency to satisfy entry requirements. Generally, this may be done in one of the following ways:

- Providing certified documentary evidence that at the prior undergraduate degree was conducted in the English language; or
- Achieving an overall score of 6.5 or better, with no individual band score lower than 6.0, in the International English Language Test (IELTS). This test must have been conducted less than two years prior to your application to CHC.

Types of courses

There are three types of courses which are open to applicants to Christian Heritage College: *Award courses*, *Cross-institutional courses*, and *Miscellaneous courses*. Application made also be made for single units which are undertaken for personal interest and do not contribute to a course of study.

Award courses

Award courses are those courses towards which credit is gained for the completion of units of study. Upon the completion of course requirements, an award is granted and a testamur is issued.

Cross-institutional courses

Cross-institutional courses are those courses into which students from other higher education providers may apply to enrol and gain credit towards awards at their home institutions. Cross-institutional applicants are subject to the rules of CHC, as host institution, including those relating to academic progress.

Miscellaneous courses

Miscellaneous courses are those courses into which applicants may enrol to undertake studies in individual units. While credit is granted for the completion of units which are undertaken as part of a miscellaneous course, this credit is not granted towards the completion of an award course. Miscellaneous applicants are subject to the rules of CHC, including those relating to academic progress.

Personal Interest – Audit

Applicants may enrol in units at CHC and have access to the instruction of that unit but not be required to complete any assessment. No credit is gained for the completion of units which are undertaken in the audit mode. The fee for these units is half the full fee of the unit, plus GST, when undertaken in any of the courses noted above.

UNDERGRADUATE COURSES

Courses available

The undergraduate courses offered by the School of Business are:

- Diploma of Business (BS01)
- Associate Degree in Business (BS04)
- Bachelor of Business (BS11)

Modes of study

The units in the undergraduate courses offered by the School of Business are available in both the internal and external modes.

Not all units are offered in both modes in each semester. Further information regarding the modes in which units are offered in particular semesters is available from the School of Business Administration Office.

Diploma of Business (BS01)

The Diploma of Business is a one-year (full time equivalent) course that allows students to take Bachelor-level studies which provide an introduction to business. Studies include business communication, accounting, marketing, management, information systems and economics. The course integrates theory and practice in a range of business-related fields, and is available on both a full time and part time basis.

The Diploma of Business can be completed as a stand-alone qualification, or be used to gain advanced standing into the Associate Degree in Business or the Bachelor of Business.

Relationship to the Associate Degree in Business and Bachelor of Business

The Diploma of Business is normally equivalent to the first two semesters of the Bachelor of Business.

Students who commence the Diploma of Business but later decide that they wish to transfer their studies into the Associate Degree in Business or the Bachelor of Business may articulate with full credit into the higher award.

Students who graduate with the Diploma of Business may enrol later in the Associate Degree in Business or Bachelor of Business. Such applicants will be subject to the normal transfer of credit protocols as outlined in the applicable CHC *Transfer of Credit* policy.

Students who are enrolled in the Associate Degree in Business or the Bachelor of Business may exit with the Diploma of Business, subject to the completion of course requirements.

Workload for the course

The Diploma of Business requires 80 credit points for completion. Each credit point indicates an expected student involvement of one hour per week for one semester. A standard unit carrying a weighting of 10 credit points normally involves 10 hours of study and research per week. Full time students normally undertake four units per semester with a weighting of 40 credit points and an expectation of 40 hours of work per week over a semester. Part time students normally undertake one or two units per semester, with an equivalent workload per unit.

Transfer of Credit

Students may apply for transfer of credit from previous studies/prior learning. A maximum of 40 credit points may be granted.

Course requirements

The requirements for the Diploma of Business are as follows:

DIPLOMA OF BUSINESS (BS01)		
Unit code	Unit name	Enrolment requirements
<i>Christian foundation - two units</i>		
CS100	Christian Discipleship	
CS125	Contours of a Biblical World View	
<i>Core - six units</i>		
BS110	Business Communication	
BS120	Introduction to Business and Management	
BS130	Information Systems for Business	
BS140	Introduction to Marketing	
BS150	Accounting Principles	
BS170	Economics	

Associate Degree in Business (BS04)

The Associate Degree in Business is a two-year (full time equivalent) course that allows students to take Bachelor-level studies and provides graduates with a broad-based point of entry into business and related careers. It integrates theory and practice in a range of business fields and focuses on developing ethics and management values which reflect a Christian worldview. Graduates are prepared with the vital elements require for the business environment. The course is available on both a full time and part time basis.

The Associate Degree in Business can be completed as a stand-alone qualification, or be used to gain advanced standing into the Bachelor of Business.

Relationship to the Diploma of Business and Bachelor of Business

The Associate Degree in Business is normally equivalent to the first two years of the Bachelor of Business.

Students who commence the Associate Degree in Business but later decide that they wish to transfer their studies into the Bachelor of Business may articulate with full credit into the higher award.

Students who graduate with the Associate Degree in Business may enrol later in the Bachelor of Business. Such applicants will be subject to the normal transfer of credit protocols as outlined in the applicable CHC *Transfer of Credit* policy.

Students who are enrolled in the Associate Degree in Business may exit with the Diploma of Business, subject to the completion of course requirements.

Workload for the course

The Associate Degree in Business requires 160 credit points for completion. Each credit point indicates an expected student involvement of one hour per week for one semester. A standard unit carrying a weighting of 10 credit points normally involves 10 hours of study and research per week. Full time students normally undertake four units per semester with a weighting of 40 credit points and an expectation of 40 hours of work per week over a semester. Part time students normally undertake one or two units per semester, with an equivalent workload per unit.

Transfer of Credit

Students may apply for transfer of credit from previous studies/prior learning. A maximum of 80 credit points may be granted.

Course requirements

The requirements for the Associate Degree in Business are as follows:

ASSOCIATE DEGREE IN BUSINESS (BS04)		
Unit code	Unit name	Enrolment requirements
<i>Christian foundation - three units</i>		
CS100	Christian Discipleship	
CS125	Contours of a Biblical World View	
CS200	Christianity and Worldviews	Prerequisite: CS125
<i>Core - ten units</i>		
BS110	Business Communication	
BS120	Introduction to Business and Management	
BS130	Information Systems for Business	
BS140	Introduction to Marketing	
BS150	Accounting Principles	
BS170	Economics	
BS220	Human Behaviour in Organisations	Prerequisite: BS120 or permission of the Dean
BS225	Leadership and Change Management	Prerequisite: BS220
BS252	Financial Management	Prerequisite: BS150
BS275	Data Analysis	Prerequisite: BS130
<i>Electives - three units</i>		
Three undergraduate units selected from the School of Business OR, with the approval of the Course Coordinator, another school at CHC or another university or accredited higher education provider.		

Bachelor of Business (BS11)

The Bachelor of Business is a three-year (full time equivalent) course that is designed to meet the educational requirements for entry-level employment in business (both for-profit and not-for-profit) or for entry into higher degree study in business specialisations. The course integrates a Christian worldview into general business studies, with majors offered in Accounting, Human Resources Management, Management, and Marketing. It is available on both a full time and part time basis.

The Bachelor of Business develops students' professional skills and knowledge from both an academic and practical perspective and an understanding of practices in a real business environment. Students gain a strong theoretical foundation and develop a base of skills and practical experience in a range of business-related fields. Through an internship in the final year of the course, theory and practice are integrated in the field of their major.

The Bachelor of Business (Accounting major) is accredited with the Institute of Chartered Accountants in Australia (ICAA) and CPA Australia. A graduate who successfully completes the Bachelor of Business (Accounting major) attains the competency level required to enter the accounting profession, the educational requirements for entry into the Institute's Chartered Accountants Program and the educational requirements for entry into associate membership of CPA Australia and entry into the CPA Program. Graduates of the program are also eligible for associate membership of the National Institute of Accountants (NIA).

Relationship to the Diploma of Business and Associate Degree in Business

The first year of the Bachelor of Business is normally equivalent to the Diploma of Business. The first two years of the Bachelor of Business are normally equivalent to the Associate Degree in Business.

Students who graduate with the Diploma of Business or Associate Degree in Business may enrol later in the Bachelor of Business. Such applicants will be subject to the normal transfer of credit protocols as outlined in the applicable CHC *Transfer of Credit* policy.

Students who are enrolled in the Bachelor of Business may exit with the Associate Degree in Business Diploma of Business, subject to the completion of course requirements.

Workload for the course

The Bachelor of Business requires 240 credit points for completion. Each credit point indicates an expected student involvement of one hour per week for one semester. A standard unit carrying a weighting of 10 credit points normally involves 10 hours of study and research per week. Full time students normally undertake four units per semester with a weighting of 40 credit points and an expectation of 40 hours of work per week over a semester. Part time students normally undertake one or two units per semester, with an equivalent workload per unit.

Transfer of Credit

Students may apply for transfer of credit from previous studies/prior learning. A maximum of 120 credit points may be granted.

Course requirements

The requirements for the Bachelor of Business are set as follows:

BACHELOR OF BUSINESS (BS11)		
Unit code	Unit name	Enrolment requirements
<i>Christian foundation - three units</i>		
CS100	Christian Discipleship	
CS125	Contours of a Biblical World View	
CS200	Christianity and Worldviews	Prerequisite: CS125
<i>Core - ten units</i>		
BS110	Business Communication	
BS120	Introduction to Business and Management	
BS130	Information Systems for Business	
BS140	Introduction to Marketing	
BS150	Accounting Principles	
BS170	Economics	
BS252	Financial Management	Prerequisite: BS150
BS270	Business Law	Prerequisite: 2 nd year FTE
BS275	Data Analysis	Prerequisite: BS130
BS300	Christian Spirituality and Philosophy of Business and Management	

Accounting Major		
<i>Major - eight units</i>		
BS220	Human Behaviour in Organisations	Prerequisite: BS120 <i>or</i> permission of the Dean
BS351	Management Accounting	Prerequisite: BS150
BS398	Accounting Internship/Project	Prerequisite: 3 rd year FTE <i>or</i> permission of the Dean
The remaining units in the major are to be taken by cross-institutional enrolment at The University of Southern Queensland until such time as they are offered by CHC.		
ACC1102	Financial Accounting	Prerequisite: BS150
ACC2115	Company Accounting	Corequisite: ACC3116
ACC3118	Auditing	Prerequisite: ACC1102
LAW2106	Law of Business and Organisations	Prerequisite: BS270
LAW3130	Revenue Law and Practice	Prerequisites: BS251, BS270
<i>Electives - three units</i>		
A minimum of one and maximum of three undergraduate units selected from the School of Business and, with the approval of the Course Coordinator, a maximum of two units selected from another school at CHC or another university or accredited higher education provider.		
Human Resource Management Major¹		
<i>Major - eight units</i>		
BS220	Human Behaviour in Organisations	Prerequisite: BS120 <i>or</i> permission of the Dean
BS225	Leadership and Change Management	Prerequisite: BS220
BS321	Strategic Management and Planning	Prerequisite: BS225
BS325	Human Resource Management	Prerequisite: BS220 <i>or</i> BS225
BS327	Industrial Relations	Prerequisite: Completion of core 100-level units <i>or</i> permission of the Dean
BS328	Workplace Training and Assessment	Prerequisite: BS325
BS381	Creativity in Entrepreneurship	Prerequisite: BS120, BS140, <i>or</i> permission of the Dean
BS397	HRM Internship/Project	Prerequisite: 3 rd year FTE <i>or</i> permission of the Dean
<i>Electives - three units</i>		
Three undergraduate units selected from the School of Business OR, with the permission of the Course Coordinator, another school at CHC or another university or accredited higher education provider.		
Management Major²		
<i>Major - eight units</i>		
BS220	Human Behaviour in Organisations	Prerequisite: BS120 <i>or</i> permission of the Dean
BS225	Leadership and Change Management	Prerequisite: BS220
BS321	Strategic Management and Planning	Prerequisite: BS225
BS325	Human Resource Management	Prerequisite: BS220 <i>or</i> BS225
BS363	Business Planning	Prerequisite: BS120, BS140
BS365	International Business	Prerequisite: 2 nd year FTE
BS381	Creativity in Entrepreneurship	Prerequisite: BS120, BS140, <i>or</i> permission of the Dean
BS395	Management Internship/Project	Prerequisite: 3 rd year FTE <i>or</i> permission of the Dean
<i>Electives - three units</i>		
Three undergraduate units selected from the School of Business OR, with the permission of the Course Coordinator, another school at CHC, or another university or accredited higher education provider.		

¹ Students may complete a double major in Management and Human Resource Management by completing the following units: BS220, BS225, BS321, BS325, BS327, BS328, BS363, BS365, BS381, and BS395 *or* BS397 PLUS one elective unit selected from the School of Business OR, with the permission of the Course Coordinator, another school at CHC or another university or accredited higher education provider.

² Students may complete a double major in Management and Human Resource Management by completing the following units: BS220, BS225, BS321, BS325, BS327, BS328, BS363, BS365, BS381, and BS395 *or* BS397 PLUS one elective unit selected from the School of Business OR, with the permission of the Course Coordinator, another school at CHC or another university or accredited higher education provider.

Marketing Major		
<i>Major - eight units</i>		
BS220	Human Behaviour in Organisations	Prerequisite: BS120 <i>or</i> permission of the Dean
BS225	Leadership and Change Management	Prerequisite: BS220
BS242	Market Research and Analysis	Prerequisites: BS140, BS275
BS243	Consumer Behaviour	Prerequisite: BS140
BS244	Marketing Communication	Prerequisite: BS140
BS322	Strategic Marketing	Prerequisites: BS120, BS140, BS220, BS225, BS242
BS382	Event Management	Prerequisite: BS140
BS396	Marketing Internship/Project	Prerequisite: 3 rd year FTE <i>or</i> permission of the Dean
<i>Electives - three units</i>		
Three undergraduate units selected from the School of Business OR, with the permission of the Course Coordinator, another school at CHC or another university or accredited higher education provider.		

POSTGRADUATE COURSES

Courses available

The postgraduate courses offered by the School of Business are:

- Graduate Certificate in Management (BS41)
- Graduate Diploma in Management (BS42)

Modes of study

The postgraduate courses offered by the School of Business are available in the external mode only.

Not all units are offered in each semester. Further information regarding the particular semesters in which units are offered is available from the School of Business Administration Office.

Graduate Certificate in Management (BS41)

The Graduate Certificate in Management is a one-semester (full time equivalent) course.

Relationship to the Graduate Diploma in Management

The Graduate Certificate in Management is normally equivalent to the first semester of the Graduate Diploma in Management.

Students who commence the Graduate Certificate in Management but later decide that they wish to transfer their studies into the Graduate Diploma in Management may articulate with full credit into the higher award.

Students who graduate with the Graduate Certificate in Management may enrol later in the Graduate Diploma in Management. Such applicants will be subject to the normal transfer of credit protocols as outlined in the applicable CHC *Transfer of Credit* policy.

Workload for the course

The Graduate Certificate in Management requires 40 credit points for completion. Each credit point indicates an expected student involvement of one hour per week for one semester in both formal contact hours and individual study. A standard unit carrying a weighting of 10 credit points will normally involve an expected 10 hours of study and research per week. Full time students normally undertake four units per semester with a weighting of 40 credit points and an expectation of 40 hours of work per week over a semester. Part time students normally undertake one or two units per semester, with an equivalent workload per unit.

Transfer of Credit

No transfer of credit is allowed into the Graduate Certificate in Management.

Course requirements

The requirements for the Graduate Certificate in Management are set out in the tables below.

GRADUATE CERTIFICATE IN MANAGEMENT		
Unit code	Unit name	Enrolment requirements
<i>Christian Foundation - one unit</i>		
BS400	Christian Thinking on Management	
<i>Electives - three units from the following:</i>		
BS410	Information Systems Management	
BS420	Leadership and Change Management	
BS440	Marketing Management and Fund Raising	
BS450	Financial Management	
BS460	Human Resource Management	
BS490	Strategic Management	Must be completed in the last semester of enrolment
With the approval of the Course Coordinator, one 400-level unit (or equivalent) from another school at CHC, or another university or accredited higher education provider.		

Graduate Diploma in Management (BS42)

The Graduate Diploma in Management is a one-year (full time equivalent) course.

CHC has formalised articulation arrangements with Griffith University and The University of Southern Queensland. Upon completion of the Graduate Diploma in Management at CHC, students may be granted credit into nominated Masters Programs at these institutions. Details are available from the School of Business.

Relationship to the Graduate Certificate in Ministry Studies

The first semester of the Graduate Diploma in Management is normally equivalent to the Graduate Certificate in Management.

For students who are undertaking the Graduate Diploma in Management, the Graduate Certificate in Management provides an early exit point. Examples of such students include mature age students who are unsure of whether they can continue to commit themselves to a longer course in the light of family and work commitments.

Students who have graduated with the Graduate Certificate in Management may enrol later in the Graduate Diploma in Management. Such applicants will be subject to the normal transfer of credit protocols as outlined in the applicable CHC *Transfer of Credit* policy.

Workload for the course

The Graduate Diploma in Management requires 80 credit points for completion. Each credit point indicates an expected student involvement of one hour per week for one semester in both formal contact hours and individual study. A standard unit carrying a weighting of 10 credit points will normally involve an expected 10 hours of study and research per week. Full time students normally undertake four units per semester with a weighting of 40 credit points and an expectation of 40 hours of work per week over a semester. Part time students normally undertake one or two units per semester, with an equivalent workload per unit.

Transfer of Credit

Students may apply for transfer of credit from previous studies/prior learning. A maximum of 40 credit points may be granted.

Course requirements

The requirements for the Graduate Certificate in Diploma are set out in the tables below.

GRADUATE DIPLOMA IN MANAGEMENT		
Unit code	Unit name	Enrolment requirements
<i>Christian Foundation - one unit</i>		
BS400	Christian Thinking on Management	
<i>Core - four units</i>		
BS410	Information Systems Management	
BS440	Marketing Management and Fund Raising	
BS450	Financial Management	
BS460	Human Resource Management	
<i>Electives - three units</i>		
A minimum of two 400 level units selected from the School of Business and, with the approval of the Course Coordinator, a maximum of one 400 level unit (or equivalent) selected from another school at CHC, or another university or accredited higher education provider.		
<i>Note: Where BS490 is selected, this unit must be completed in the last semester of enrolment.</i>		

HOW TO APPLY TO CHRISTIAN HERITAGE COLLEGE

Application for admission to CHC differs according to the course you would like to study and the purpose for which you are applying – for example, whether you want to enrol in an entire course, if you would like to enrol as a cross-institutional student or if you are looking to undertake a unit of study for personal interest.

The following information applies to domestic students only. You are considered to be a domestic applicant if you are an Australian or New Zealand citizen, a Permanent Resident or hold a Permanent Humanitarian visa. If you are not an Australian or New Zealand citizen, a Permanent Resident or hold a Permanent Humanitarian visa, you are considered to be an Overseas applicant and should obtain a copy of the CHC *Courses Guide for Overseas Students* which more fully outlines the requirements for studying in Australia.

Undergraduate Applicants

Application for admission to all undergraduate courses offered by the School of Business is via the Queensland Tertiary Admissions Centre (QTAC). Details regarding the QTAC application process, including the information and documentation required, is available from the QTAC office, in QTAC publications, and on the QTAC website (www.qtac.edu.au).

Postgraduate Applicants

Application for admission for all postgraduate courses offered by the School of Business is made directly to CHC. Applications are to include a completed *Application for Admission* form, certified copies, in English, of all academic studies, and a complete *Application for Transfer of Credit* form (if applicable) and any documentation in support of that application. All forms are available from the CHC website.

Cross-Institutional Applicants

Students from other universities may apply to enrol in courses at CHC to gain credit towards an award at their home university. Cross-institutional enrolments are subject to the rules of Christian Heritage College, including those relating to academic progress. The relevant forms are available from the CHC website.

Miscellaneous Applicants

Applicants may choose to enrol in a Miscellaneous course in order to undertake studies in individual units. While credit is granted for the completion of units which are undertaken as part of a miscellaneous course, this credit is not granted towards the completion of an award course. Miscellaneous applicants are subject to the rules of CHC, including those relating to academic progress.

Personal Interest Applicants (Audit)

Applicants may choose to enrol in a unit as an Audit student. Audit students are students who study a CHC unit(s) for professional or personal development; however, they do not enrol in the complete course and do not complete assessment or receive credit for the unit(s).

TRANSFER OF CREDIT

Australian Higher Education Providers have established procedures for transfer of credit. As Christian Heritage College is accredited by the Queensland Minister for Education and Training through the Queensland Office of Higher Education, studies at CHC and at other higher education providers are mutually recognised.

Applicants who have undertaken previous higher education studies or have other relevant prior learning may be granted credit towards undergraduate and postgraduate awards. Credit may be granted where previous studies are comparable with CHC course requirements.

In cases where students have relevant prior learning or have developed relevant competence in relation to the context of a particular unit, but have not engaged or reflected on the content in a way commensurate with university level study, it is sometimes possible for them to be granted an exemption. Unlike transfer of credit, an exemption does not reduce the total number of units to be completed for the relevant qualification, but it opens up the opportunity for students to enrol in an alternative unit more relevant to their current interests and level of personal and academic development.

Applicants who are seeking transfer of credit, recognition of prior learning (RPL) and/or recognition of current competence (RCC) should submit a completed *Application for Transfer of Credit* form, which is available from the CHC Reception and the CHC website. Certified copies of the relevant documentation pertaining to the studies, learning and/or competence for which credit and/or recognition is sought are to be included with this application. All such documentation is to be in English.

Applicants for the undergraduate courses offered by the School of Ministries are to submit their application for transfer of credit following their acceptance of an offer through QTAC (Queensland Tertiary Admissions Centre).

Applicants for the postgraduate courses offered by the School of Ministries are to submit their application for transfer of credit with their *Application for Admission* form.

The CHC *Transfer of Credit for Domestic Students* policy is available on the CHC website. The procedure for applying for transfer of credit is detailed within the policy.

FINANCIAL INFORMATION

Introduction

Students who are enrolled in courses offered by the School of Business are in *Full-fee places* and pay **Tuition fees**. The majority of students enrolled at CHC, and at other Australian private higher education providers, are in Full-fee places.

Students who are in *Full-fee places* may be eligible for FEE-HELP assistance to defer payment of their Tuition fees. For details regarding FEE-HELP, including eligibility requirements, please refer to the booklet, *FEE-HELP Information 2011*, the CHC website or the *Going to Uni* website (www.goingtouni.gov.au), or call the Department of Education, Employment and Workplace Relations (DEEWR) student enquiry line on 1800 020 108.

The Tuition fees indicated below are for 2010. A full schedule of fees and charges for 2011 will appear on the CHC website from 1 October, 2010.

Undergraduate courses

In 2010, tuition fees for the undergraduate courses offered by the School of Business are calculated at the rate of \$105 per credit point (\$1050 per 10 credit point unit).

Postgraduate courses

In 2010, tuition fees for the postgraduate courses offered by the School of Business are calculated at the rate of \$135 per credit point (\$1350 per 10 credit point unit).

Summary

Tuition fees for students undertaking a standard full time program in School of Business courses in 2010 are as follows:

Course Name	Code	Cost per Semester (Credit Points)
Diploma of Business	BS01	\$4200 per semester (40 credit points - 4 units)
Associate Degree in Business	BS04	\$4200 per semester (40 credit points - 4 units)
Bachelor of Business	BS11	\$4200 per semester (40 credit points - 4 units)
Graduate Certificate in Management	BS41	\$5400 per semester (40 credit points - 4 units)
Graduate Diploma in Management	BS42	\$5400 per semester (40 credit points - 4 units)

Other financial information

Textbooks and other study needs

Approximately \$500 per semester should be allowed for purchasing textbooks and other study needs.

Other fees and charges

Please refer to the CHC website for the complete schedule of all CHC fees and charges.

Goods and Services Tax

Tuition fees and course materials are GST free. However, GST is payable on textbooks and other materials sold by CHC.

Financial Support

Government Assistance

The following government assistance is available to eligible Australian citizens:

Youth Allowance

If you are a full time student and an Australian citizen aged between 16 and 24, you may be eligible to apply for financial assistance while you study. This is known as Youth Allowance.

Austudy

If you are a full time student and an Australian citizen aged 25 years or more, you may qualify for Austudy benefits while you study.

ABSTUDY

If you are an indigenous student, ABSTUDY payments may help you go on to further studies.

Pensioner Education Supplement

If you receive any kind of income support, you may be eligible to apply to receive this supplement to assist with your education-related expenses.

For further information on the assistance available, contact Centrelink on 13 24 90 (telephone) or www.centrelink.gov.au.

Scholarships

In 2010, the Australian Government introduced the *Student Start-up Scholarship* and the *Relocation Scholarship*.

The *Student Start-up Scholarship* is paid to full time students who are undertaking an approved scholarship course and are in receipt of Youth Allowance, Austudy or ABSTUDY Living Allowance.

The *Relocation Scholarship* is paid to full time students who are undertaking an approved scholarship course, are in receipt of or ABSTUDY Living Allowance or Youth Allowance and who have to live away from home to study or who are assessed as independent under specific scholarship independence criteria.

An approved scholarship course is an accredited higher education course or preparatory course that is undertaken at a higher education institution.

The *Student Start-up Scholarship* and the *Relocation Scholarship* are paid directly to students who fulfil the relevant eligibility requirements.

For full information regarding these scholarships, including eligibility requirements, restrictions and payment amounts, contact Centrelink on 13 24 90 (telephone) or see the following pages on the Centrelink website: http://www.centrelink.gov.au/internet/internet.nsf/payments/start_up_scholarship.htm
http://www.centrelink.gov.au/internet/internet.nsf/payments/relocation_scholarship.htm

Full-fee places and FEE-HELP

If you apply for admission to a CHC course and are offered a Full-fee place, you may be eligible for FEE-HELP assistance (see the booklet, *FEE-HELP Information 2011*, the CHC website or the *Going to Uni* website for eligibility requirements).

If you are eligible for FEE-HELP assistance, there are three ways in which you can pay your tuition fees:

- Pay upfront;
- Pay some of your tuition fees upfront and receive a FEE-HELP loan for the balance; or
- Receive a FEE-HELP loan for your full tuition fees*.

If you are not eligible for FEE-HELP assistance, or choose not to access the FEE-HELP scheme, you are required to pay your Tuition fees in full prior to the Census date of the semester of enrolment.

* *If you receive a FEE-HELP loan, you begin making compulsory repayments when your HELP repayment income is above the minimum threshold, which is \$43151 in the 2009-2010 income year. HELP repayment arrangements include compulsory repayments made through your income tax, and voluntary repayments, with a 10% bonus on voluntary repayments of \$500 or more. All HELP debts are indexed annually on 1 June to reflect changes in the Consumer Price Index (CPI). You must start repaying your debt when your repayment income is above the minimum repayment threshold, even if you are still studying. Your repayments of HELP debts are not tax deductible.*

COURSE ASSURANCE ARRANGEMENTS

Our Obligation

Under the provisions of the *Higher Education Support Act 2003*, CHC is obliged to provide domestic students with a course assurance arrangement. The objective of such an arrangement is to afford protection to students by ensuring that, if CHC ceases to be able to provide a course of study, all students enrolled in a course are able to:

- enrol in a similar course of study with another higher education provider and receive full credit towards the same or a comparable qualification from the second provider for any successfully completed units of study undertaken as part of that course of study; and
- if necessary, receive a payment equivalent to any student contribution amount (applicable to Commonwealth Supported Places) or tuition fee (applicable to full-fee paying students) paid for any undelivered unit of study. (A refund need not be paid to a student where CHC, with the agreement of the student, transfers to another provider the student's contribution amount or tuition fee for any uncompleted units of study in order for the student to complete study with that provider).

Our Arrangements

In the case that CHC ceases to exist, arrangements have been made with Tabor College Incorporated, South Australia, and Avondale College, for domestic students to transfer with full credit into comparable courses nominated by Tabor College and Avondale College. Please refer to the CHC website for the table of Course Assurance.

If CHC were unable to continue to offer the course of study in which domestic students were currently enrolled, students would be able to choose either to receive a refund of the student contribution or tuition fee for any incomplete units of study or to accept the Course Assurance arrangements through either Tabor College or Avondale College.

Students are not obligated to enrol in the course in which they are offered enrolment under the tuition assurance arrangements, but if they choose to enrol with a third provider there is no obligation on the part of that provider to offer full credit transfer for the units of study completed or on the part of CHC to guarantee admission or credit to any course offered by other providers.

If CHC were unable to offer a course of study in which students were enrolled, students would either receive a refund of the student contribution or tuition fee for any incomplete units of study or the funds would be transferred, with the student's agreement, to the second provider with which they enrol.

If CHC is unable to provide this refund, a guarantee of refund is provided to domestic students by Christian Outreach Centre, which is CHC's parent organisation. Under this guarantee, students have a right to make a claim directly on the guarantor for refund of student contribution or tuition fees for uncompleted units of study. To make such a claim, a student should prepare a statement of claim including the following information: student number, full name, current course of study, list of incomplete units to which the claim pertains, amount of refund of student contribution or tuition fee claimed. This claim should be mailed to:

The Administrator
Tuition Assurance Guarantee
Christian Outreach Centre
PO Box 2577
Mansfield Q 4122

STUDENT GRIEVANCE PROCEDURES

In accordance with its foundation on Christian principles, Christian Heritage College is concerned to maintain the highest levels of student confidence in the quality and integrity of CHC's courses and administrative practices.

Because people are important, people's grievances are especially important. Students are entitled to justice in all their interactions with CHC. In addition, unresolved grievances prevent students from gaining the full benefit from the course in their learning and growth.

Three separate grievance procedures exist for students, depending upon the specific nature of the grievance.

- Academic grievances

The procedure for academic grievances concerns issues such as transfer of credit, student assessment, academic grades and other course-related matters.

- Non-academic grievances

The procedure for non-academic grievances provides a mechanism for addressing grievances regarding administrative matters such as institutional practices, financial issues, resources, marketing, physical access for students with disabilities to facilities and services, and other issues covered by CHC's Code of Practice. The non-academic grievance procedures are available to both CHC students and to those seeking admission to CHC.

- Applications for re-crediting of Student Learning Entitlement (SLE) and HELP debts

If a student does not complete the requirements of a unit due to special circumstances, they can apply to have their Student Learning Entitlement re-credited or their HELP balance remitted. The legislation which governs re-crediting and remittance requires that these special circumstances were beyond the student's control, did not make their full impact on the student until after the census date for the unit (the last date for withdrawal without financial penalty), and made it impracticable for the student to complete the requirements of the unit.

The policies which govern these procedures, the *Grievance Policy and Procedures for Domestic Students – Academic Grievances*, *Grievance Policy and Procedures for Domestic Students – Non-Academic Grievances* and *Grievance Policy and Procedures for Domestic Students – Re-crediting and Review of Decisions*, are available on the CHC website.

OTHER SCHOOLS OF CHC

Information regarding courses offered by other CHC schools is found in the relevant Course Guides.

School of Christian Studies

The School of Christian Studies is at the hub of courses at CHC. Core units from this school are included in CHC courses (except School of Ministries courses) as we foster the integration of faith and learning within a Christian worldview framework. You will learn about your faith, encounter God in fresh ways and grow in your personal understanding. Not only are core units available to students through the School of Christian Studies, but many exciting Christian Studies electives can enrich your degree at CHC.

School of Education and Humanities

The School of Education and Humanities offers preservice Education courses which prepare you for teaching in the primary or secondary years. A strong emphasis on the practical aspects of teaching, combined with extensive study of educational foundations and theory, ensures that CHC graduates are in high demand. CHC is recognised as the leader in supplying graduates to the Christian schools sector in Australia. On average, 85% of CHC graduates are employed prior to finishing their studies. Graduates of the courses are eligible for registration with the Queensland College of Teachers (QCT).

Postgraduate courses are available if you wish to study at Graduate Certificate or Masters level, or to upgrade your qualifications for registration purposes with the Queensland College of Teachers (QCT).

School of Ministries

CHC's School of Ministries courses are delivered by Citipointe Ministry College, which is a ministry of Citipointe Church. The School of Ministries offers courses which prepare you for professional or non-professional ministry positions in a variety of contexts.

The School of Ministries offers courses from Diploma to Graduate Diploma level that provide expert training in theological studies and ministry contexts from both biblical scholars and practising pastors.

School of Social Sciences

The School of Social Sciences seeks to foster a caring environment of growth and learning. Undergraduate courses are offered at the Diploma and Bachelor levels, with studies available in areas such as Chaplaincy, Community Development, Counselling, Human Behaviour, Human Services and Youth Studies.

Postgraduate courses are available at the Graduate Certificate, Graduate Diploma and Masters levels. The practically designed courses will help you prepare for a career in any of the associated professions.

Graduates of the Bachelor of Social Science (Counselling) and the Master of Counselling are eligible for membership with the Psychotherapy and Counselling Federation of Australia (PACFA).

IMPORTANT DATES

Orientation Week for Semester 1, 2011 commencing students	21 February 2011
Semester 1, 2011 classes commence	28 February
Semester 1, 2011 Census date	21 March
Semester 1, 2011 Mid-semester Break – Ministries and Social Sciences	18-29 April
Semester 1, 2011 Mid-semester Break – All other Schools	25-29 April
Classes resume (Term 2) – All Schools	2 May
Due date for <i>Application to Graduate</i> forms – mid-year conferral	2 May
Semester 2, 2011 Unit Selection forms due (Continuing students) <i>Normally released at the start of Term 2</i>	30 May (approx.)
Semester 1, 2011 Exam Week	20-24 June
End of Semester 1, 2011	27 June
Winter Break	27 June - 22 July
Applications for 2012 open	1 July
Semester 1, 2011 results released	11 July (approx.)
Semester 1, 2011 Deferred and Supplementary Exam Period	18-22 July
Semester 2, 2011a classes commence	25 July
Semester 2, 2011 Census date	15 August
School of Ministries Retreat	15-19 August
CHC Open Day 2011	27 August
Due date for <i>Application to Graduate</i> forms – end-of-year conferral	5 September
Semester 2, 2011 Mid-semester Break – Ministries and Social Sciences	19 September - 30 September
Semester 2, 2011 Mid-semester Break – All other Schools	26 September - 30 September
Close of on-time applications for 2011 – Direct applicants and QTAC applicants	30 September
Classes resume (Term 4) – All Schools	3 October
Year 4 Education School-based Internship commences (Term 4)	According to school dates
Semester 2, 2011 Unit Selection forms due (Continuing students) <i>Normally released at the start of Term 4</i>	7 November (approx.)
Semester 2, 2011 Exam Week	14-18 November
End of Semester 2, 2011	18 November
Summer Semester 2011 commences	1 December
Semester 2, 2011 results released	5 December (approx.)
2011 Graduation Ceremony	8 December
Semester 2, 2011 Deferred Examination period	12-16 December

Please ensure that you check the CHC website on a regular basis, as dates may change during the year.

STAFF CONTACTS

While all staff may be consulted about general issues and questions, certain issues are the responsibility of the staff members listed below. If in doubt about which staff member to approach about a particular issue, please ask at the CHC Reception.

Staff contact information is available on the CHC website.

Topic/Issue	Staff Member
Accommodation	George Konstantinos (CHC Business Office)
Course information	<ul style="list-style-type: none">• Undergraduate courses: Wendy Collins• Postgraduate courses: Dr Rod St Hill
Enrolment issues and student enquiries	Rialet Le Roux (CHC Registrar's Office)
Tuition fees and financial matters	George Konstantinos (CHC Business Office)
Overseas students	Rialet Le Roux (CHC Registrar's Office)
Non-academic grievances	Eija Bunch (CHC Business Office)

This information is provided by Christian Heritage College as a service to enquirers. While the content of this Course Guide is as accurate as possible at the time of publication, CHC reserves the right to make amendments as necessary.

GLOSSARY

These are terms which you will find as you read information from CHC and other higher education providers.

Award – is a recognised certification of achievement that is granted to a student after completing the requirements of a higher education course (eg Bachelor of Education).

Academic Record – is an official statement which details a student's complete academic record at CHC (produced in the form of a *transcript*).

Advanced level unit – are usually undertaken by students in the second or third years of their studies at CHC. Entry to these units normally requires the completion of introductory units. These units are usually coded as 200- or 300-level units (eg CS253 or BS397).

Audit students – are students who study a CHC unit(s) for professional or personal development – they do not enrol in the complete course, do not complete assessment and do not receive credit for the unit(s). Students who enrol in audit units are charged a fee less than the total fee for the unit(s). CHC students who are enrolled in courses of study may audit a unit(s) for the purposes of refreshment if they have had a period of deferral from study, or for personal interest.

Associate Degree – is the title for an undergraduate course (eg Associate Degree in Counselling). Associate degrees at CHC normally require the completion of 160 credit points (16 units). At a standard full time enrolment (four units per semester) an associate degree normally takes two years of study to complete. At a standard part time enrolment (two units per semester), it normally takes four years.

Bachelor – is the title for an undergraduate degree course (eg Bachelor of Ministry). With the exception of undergraduate Education courses, a Bachelor course at CHC normally requires the completion of 240 credit points (24 units). At a standard full time enrolment rate (four units per semester) a Bachelor degree normally takes three years of study to complete. At a standard part time enrolment (two units per semester), it normally takes six years. Undergraduate Education courses normally take four years if studied at a standard full time rate.

Census date – is the date in each semester by which students must finalise their enrolment. The Census dates for each semester are advertised on the CHC website.

CHESSN (Commonwealth Higher Education Student Support Number) – is a unique identifier allocated by the Commonwealth Government to manage Commonwealth assistance and support.

Combined degree – is a combination of two undergraduate degrees taken simultaneously (eg Bachelor of Arts/Bachelor of Education). Combined degrees at CHC vary in credit point requirements and are dependent upon the combination of courses, but as a guide take a standard full time enrolment of four years to complete.

Contact hours – are the number of scheduled hours which students are expected to attend class (eg lectures, tutorials, workshops).

Core units – are units which must be undertaken as part of the requirements of a course. These units enable students to gain skills and knowledge which are deemed essential to the course. At CHC these vary from course to course.

Course of study (or course) – is the complete award with which a student graduates, such as a Bachelor of Business.

Course Code – is a combination of letters and numbers that identifies a course of study for administrative purposes.

Credit points – Each individual unit is given a credit point value to represent the proportion of the award that each unit comprises. Units at CHC are generally 10 credit points in value. Each credit point represents one hour per week which a student should devote to that unit throughout a semester. Thus, a 10 credit point unit requires 10 hours of work per week, comprised of contact time, personal study time and assignment and exam preparation.

Cross-institutional enrolment – is an enrolment in a unit(s) at another institution (the *host* institution) which, upon successful completion can be credited to a course at CHC. Pre-approval is required if a student wishes to defer the payment of their tuition fees at the host institution. Students who are enrolled at other institutions (the *home* institution) can apply for cross-institutional enrolment for a unit(s) at CHC for the purposes of credit into their course at their home institution.

Dean – is a member of the academic staff responsible for the management of a School at CHC.

Deferment – is where a student who has been offered a place at CHC chooses to defer the commencement of their study for a period (normally six months). Approved deferments are not included in the maximum time allowed to complete a course of study.

Degree – is a recognised certification of achievement that is granted to a student after completing the requirements for a higher education course (eg Bachelor of Education).

Diploma – is the title for an undergraduate course (eg Diploma of Business). Diplomas at CHC vary in credit point requirements and interested students should check the relevant course guide.

Direct entry – Applications that are made directly to CHC.

Elective – is a unit that is chosen from a number of alternative units.

Enrolment – is the process whereby an applicant, having been made a written offer of admission to a particular course of study, accepts the offer to study at CHC, chooses the units they wish to study within the course for the first semester, pays the appropriate fees and is issued with a student number, CHESSN and student card.

External mode – is where a unit is offered off campus by distance education.

Full time student – is a student who studies at least 75% of a standard full time workload in a semester.

Graduand – is a student who has completed their course requirements but is yet to receive their testamur.

Graduate – is a student who has completed their award and has received their testamur.

Intensive mode – is where classes are taught in a compressed format across a shortened period of time, usually four to five days, either continuously during holiday breaks or across a number of weekends.

Internal mode – is where classes are conducted on campus in face-to-face mode each week throughout the semester.

Introductory level unit – are units which provide a sound knowledge of essential areas and a foundation for studies in particular majors and/or minors within a course. They are normally coded as 100-level units (eg YO101).

Leave of Absence – is where a student wishes to suspend their studies for a period of time (usually six months) due to issues which may be personal, medical, professional, etc. Approved periods of leave are not included in the maximum time allowed to complete a course of study. Normally, two periods of leave are allowed during a student's enrolment in a course.

Lecture – is where a member of the academic staff presents to students enrolled in a particular unit the themes and concepts related to that unit.

Major – is a sequence of at least six units from one particular area of study within a course.

Minor – is a sequence of at least three units from one particular area of study within a course.

Miscellaneous student – is a student who is enrolled in a unit(s) that does not lead to an award (eg Bachelor of Education).

OP – is an acronym for Overall Position and indicates a Queensland Year 12 student's state-wide rank order position, which is based on overall achievement.

Part time student – is a student who studies less than 75% of a standard full time workload in a semester.

Postgraduate – is a student who has an undergraduate degree and is pursuing studies for a more advanced qualification (eg Graduate Diploma in Human Studies).

QTAC – Queensland Tertiary Admissions Centre, through which applications are made for the majority of CHC undergraduate courses.

Semester – the academic year is divided into two semesters. Semester 1 generally runs from February to June, and Semester 2 from July to November.

Summer Semester – is a non-standard teaching period in the academic year, running between December and mid-February, which has fewer teaching weeks than Semesters 1 or 2 and so units are available in Intensive or External modes.

School – is a department within CHC devoted to a particular area (eg the School of Christian Studies).

Testamur – is the certificate awarded to a graduate upon completion of a course of study.

Transfer of Credit (Recognition of Prior Learning/Recognition of Current Competence) – may be granted in recognition of prior academic work or other work identified as being of equal depth and rigour to units offered at CHC. The granting of credit reduces the number of units that must be completed to satisfy course requirements.

Tutorial – is normally a forum for the consolidation of the themes and concepts introduced in a lecture, and in many cases gives students a chance to practically apply unit content. Tutorials usually contain between 15 and 25 students and provide an atmosphere for discussion, presentation and debate.

Undergraduate – is a student who studies a Diploma, Associate Degree or Bachelor degree course at a higher education institution. An undergraduate may already hold a degree but is taking a second or subsequent degree at the same level.

Unit – (also known in universities as a *subject* or a *course*) is a component of a course that is normally one semester in length (eg Human Development). Units at CHC usually carry 10 credit points.

Unit Code – is a combination of letters and numbers that identifies a unit of study for administrative purposes.