



CHC
Higher Education

BUSINESS COURSES HANDBOOK 2017

SCHOOL OF EDUCATION, HUMANITIES & BUSINESS

**Christian Heritage College
School of Education, Humanities and Business
Business Courses Handbook 2017**

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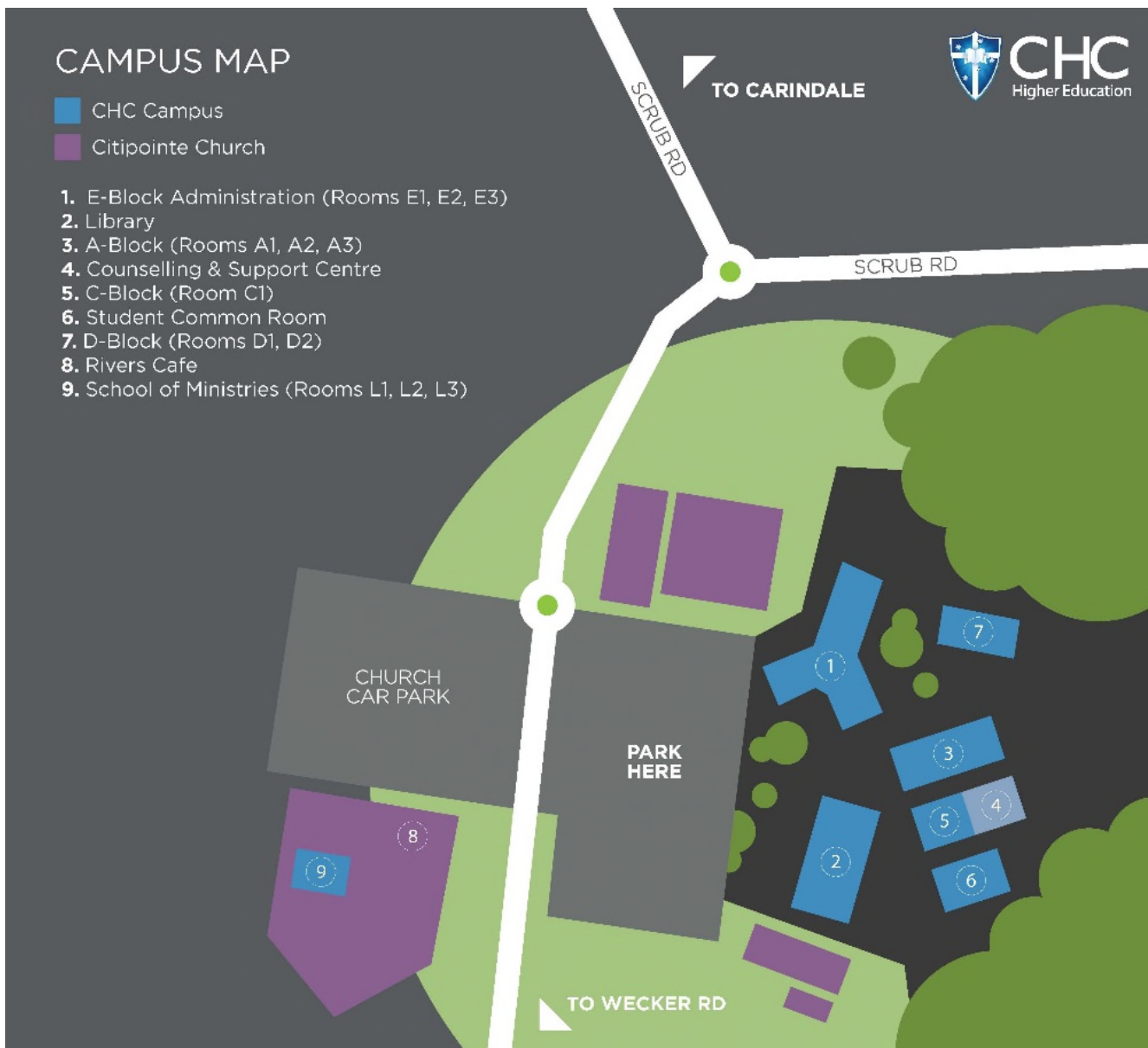
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NB: All CHC policy statements, information sheets and forms referred to in this Handbook are available on the [CHC website](#).

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Campus map



Welcome

I am delighted to welcome you to the School of Education, Humanities and Business. The Business courses we offer are the Bachelor of Business at undergraduate level and the Master of Business Administration at postgraduate level. Within each of these courses are a number of 'nested' courses: the Diploma of Business and Associate Degree in Business are nested within the Bachelor of Business, and the Graduate Certificate in Management and Graduate Diploma in Management are nested within the Master of Business Administration.

To some people, the words "Christian" and "business" contradict one another. The reality is that Christianity originally spread because of the honesty of Christian traders following the trade routes of the time. Therefore, doing Business God's way for His glory is a unique and special calling of Christian ministry. At CHC the concept of missional business is used to bring coherence to the curriculum. In missional business, the central focus is on God's purpose which is outworked in the contexts of production, people, the planet and profit – what we call the 5P Model of Missional Business. When businesses produce goods and services that contribute positively to human flourishing, then they are performing as God intended!

If you wish God to guide you in business, you need to learn business from a Bible-based, Christ-centred perspective. Jesus spent 30 years studying God's Word, learning the carpentry business and then working professionally before going into his fulltime ministry for three years.

Work in the business world can be a witness to others and satisfy what God has called you to do, just as in any other profession. As a student in Business at CHC you will be here for a season to be prepared for the plans God has for your professional life. You will find that you will master the same content knowledge and develop the same competencies as your contemporaries at other higher education institutions, but you will do so in the context of a Bible-based, Christ-centred worldview and missional business. For those who love God, no experience is ever wasted because "all things work together for good to those who love God, to those who are the called according to His purpose" (Rom 8:28, NKJV).

Paul told Timothy to "study to show thyself approved" (2 Tim. 2:15 KJV) and ensure that no-one took him captive through philosophy and empty deception, according to the tradition of men (Col.2:8 NIV). Those of us who teach in the Business courses understand our role to focus on 'the equipping of the saints for the work of the ministry' (Eph 4:11-13). Obviously, then, God can use educated, well-trained minds in every profession, or He would not have instructed to us to learn. Christians are not being drawn away from the application of Biblical truth in the marketplace because secular Humanism is superior, but because they are not exposed to the Biblical alternative, which we in the School think makes much more sense. Therefore we need to be transformed by the renewing of our minds (Rom 12:2, 2 Cor 3:18).

I invite you to use this season of your life to prepare yourself to fulfil your side of God's covenant promise by studying at CHC. That promise is, "And you shall remember the Lord your God, for it is He who gives you power to get wealth, that He may establish His covenant which He swore to your father ..." (Deut. 8:18).

I pray that God will bless you during your time with us.

Dr Craig Murison
Dean, School of Education, Humanities and Business

CHC calendar 2017

The information provided below is correct at the time of publication. Please check the [Calendar](#) on the CHC website on a regular basis as dates are subject to change.

SEMESTER 1, 2017 (2017S1)						WINTER SEMESTER, 2017 (2017WS) ⁽⁴⁾					
COMMENCING	CHC WEEK	BUSINESS CHRISTIAN STUDIES SOCIAL SCIENCES	EDUCATION ⁽¹⁾	MINISTRIES	MILLIS INSTITUTE	COMMENCING	CHC WEEK	BUSINESS CHRISTIAN STUDIES SOCIAL SCIENCES	EDUCATION	MINISTRIES	MILLIS INSTITUTE
20 February	0	2017S1 Orientation	2017S1 Orientation	2017S1 Orientation	2017S1 Orientation	5 June	1 ☉				
27 February	1					12 June	2 ★				
6 March	2 ☉					19 June	3 ☐				
13 March	3					26 June	4				
20 March	4 ★					3 July	5				
27 March	5 ☞†					10 July	6				
3 April	6					17 July		2017S1 Def/Supp exams 2017S2 Orientation	2017S1 Def/Supp exams 2017S2 Orientation	2017S1 Def/Supp exams 2017S2 Orientation	2017S1 Def/Supp exams 2017S2 Orientation
10 April	7 ①			Easter Break ⁽³⁾							
17 April ⁽²⁾	8 ②	Easter Break	Easter Break	Easter Break ⁽³⁾	Easter Break						
24 April	9 ③										
1 May	10 ④										
8 May	11										
15 May	12										
22 May	13										
29 May	14				Study Week						
5 June	15	Study Week									
12 June	16	Exam Week	Study Week	Study Week							
19 June	17	Exam Week	Exam Week	Exam Week							

Important Dates: ☉ Last day for adding units: 2017S1 - **Friday 10 March**; 2017WS - **Friday, 9 June** ★ Census date (Last day for dropping units without financial penalty): 2017S1 - **Wednesday 22 March**; 2017WS - **Monday, 12 June**

☐ Last day for dropping units without academic penalty: 2017S1 - **Friday 28 April**; 2017WS - **Friday 23 June**

Public Holidays: ① Good Friday: Friday 14 April ② Easter Monday: Monday 17 April ③ ANZAC Day: Tuesday 25 April ④ Labour Day: Monday 1 May **CHC Events:** ☞† School of Ministries Graduation (2016 graduands): Sunday 26 March

Notes: (1) Students in initial teacher education courses are to consult the calendar contained in the *School of Education, Humanities and Business – Education courses* handbook for the dates that apply to PEP units and Study/Exam Weeks.

(2) Universities Australia common vacation week (3) The School of Ministries has a two-week Easter break. (4) 2017WS is available to Millis Institute students only. Not available to commencing students.

SEMESTER 2, 2017 (2017S2)						SEMESTER 3, 2017 (2017S3) ⁽⁸⁾					
COMMENCING	CHC WEEK	BUSINESS CHRISTIAN STUDIES SOCIAL SCIENCES	EDUCATION ⁽⁵⁾	MINISTRIES	MILLIS INSTITUTE	COMMENCING	CHC WEEK	BUSINESS CHRISTIAN STUDIES SOCIAL SCIENCES	EDUCATION	MINISTRIES	MILLIS INSTITUTE
17 July	0	2017S1 Def/Supp exams 2017S2 Orientation	2017S1 Def/Supp exams 2017S2 Orientation	2017S1 Def/Supp exams 2017S2 Orientation	2017S1 Def/Supp exams 2017S2 Orientation	20 November	1				
24 July	1					27 November	2 ⊗				
31 July	2 ⊗ ①					4 December	3				
7 August	3					11 December	4 ★ ☞	2017S2 Def/Supp exams	2017S2 Def/Supp exams	2017S2 Def/Supp exams	2017S2 Def/Supp exams
14 August	4 Ⓢ ★					18 December	5				
21 August	5					25 December ⁽⁹⁾	Ⓢ Ⓢ	Summer Break	Summer Break	Summer Break	Summer Break
28 August	6					1 January	6 Ⓢ ■				
4 September	7					8 January	7				
11 September	8 ■					15 January	8				
18 September	9					22 January	9 ⑩				
25 September ⁽⁶⁾		Spring Break	Spring Break	Spring Break ⁽⁷⁾	Spring Break	29 January	10				
2 October	10 Ⓢ			Spring Break ⁽⁷⁾		5 February	11				
9 October	11					12 February	12				
16 October	12					19 February	13	Exam Week	Exam Week	Exam Week	Exam Week
23 October	13										
30 October	14	Study Week			Study Week						
6 November	15	Exam Week	Study Week	Study Week	Exam Week						
13 November	16	Exam Week	Exam Week	Exam Week	Exam Week						

Important Dates: ⊗ Last day for adding units: 2017S2 - **Friday 4 August**; 2017S3 - **Friday 1 December** ★ Census date (Last day for dropping units without financial penalty): 2017S2 - **Thursday 17 August**; 2017S3 - **Monday 11 December**

■ Last day for dropping units without academic penalty: 2017S2 - **Friday 15 September**; 2017S3 - **Friday 5 January**

Ⓢ Brisbane Exhibition: Wednesday 16 August Ⓢ Queen's Birthday: Monday 2 October Ⓢ Christmas Day: Monday 25 December Ⓢ Boxing Day: Tuesday 26 December Ⓢ New Year's Day: Monday 1 January ⑩ Australia Day: Friday 26 January

① Open Day: Saturday 5 August ☞ Graduation (2016 graduands - not School of Ministries): Friday, 15 December

Notes: (5) Students in initial teacher education courses are to consult the calendar contained in the *School of Education, Humanities and Business – Education courses handbook* for the dates that apply to PEP units and Study/Exam Weeks.

(6) Universities Australia common vacation weeks (7) The School of Ministries has a two-week Easter break. (8) 2017S3 is a non-compulsory study period with a limited range of units on offer. Not available to commencing students.

(9) CHC closed Monday 25 December - Monday 2 January (inclusive)

Important dates 2017

The information provided below is correct at the time of publication. Please check the [Important Dates](#) on the CHC website on a regular basis as dates are subject to change.

Semester 1, 2017 last day of Early Bird payment (QTAC applications)	30 September 2016
Semester 1, 2017 unit selection on-time submission	20 January
Semester 1, 2017 close of applications	18 February
Semester 1, 2017 orientation program for commencing students	22-24 February
Semester 1, 2017 commences	27 February
Semester 1, 2017 last day for adding units	10 March
Semester 1, 2017 last day for dropping units without financial penalty	22 March ¹
School of Ministries graduation ceremony (2016 graduands)	26 March
Semester 1, 2017 mid-semester Break	17-21 April
Semester 1, 2017 last day for dropping units without academic penalty	28 April
On-time date for application to graduate - mid-year conferral	1 May
Winter Semester, 2017 unit selection on-time submission ²	15 May
Semester 2, 2017 close of on-time applications ³	19 May
Winter Semester, 2017 commences	5 June
Winter Semester, 2017 last day for adding units	9 June
Winter Semester, 2017 last day for dropping units without financial penalty	12 June ¹
Semester 1, 2017 exam period	12-23 June
End of Semester 1, 2017	23 June
Winter Semester, 2017 last day for dropping units without academic penalty	23 June
Semester 2, 2017 unit selection on-time submission	30 June
Semester 1, 2017 results released	10 July
Semester 2, 2017 close of applications	14 July
End of Winter Semester, 2017	14 July

Semester 1, 2017 deferred and supplementary exam period	17-21 July
Semester 2, 2017 orientation program for commencing students	20 July
Winter Semester, 2017 results released	25 July
Semester 2, 2017 commences	24 July
Applications for 2018 open	1 August
Semester 2, 2017 last day for adding units	4 August
Open Day	5 August
Semester 2, 2017 last day for dropping units without financial penalty	17 August ¹
On-time date for application to graduate - end-of-year conferral	1 September
Semester 2, 2017 last day for dropping units without academic penalty	15 September
Semester 2, 2017 mid-semester Break	25-29 September
Semester 1, 2018 last day of Early Bird payment (QTAC applications)	30 September
Semester 3, 2017 unit selection on-time submission ⁴	27 October
Semester 2, 2017 exam period	6-17 November
End of Semester 2, 2017	17 November
Semester 3, 2017 commences	20 November
Semester 3, 2017 last day for adding units	1 December
Semester 2, 2017 results released	4 December
Semester 3, 2017 last day for dropping units without financial penalty	11 December ¹
Semester 2, 2017 deferred and supplementary exam period	11-15 December
CHC graduation ceremony (2016 graduands) (not School of Ministries)	15 December
Semester 3, 2017 last day for dropping units without academic penalty	5 January 2018
End of Semester 3, 2017	23 February 2018
Semester 3, 2017 results released	12 March 2018

¹ Semester Census dates.

² Winter Semester is available to Millis Institute students only. Not available to commencing students.

³ Due date to apply and to submit documentation for major offer round.

⁴ Semester 3 is not available to commencing students.

Section 1: General information

- 1.1 School of Education, Humanities and Business staff – Business courses
- 1.2 School of Education, Humanities and Business practices – Business courses
 - 1.2.1 Attendance
 - 1.2.2 Classroom conduct
 - 1.2.3 Extensions
 - 1.2.4 Plagiarism
- 1.3 Modes of study
- 1.4 Transfer of credit

1.1 School of Education, Humanities and Business staff – Business courses

Academic staff

Dr Craig Murison (Dean)
Mrs Wendy Collins (Coordinator, Undergraduate Business courses)
Mr D'Wayne Wigley (Coordinator, Postgraduate Business courses)

Sessional staff

Each semester, sessional lecturers are contracted to teach a range of units in the Business courses. In the main, these lecturers are active in the marketplace and specialise in the areas related to the units which they teach.

Administration staff

Mrs Kirsten Buckner (Administration Officer, Business courses)

1.2 School of Education, Humanities and Business practices – Business courses

1.2.1 Attendance

In order to maximise learning, it is important to engage appropriately in the learning opportunities and activities of your course. The School therefore expects on campus students to attend **at least 80% of class time** unless a reason for absence (such as traffic hold-ups, mechanical breakdown or attendance at family ceremonies) has been advised to the unit lecturer. Students who are unable to attend classes on a given day should email the relevant lecturer **before** the scheduled commencement time.

Varied attendance expectations may apply to different CHC Schools and courses, and students have a responsibility to ensure that they are fully aware of the attendance policies that apply to their enrolment. Students may place their results for the semester in jeopardy because of their inability to satisfy course attendance requirements.

On campus students are expected to be punctual in their attendance at all CHC activities.

1.2.2 Classroom conduct

Christian Heritage College aims to create a constructive environment for academic achievement, for Christian community and for personal growth. The Scriptures establish basic principles of behaviour and respect and CHC expects students to maintain high standards of Christian conduct.

Respect for fellow students and lecturers include the following:

- polite and appropriate engagement in class discussions;
- mobile phones should be switched off (restricted use of mobile phones may occur with permission from your lecturer, under special circumstances);
- appropriate use of personal computers (see note below);
- non-use of electronic games, mp3 players, etc.; and
- restricted eating and drinking. Students may bring water or appropriate refreshment to class but are requested to eat outside the rooms and to place all rubbish in the waste bins provided.

Students are welcome to use notebook computers for class note-taking but must ensure that such use does not impede the learning of fellow students. It is understood that such use does NOT include any forms of social media, etc. Appropriate security of personal property remains the responsibility of individual students.

1.2.3 Extensions

CHC Policy: [Extensions](#) policy sets out the circumstances under which extensions to due dates for assessment tasks may be given, and allows for schools-based conditions for the granting of extensions, including penalties. It is recognised that students may need extensions for work-, illness-, personal-, or mission-related issues and CHC is committed to working with students to accommodate reasonable requests that are made on or before the due date of an assessment item.

The details of the conditions applied to Business courses are indicated below:

- The penalty which applies to assessment tasks for which an extension has been granted with penalty will be a maximum of one grade level per day.

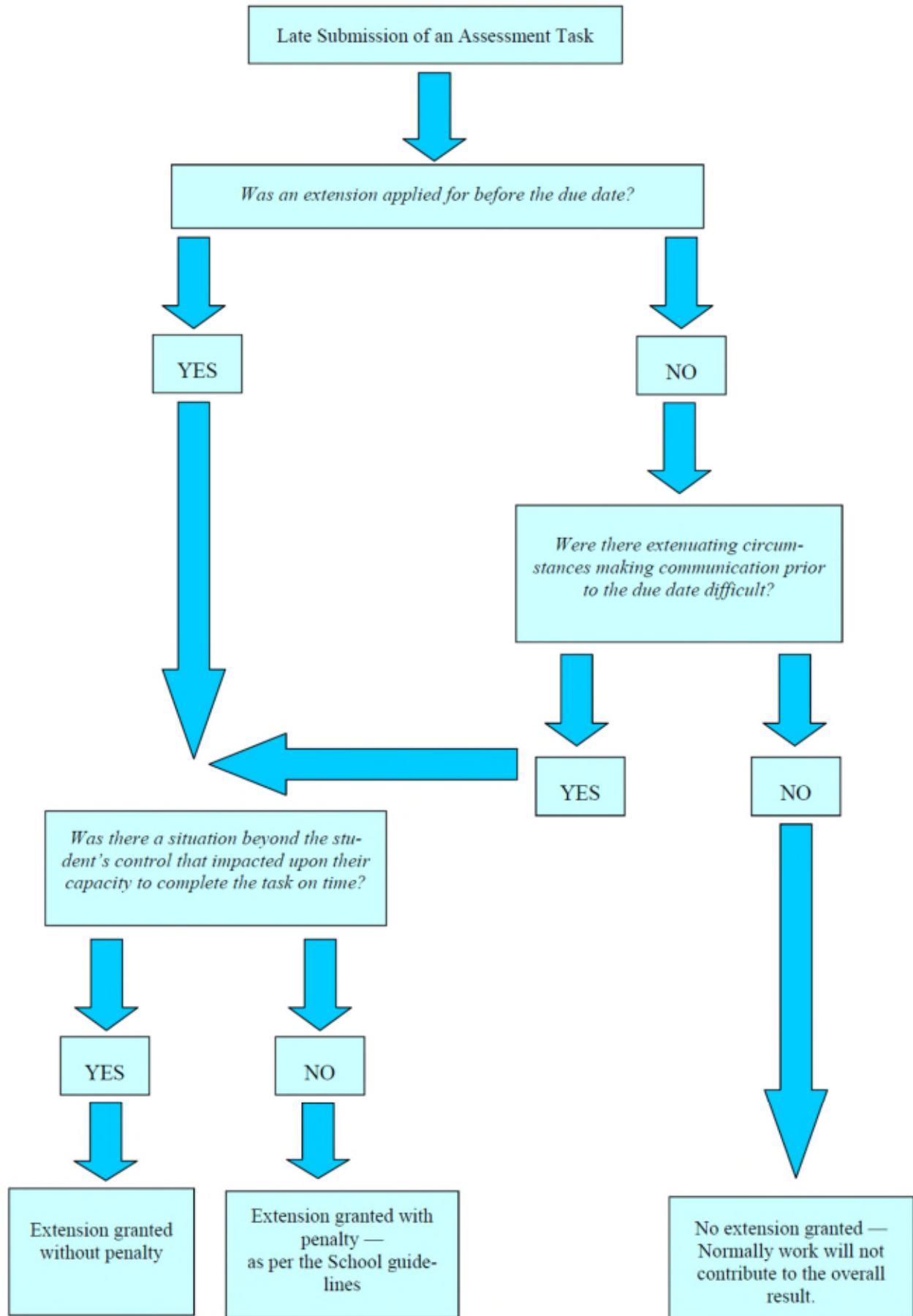
For Christian Studies units, the following conditions apply:

- The penalty which applies to assessment tasks for which an extension has been granted with penalty will be one grade level per week.

Please see CHC Policy: [Extensions](#) on the CHC website for a full statement regarding the process for applying for an extension, the circumstances under which extensions may be given and the conditions which apply to extensions.

The following diagram, which is reproduced from CHC Policy: [Extensions](#), sets out the conditions under which requests for extensions will be considered and when penalties will be applied:

CHC EXTENSION POLICY



Please be aware that, if you are granted an extension of the due date for an assessment item within a unit and that extension continues into a subsequent semester, you are *not* considered to be enrolled in that unit in the subsequent semester. If you are reliant on study support payments through Centrelink and are not undertaking a full time load in a particular semester (as determined by the Australian government) then your eligibility for payments may be nullified, resulting in you not receiving payment for that semester. This arrangement is determined by Australian government legislation and is not a matter that CHC is able to vary.

Students who receive study support payments through Centrelink are to be aware that eligibility for such payments normally requires full time enrolment in a course of study in the specific semester for which payment is made. If you are in any doubt regarding your eligibility, please see the Centrelink website or visit a Centrelink office. Please note that this is general advice only, and that CHC does not provide advice concerning individual students' eligibility for Centrelink payments.

1.2.4 Plagiarism

Any assignment submitted as part of CHC work must be the original work of the student who submits it. Although the thinking which goes into preparing the assignment will be based on research and reading, the paper submitted should constitute the student's own ideas, or an evaluation and critique of the ideas of others, and should be written in the student's own words. The ideas of others that have been used in forming opinions must be acknowledged where they occur in the text.

CHC defines plagiarism as the action or practice of using someone else's ideas or phrasing and representing them as your own, either on purpose or through carelessness, without acknowledgment. 'Ideas or phrasing' includes written or spoken material, from whole papers and paragraphs to sentences, statistics and graphs, and even phrases. 'Someone else' can mean an author of a book or journal, an electronic resource such as material found on the worldwide web or another student. Plagiarism also relates to work that is produced co-operatively between two or more students without the lecturer's consent.

Further information regarding, and examples of, plagiarism can be found in CHC Policy: [Academic Integrity](#) on the CHC website.

1.3 Modes of study

There are two modes in which units in the Business courses may be delivered. These modes are *internal* and *external*.

The modes in which particular units are delivered can vary from semester to semester. Information regarding the modes in which units are to be delivered in the coming semester is available in the *Units on Offer* documents that are published on the CHC website.

Internal mode

Units that are delivered in the internal mode are conducted on campus in a face-to-face context. For the Business courses, these are conducted as weekly classes across the semester, normally with three hours of classes per week although this can differ according to the requirements of particular units.

All arrangements regarding units that are delivered in the internal mode are advertised prior to the beginning of the semester in which they are being offered, in the CHC *Timetable and Intensives Schedule*.

Involves:		
- on campus lectures and tutorials	- generally 3 hours per week of face-to-face contact	- digital communication
- weekly schedule	- 10-11 hours per week of reading and assessment preparation	- digital learning support
- at least 80% attendance		- communication with staff and students

External mode

Units that are delivered in the external mode are those that are not offered on campus but are undertaken in students' own locations. This mode was traditionally provided for students who did not live within travelling distance of their institution. In today's work, study and social contexts, external students include those who enrol in units in the external mode for reasons of convenience as well as location.

Involves:		
- off campus activities	- digital communication	- appointments can be made with unit lecturers
- study materials	- digital learning support	
- 10 to 11 hours per week of reading and assessment preparation	- communication with staff and students	

1.4 Transfer of credit

Students may apply for transfer of credit from previous studies, according to the provisions of CHC Policy: [Transfer of Credit for Domestic Students](#) and CHC Policy: [Transfer of Credit for Overseas Students](#).

Application for transfer of credit should be made at the time of entry into the course, although later applications will be accepted. Students should be aware, however, that transfer of credit will not be granted for units in which students are currently enrolled. Applications for transfer of credit may be made using the [Application for Transfer of Credit](#) form. Students must ensure that all required documentation, as described on the application form, is submitted with the application.

Students may also apply to engage in cross-institutional study towards the requirements of their CHC courses. This involves enrolment at a 'host' institution to undertake studies in units that are relevant to students' courses but are not offered by CHC. *Approval will not be given for cross-institutional study for which equivalent units are offered by CHC.* Applications for cross-institutional study may be made using the [Application for Cross-Institutional Enrolment – Form A](#). Students must ensure that all required documentation, as described on the application form, is submitted with the application.

Not all courses offered by CHC allow for transfer of credit. Where transfer of credit is allowed, a maximum of 50% of a course may be undertaken through transfer of credit and/or cross-institutional study. Any variations to this are indicated in the relevant statement of course rules.

Section 2: Undergraduate courses information

- 2.1 Courses and modes**
- 2.2 Diploma of Business (BS01)**
- 2.3 Associate Degree in Business (BS04)**
- 2.4 Bachelor of Business (BS11)**
- 2.5 Recommended enrolment patterns**

2.1 Courses and modes

The undergraduate Business courses offered are:

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

These courses are available in both *internal* and *external* modes and may be studied *full time* or *part time*. Students may enrol in units within their courses in either mode (as offered). Units offered in the internal mode normally involve three hours of scheduled classes per week; however, some internal units may be scheduled as intensives in which the contact hours are condensed into a number of whole or part days. Units offered in the external mode are supported by learning resources that are provided to students electronically via a Moodle™ web page.

Please note that not all units are offered in every semester, and modes of offering can vary. For advice regarding the availability of units, modes of offering and unit prerequisite requirements, students should consult their Course Coordinator. Sample outlines for all units in the undergraduate courses are available on the CHC website.

2.2 Diploma of Business (BS01)

The Diploma of Business is a one-year course (full time equivalent), and is available on both a full time and part time basis. The course normally consists of the first two semesters of the Bachelor of Business and provides the basis for early entry into employment.

The maximum time allowed for the completion of the Diploma of Business is four years.

Students who successfully complete the Diploma of Business may apply to enter the Associate Degree in Business or the Bachelor of Business. Students who successfully complete the Associate Degree in Business may apply to enter the Bachelor of Business.

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

Table 1: Course Requirements – Diploma of Business

Course title:	Diploma of Business		
Course structure:	<p>The course comprises eight core units that provide basic knowledge of business principles and practices. A standard unit carrying a weighting of 10 credit points has a semester workload of 150 hours, which includes aspects such as scheduled contact time, personal study, preparation of assessment tasks and examinations (as applicable). The standard full time load for the course is four units (40 credit points) per semester. Part time students normally undertake one or two units per semester.</p> <p>To qualify for the award of the Diploma of Business a student must accrue at least 80 credit points, including satisfactory completion of the units noted below.</p>		
Course content:	Unit	Credit points	Enrolment requirements
	<i>Core units</i>		
	CS115 Foundations of a Bible-based Christ-centred Worldview	10	
	CS215 Contours for a Bible-based Christ-centred Worldview	10	Prerequisite: CS115
	BZ100 Introduction to Business and Management	10	
	BZ101 Business Communication	10	
	BZ102 Accounting Principles	10	
	BZ103 Introduction to Marketing	10	
	BZ104 Economics	10	
	BZ105 Information Systems for Business	10	
	<i>Elective units</i>		
	There are no elective units available in this course.		
Rules of progression:	Students must obtain a passing grade in the nominated prerequisite(s), if any, before enrolling in a unit. Where it is necessary for course progression or completion purposes a student may, with the permission of the Course Coordinator, enrol in BZ195 Undergraduate Independent Study I.		
Other protocols:	Nil		

2.3 Associate Degree in Business (BS04)

The Associate Degree in Business is a two-year course (full time equivalent), and is available on both a full time and part time basis. The course normally consists of the first four semesters of the Bachelor of Business, and provides a broad-based point of entry to employment.

The maximum time allowed for the completion of the Associate Degree in Business is seven years.

Students who successfully complete the Diploma of Business may apply to enter the Associate Degree in Business or the Bachelor of Business. Students who successfully complete the Associate Degree in Business may apply to enter the Bachelor of Business.

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

Table 2: Course Requirements – Associate Degree in Business

Course title:	Associate Degree in Business		
Course structure:	<p>The course comprises 16 units – 12 core units that provide basic knowledge of business principles and practices, and four elective units.</p> <p>A standard unit carrying a weighting of 10 credit points has a semester workload of 150 hours, which includes aspects such as scheduled contact time, personal study, preparation of assessment tasks and examinations (as applicable). The standard full time load for the course is four units (40 credit points) per semester. Part time students normally undertake one or two units per semester.</p> <p>To qualify for the award of the Associate Degree in Business a student must accrue at least 160 credit points, including satisfactory completion of the core units noted below.</p>		
Course content:	Unit	Credit points	Enrolment requirements
	<i>Core units</i>		
	CS115 Foundations of a Bible-based Christ-centred Worldview	10	
	CS215 Contours for a Bible-based Christ-centred Worldview	10	Prerequisite: CS115
	CS315 Christianity and Worldviews	10	Prerequisite: CS215
	BZ100 Introduction to Business and Management	10	
	BZ101 Business Communication	10	
	BZ102 Accounting Principles	10	
	BZ103 Introduction to Marketing	10	
	BZ104 Economics	10	
	BZ105 Information Systems for Business	10	
	BZ201 Data Analysis	10	Prerequisite: BZ105
	BZ202 Financial Management	10	Prerequisite: BZ102
	BZ203 Business Law	10	
	<i>Elective units</i>		
	BZ211 Financial Accounting	10	Prerequisite: BZ102
	BZ212 Management Accounting	10	Prerequisite: BZ102
	BZ213 Company Accounting	10	Prerequisite: BZ102, BZ211
	BZ230 International Business	10	Prerequisite: BZ100, BZ104
	BZ231 Human Behaviour in Organisations	10	Prerequisite: BZ100
	BZ232 Leadership in Organisations	10	Prerequisite: BZ231
	BZ251 Consumer Behaviour	10	Prerequisite: BZ103
	BZ252 Marketing Communication	10	Prerequisite: BZ103
	BZ253 Creativity in Entrepreneurship	10	Prerequisite: BZ103
	BZ300 Christian Philosophy of Business	10	Prerequisite: 80cp of core units
	BZ310 Business Planning	10	Prerequisite: BZ100, BZ103, BZ104, BZ202
	BZ311 Tax Law and Practice	10	Prerequisite: BZ203
	BZ312 Auditing	10	Prerequisite: BZ213
	BZ313 Law of Corporations	10	Prerequisite: BZ203
	BZ331 Change Management in Organisations	10	Prerequisite: BZ232
	BZ332 Human Resource Management	10	Prerequisite: BZ231

Course content (continued):	BZ333 Strategic Management and Planning	10	Prerequisite: BZ100, BZ103, BZ104, BZ202 Restriction: BZ353
	BZ351 Market Research and Analysis	10	Prerequisite: BZ103, BZ201
	BZ352 Event Management	10	Prerequisite: BZ103
	BZ353 Strategic Marketing	10	Prerequisite: BZ100, BZ103, BZ104, BZ202 Restriction: BZ333
Rules of progression:	Students must obtain a passing grade in the nominated prerequisite(s), if any, before enrolling in a unit. Where it is necessary for course progression or completion purposes a student may, with the permission of the Course Coordinator, enrol in BZ195 Undergraduate Independent Study I and/or BZ295 Undergraduate Independent Study II.		
Other protocols:	In addition to the elective units listed above, students may, with permission of the Course Coordinator, choose a maximum of two electives at undergraduate level from another school at CHC or a university or other accredited higher education provider.		

2.4 Bachelor of Business (BS11)

The Bachelor of Business is a three-year course (full time equivalent), and is available on both a full time and part time basis. The course is designed to meet the educational requirement for entry-level employment in business (both for-profit and not-for-profit) or for entry to further study in business specialisations.

The course integrates a Christian worldview into general business studies, where students may undertake majors in Accounting, Management or Marketing. The course provides a strong theoretical foundation to develop effective professionals who have an appropriate base of skills and practical experience to integrate theory and practice in a range of not-for-profit and business-related fields.

The maximum time for the completion of the Bachelor of Business is 10 years.

Students who successfully complete the Diploma of Business may apply to enter the Associate Degree in Business or the Bachelor of Business. Students who successfully complete the Associate Degree in Business may apply to enter the Bachelor of Business.

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

Table 3: Course Requirements – Bachelor of Business

Course title:	Bachelor of Business
Course structure:	<p>The course comprises 24 units – 12 core units that provide basic knowledge of business principles and practices, one core unit that analyses Biblical Christian worldview in business and management contexts, eight units chosen as a major study and three elective units.</p> <p>A standard unit carrying a weighting of 10 credit points has a semester workload of 150 hours, which includes aspects such as scheduled contact time, personal study, preparation of assessment tasks and examinations (as applicable). The standard full time load for the course is four units (40 credit points) per semester. Part time students normally undertake one or two units per semester.</p> <p>To qualify for the award of the Bachelor of Business a student must accrue at least 240 credit points, including satisfactory completion of the core units noted below.</p>

Course content:	Unit	Credit points	Enrolment requirements
	<i>Core units</i>		
	CS115 Foundations of a Bible-based Christ-centred Worldview	10	
	CS215 Contours for a Bible-based Christ-centred Worldview	10	Prerequisite: CS115
	CS315 Christianity and Worldviews	10	Prerequisite: CS215
	BZ100 Introduction to Business and Management	10	
	BZ101 Business Communication	10	
	BZ102 Accounting Principles	10	
	BZ103 Introduction to Marketing	10	
	BZ104 Economics	10	
	BZ105 Information Systems for Business	10	
	BZ201 Data Analysis	10	Prerequisite: BZ105
	BZ202 Financial Management	10	Prerequisite: BZ102
	BZ203 Business Law	10	
	BZ300 Christian Philosophy of Business	10	Prerequisite: 80cp of core units
	<i>Accounting major</i>		
	BZ211 Financial Accounting	10	Prerequisite: BZ102
	BZ212 Management Accounting	10	Prerequisite: BZ102
	BZ213 Company Accounting	10	Prerequisite: BZ102, BZ211
	BZ310 Business Planning	10	Prerequisite: BZ100, BZ103, BZ104, BZ202
	BZ311 Tax Law and Practice	10	Prerequisite: BZ203
	BZ312 Auditing	10	Prerequisite: BZ213
	BZ313 Law of Corporations	10	Prerequisite: BZ203
	BZ319 Accounting Internship/Project	10	Prerequisite: 160cp of core and/or major units OR permission of the Course Coordinator Restriction: BZ339, BZ359, BZ379
	<i>Management major</i>		
	BZ230 International Business	10	Prerequisite: BZ100, BZ104
	BZ231 Human Behaviour in Organisations	10	Prerequisite: BZ100
	BZ232 Leadership in Organisations	10	Prerequisite: BZ231
	BZ310 Business Planning	10	Prerequisite: BZ100, BZ103, BZ104, BZ202
	BZ331 Change Management in Organisations	10	Prerequisite: BZ232
	BZ332 Human Resource Management	10	Prerequisite: BZ231
	BZ333 Strategic Management and Planning	10	Prerequisite: BZ100, BZ103, BZ104, BZ202 Restriction: BZ353
	BZ339 Management Internship/Project	10	Prerequisite: 160cp of core and/or major units OR permission of the Course Coordinator Restriction: BZ319, BZ359, BZ379

Course content (continued):	<i>Marketing major</i>		
	BZ230 International Business	10	Prerequisite: BZ100, BZ104
	BZ251 Consumer Behaviour	10	Prerequisite: BZ103
	BZ252 Marketing Communication	10	Prerequisite: BZ103
	BZ253 Creativity in Entrepreneurship	10	Prerequisite: BZ103
	BZ351 Market Research and Analysis	10	Prerequisite: BZ103, BZ201
	BZ352 Event Management	10	Prerequisite: BZ103
	BZ353 Strategic Marketing	10	Prerequisite: BZ100, BZ103, BZ104, BZ202 Restriction: BZ333
	BZ359 Marketing Internship/Project	10	Prerequisite: 160cp of core and/or major units OR permission of the Course Coordinator Restriction: BZ319, BZ339, BZ379
	<i>Business Administration major</i>		
Seven units chosen from among the majors in Accounting, Marketing and Management, with a minimum of three units at 300-level	70	Requirements for individual units may apply (see other majors above)	
BZ379 Business Administration Internship/Project	10	Prerequisite: 160cp of core and/or major units OR permission of the Course Coordinator Restriction: BZ319, BZ339, BZ359	
<i>Elective units</i>			
Students may choose elective units from one or more majors in the Bachelor of Business	30	Requirements for individual units may apply (see other majors above)	
Rules of progression:	Students must obtain a passing grade in the nominated prerequisite(s), if any, before enrolling in a unit. Where it is necessary for course progression or completion purposes a student may, with the permission of the Course Coordinator, enrol in BZ195 Undergraduate Independent Study I and/or BZ295 Undergraduate Independent Study II, and/or BZ395 Undergraduate Independent Study III.		
Other protocols:	In addition to the elective units listed above, students may, with permission of the Course Coordinator, choose a maximum of three electives at undergraduate level from another school at CHC or a university or other accredited higher education provider.		

2.5 Recommended enrolment patterns

Students who enrol in undergraduate Business course on a full time basis should follow the recommended enrolment patterns in the tables below.

Table 4: Recommended Enrolment Pattern – Diploma of Business (Full time)

Unit		Year	Sem
<i>Commencing Even Year</i>	<i>Commencing Odd Year</i>		
CS115	CS115	1	1
BZ100	BZ100	1	1
BZ101	BZ101	1	1
BZ102	BZ102	1	1
CS215	CS215	1	2
BZ103	BZ103	1	2
BZ104	BZ104	1	2
BZ105	BZ105	1	2

Table 5: Recommended Enrolment Pattern – Associate Degree in Business (Full time)

Unit		Year	Sem
<i>Commencing Even Year</i>	<i>Commencing Odd Year</i>		
CS115	CS115	1	1
BZ100	BZ100	1	1
BZ101	BZ101	1	1
BZ102	BZ102	1	1
CS215	CS215	1	2
BZ103	BZ103	1	2
BZ104	BZ104	1	2
BZ105	BZ105	1	2
CS315	CS315	2	1
BZ201	BZ201	2	1
<i>Elective</i>	<i>Elective</i>	2	1
<i>Elective</i>	<i>Elective</i>	2	1
BZ202	BZ202	2	2
BZ203	BZ203	2	2
<i>Elective</i>	<i>Elective</i>	2	2
<i>Elective</i>	<i>Elective</i>	2	2

Table 6: Recommended Enrolment Pattern – Bachelor of in Business (Major in Accounting) (Full time)

Unit		Year	Sem
<i>Commencing Even Year</i>	<i>Commencing Odd Year</i>		
CS115	CS115	1	1
BZ100	BZ100	1	1
BZ101	BZ101	1	1
BZ102	BZ102	1	1
CS215	CS215	1	2
BZ103	BZ103	1	2
BZ104	BZ104	1	2
BZ105	BZ105	1	2
CS315	CS315	2	1
BZ201	BZ201	2	1
BZ211	BZ211	2	1
<i>Elective</i>	BZ212	2	1
BZ202	BZ202	2	2
BZ203	BZ203	2	2
BZ310	BZ310	2	2
<i>Elective</i>	<i>Elective</i>	2	2
BZ300	BZ300	3	1
BZ212	<i>Elective</i>	3	1
BZ213	BZ213	3	1
<i>Elective</i> or BZ319	<i>Elective</i> or BZ319	3	1
BZ312	BZ312	3	2
BZ313	BZ313	3	2
BZ311	BZ311	3	2
BZ319 or <i>elective</i>	BZ319 or <i>elective</i>	3	2

Table 7: Recommended Enrolment Pattern – Bachelor of in Business (Major in Management) (Full time)

Unit		Year	Sem
<i>Commencing Even Year</i>	<i>Commencing Odd Year</i>		
CS115	CS115	1	1
BZ100	BZ100	1	1
BZ101	BZ101	1	1
BZ102	BZ102	1	1
CS215	CS215	1	2
BZ103	BZ103	1	2
BZ104	BZ104	1	2
BZ105	BZ105	1	2
CS315	CS315	2	1
BZ201	BZ201	2	1
BZ230	BZ230	2	1
BZ231	BZ231	2	1
BZ202	BZ202	2	2
BZ203	BZ203	2	2
BZ232	BZ232	2	2
BZ310	BZ332	2	2
BZ300	BZ300	3	1
BZ331	BZ331	3	1
<i>Elective</i>	<i>Elective</i>	3	1
<i>Elective or BZ339</i>	<i>Elective or BZ339</i>	3	1
BZ332	BZ310	3	2
BZ333	BZ333	3	2
BZ339 or Elective	BZ339 or Elective	3	2
<i>Elective</i>	<i>Elective</i>	3	2

Table 8: Recommended Enrolment Pattern – Bachelor of in Business (Major in Marketing) (Full time)

Unit		Year	Sem
<i>Commencing Even Year</i>	<i>Commencing Odd Year</i>		
CS115	CS115	1	1
BZ100	BZ100	1	1
BZ101	BZ101	1	1
BZ102	BZ102	1	1
CS215	CS215	1	2
BZ103	BZ103	1	2
BZ104	BZ104	1	2
BZ105	BZ105	1	2
CS315	CS315	2	1
BZ201	BZ201	2	1
BZ230	BZ230	2	1
BZ253	BZ251	2	1
BZ202	BZ202	2	2
BZ203	BZ203	2	2
BZ252	BZ252	2	2
BZ353	BZ351	2	2
BZ300	BZ300	3	1
BZ251	BZ253	3	1
<i>Elective</i>	<i>Elective</i>	3	1
<i>Elective or BZ359</i>	<i>Elective or BZ359</i>	3	1
BZ351	BZ352	3	2
BZ352	BZ353	3	2
BZ359 or Elective	BZ359 or Elective	3	2
<i>Elective</i>	<i>Elective</i>	3	2

**Table 9: Recommended Enrolment Pattern – Bachelor of in Business
(Major in Business Administration) (Full time)**

Unit		Year	Sem
<i>Commencing Even Year</i>	<i>Commencing Odd Year</i>		
CS115	CS115	1	1
BZ100	BZ100	1	1
BZ101	BZ101	1	1
BZ102	BZ102	1	1
CS215	CS215	1	2
BZ103	BZ103	1	2
BZ104	BZ104	1	2
BZ105	BZ105	1	2
CS315	CS315	2	1
BZ201	BZ201	2	1
Major	Major	2	1
Major	Major	2	1
BZ202	BZ202	2	2
BZ203	BZ203	2	2
Major	Major	2	2
Major	Major	2	2
BZ300	BZ300	3	1
Major	Major	3	1
<i>Elective</i>	<i>Elective</i>	3	1
<i>Elective or BZ379</i>	<i>Elective or BZ379</i>	3	1
Major	Major	3	2
Major	Major	3	2
BZ379 or Elective	BZ379 or Elective	3	2
<i>Elective</i>	<i>Elective</i>	3	2

Section 3: Postgraduate courses information

- 3.1 Courses and modes**
- 3.2 Graduate Certificate in Management (BS41)**
- 3.3 Graduate Diploma in Management (BS42)**
- 3.4 Master of Business Administration (BS61)**
- 3.5 Recommended enrolment patterns**

3.1 Courses and modes

The postgraduate Business courses offered are:

- Graduate Certificate in Management (BS41)
- Graduate Diploma in Management (BS42)
- Master of Business Administration (BS61)

The courses are available in *external* mode only and may be studied full time or part time. All units in the courses are supported by learning resources that are provided to students electronically via a Moodle™ web page.

Please note that, although the School is committed to facilitating students' choice of units, not all units are offered in a given year. Students are advised to plan enrolments for the whole of their course at the time they complete their first unit selection form. The Postgraduate Course Coordinator will be able to assist with planning.

Sample outlines for all units in the postgraduate Business courses are available on the CHC website.

3.2 Graduate Certificate in Management (BS41)

The Graduate Certificate in Management is a one-semester (half year) course (full time equivalent), and is available on both a full time and part time basis⁵. It emphasises strategic management from a Christian worldview and develops the knowledge base, intellectual processes and affective qualities required by a professional manager.

Management is seen as providing a conceptual paradigm for business activity in that all thought and action are related to the central tasks of managing and decision-making. Management thus forms an integrating concept within the course, with all areas of study relating to the contexts of management, management tools and information, and management of specific dimensions of business activity. The course is especially relevant to managers of profit and not-for-profit organisations who need to gain management expertise, and for people in business seeking Christian input to do ministry in their business sphere.

The maximum time allowed for the completion of the Graduate Certificate in Management is three years.

Students who successfully complete the Graduate Certificate in Management may articulate into the Graduate Diploma in Management or Master of Business Administration.

Students who are enrolled in the Master of Business Administration or Graduate Diploma in Management may exit with the Graduate Certificate in Management, subject to the completion of course requirements.

⁵ Please note that students who do not follow the recommended enrolment pattern might not be able to complete all of their course full time.

Table 10: Course Requirements – Graduate Certificate in Management

Course title:	Graduate Certificate in Management		
Course structure:	<p>The course comprises four units – one core unit that provides an introduction to Biblical Christian worldview in the context of management, and three elective units.</p> <p>A standard unit carrying a weighting of 10 credit points has a semester workload of 150 hours, which includes aspects such as scheduled contact time, personal study, preparation of assessment tasks and examinations (as applicable). The standard full time load for the course is four units (40 credit points) per semester. Part time students normally undertake one or two units per semester.</p> <p>To qualify for the award of the Graduate Certificate in Management a student must accrue at least 40 credit points, including satisfactory completion of the core unit noted below.</p>		
Course content:	Unit	Credit points	Enrolment requirements
	<i>Core unit</i>		
	BZ500 Christian Thinking on Business	10	
	<i>Elective units</i>		
	BZ510 Financial Management	10	
	BZ530 Leadership for Managers	10	Restriction: JM501, SO540
	BZ531 Economics for Managers	10	
	BZ532 Human Resource Management	10	
	BZ533 Corporate Governance	10	
	BZ550 Marketing Management and Fund Raising	10	
	BZ551 Communication and Media Management	10	
Rules of progression:	Students must obtain a passing grade in the nominated prerequisite(s), if any, before enrolling in a unit. Where it is necessary for course progression or completion purposes a student may, with the permission of the Course Coordinator, enrol in BZ595 Postgraduate Independent Study I.		
Other protocols:	In addition to the elective units listed above, students may, with permission of the Course Coordinator, choose a maximum of one elective at postgraduate level from another school at CHC or a university or other accredited higher education provider.		

3.3 Graduate Diploma in Management (BS42)

The Graduate Diploma in Management is a two-semester (one year) course (full time equivalent), and is available on both a full time and part time basis⁶. The course emphasises strategic management from a Christian worldview and covers a breadth of management principles. It is especially relevant to managers of profit and not-for-profit organisations who need to gain management expertise, and for people in business seeking Christian input to do ministry in their business sphere.

The maximum time allowed for the completion of the Graduate Diploma in Management is four years.

Students who successfully complete the Graduate Certificate in Management may articulate into the Graduate Diploma in Management or the Master of Business Administration.

Students who are enrolled in the Master of Business Administration may exit with the Graduate Diploma in Management, subject to the completion of course requirements. Students who are enrolled in the Graduate Diploma in Management may exit with the Graduate Certificate in Management, subject to the completion of course requirements.

⁶ Please note that students who do not follow the recommended enrolment pattern might not be able to complete all of their course full time.

Table 11: Course Requirements – Graduate Diploma in Management

Course title:	Graduate Diploma in Management		
Course structure:	<p>The course comprises eight units – one core unit that provides an introduction to Biblical Christian worldview in the context of management, and seven elective units.</p> <p>A standard unit carrying a weighting of 10 credit points has a semester workload of 150 hours, which includes aspects such as scheduled contact time, personal study, preparation of assessment tasks and examinations (as applicable). The standard full time load for the course is four units (40 credit points) per semester. Part time students normally undertake one or two units per semester.</p> <p>To qualify for the award of the Graduate Diploma in Management a student must accrue at least 80 credit points, including satisfactory completion of the core unit noted below.</p>		
Course content:	Unit	Credit points	Enrolment requirements
	<i>Core unit</i>		
	BZ500 Christian Thinking on Business	10	
	<i>Elective units</i>		
	BZ510 Financial Management	10	
	BZ530 Leadership for Managers	10	Restriction: JM501, SO540
	BZ531 Economics for Managers	10	
	BZ532 Human Resource Management	10	
	BZ533 Corporate Governance	10	
	BZ550 Marketing Management and Fund Raising	10	
	BZ551 Communication and Media Management	10	
	BZ652 Project and Event Management	10	Prerequisite or Corequisite: BZ550
	BZ677 Business Planning for SMEs	10	Prerequisite: 40cp, including BZ500
BZ679 Strategic Management	10	Prerequisite: 40cp, including BZ500	
Rules of progression:	Students must obtain a passing grade in the nominated prerequisite(s), if any, before enrolling in a unit. Where it is necessary for course progression or completion purposes a student may, with the permission of the Course Coordinator, enrol in BZ595 Postgraduate Independent Study I and/or BZ596 Postgraduate Independent Study II.		
Other protocols:	In addition to the elective units listed above, students may, with permission of the Course Coordinator, choose a maximum of one elective at postgraduate level from another school at CHC or a university or other accredited higher education provider.		

3.4 Master of Business Administration (BS61)

The Master of Business Administration is a three semester (one-and-a-half years) course (full time equivalent), and is available on both a full time and part time basis⁷. It is intended to provide graduates with specialised theoretical knowledge and skills, and confidence in the application of these in their actual or intended professional practice contexts. The foundation of the course is the model of *missional business* and this is the basis of integration of all individual units into a coherent whole. The course explores the relevance of the literature in management, including biblically-based literature, for strategic management in organisations. Knowledge gained is given practical expression in a supervised capstone research project.

The maximum time allowed for the completion of the Master of Business Administration is six years.

Students who successfully complete the Graduate Certificate in Management or Graduate Diploma in Management may articulate into the Master of Business Administration. Students who are enrolled in the Master of Business Administration may exit with the Graduate Diploma in Management or Graduate Certificate in Management, subject to the completion of course requirements.

⁷ Please note that students who do not follow the recommended enrolment pattern might not be able to complete all of their course full time.

Table 12: Course Requirements – Master of Business Administration

Course title:	Master of Business Administration		
Course structure:	<p>The Master of Business Administration comprises 12 units:</p> <ul style="list-style-type: none"> • eight core coursework units; • three core research units, one that provides an overview of research methods and practices in business and two capstone units in which a supervised research project is completed; and • one elective unit. <p>A standard unit carrying a weighting of 10 credit points has an EFTSL value of 0.125 and has a semester workload of 150 hours. This includes elements such as scheduled contact time, personal study, preparation of assessment tasks and examinations (as applicable). Unit outlines include a breakdown of these elements as they apply to each unit.</p> <p>The standard full time load for the course is four units, or 40 credit points, per semester. Part time students normally undertake one or two units per semester.</p> <p>To qualify for the award of the Master of Business Administration a candidate shall accrue an aggregate of at least 120 credit points, including all core units.</p>		
Course content:	Unit	Credit points	Enrolment requirements
	<i>Core units</i>		
	BZ500 Christian Thinking on Business	10	
	BZ510 Financial Management	10	
	BZ530 Leadership for Managers	10	Restriction: JM501, SO540
	BZ531 Economics for Managers	10	
	BZ532 Human Resource Management	10	
	BZ533 Corporate Governance	10	
	BZ550 Marketing Management and Fund Raising	10	
	BZ679 Strategic Management	10	Prerequisite: 40cp, including BZ500
	BZ690 Research Methods in Business	10	Prerequisite: 40cp
	BZ691 Business Research Project Part A	10	Prerequisite: 60cp, including BZ500, BZ690
	BZ692 Business Research Project Part B	10	Prerequisite or Corequisite: BZ691
	<i>Elective units</i>		
	BZ551 Communication and Media Management	10	
	BZ652 Project and Event Management	10	Prerequisite or Corequisite: BZ550
	BZ677 Business Planning for SMEs	10	Prerequisite: 40cp, including BZ500
	JM502 Identity of the Leader – A Theological Investigation	10	
	JM504 Ministry Leadership – A Commissioned Paradigm	10	Prerequisite: BZ530
	JM507 Christian Perspectives on Organisational Management	10	
Rules of progression:	Where it is necessary for course progression or completion purposes a student may, with the permission of the Course Coordinator, enrol in BZ595 Postgraduate Independent Study I and/or BZ596 Postgraduate Independent Study II and/or BZ695 Postgraduate Independent Study III.		
Other protocols:	In addition to the elective units listed above, students may, with permission of the Course Coordinator, choose one elective from postgraduate units offered by other schools at CHC or a recognised university or other accredited higher education provider.		

3.5 Recommended enrolment patterns

Students who enrol in postgraduate Business course on a full time basis should follow the recommended enrolment patterns in the relevant table below.

The postgraduate courses are available on both a full time and a part time basis for students commencing in Semester 1 or 2 each year.

Table 13: Recommended Enrolment Pattern – Graduate Certificate in Management (Full time)

Unit		Year	Sem
<i>Commencing S1, Even Year</i>	<i>Commencing S1, Odd Year</i>		
BZ500	BZ500	1	1
Elective	Elective	1	1
Elective	Elective	1	1
Elective	Elective	1	1

Table 14: Recommended Enrolment Pattern – Graduate Diploma in Management (Full time)

Unit		Year	Sem
<i>Commencing Even Year</i>	<i>Commencing Odd Year</i>		
BZ500	BZ500	1	1
Elective	Elective	1	1
Elective	Elective	1	1
Elective	Elective	1	1
Elective	Elective	1	2
Elective	Elective	1	2
Elective	Elective	1	2
Elective	Elective	1	2

Table 15: Recommended Enrolment Pattern – Master of Business Administration (Full time)

Unit		Year	Sem
<i>Commencing Even Year</i>	<i>Commencing Odd Year</i>		
BZ500	BZ500	1	1
BZ510	BZ510	1	1
BZ530	BZ531	1	1
BZ550	BZ550	1	1
BZ533	BZ533	1	2
BZ679	BZ679	1	2
BZ690	BZ690	1	2
Elective	Elective	1	2
BZ531	BZ530	1	3
BZ532	BZ532	1	3
BZ691	BZ691	1	3
BZ692	BZ692	1	3

Section 4: Resource requirements

4.1 Computing facilities

4.2 Text books

4.3 Other requirements

4.1 Computing facilities

All students will require computer and internet access for engaging with their studies. A limited number of computers are available for student use at the Learning Hub.

All students at CHC are assigned a dedicated email address and this will be used to deliver important information and documentation. You will be assigned individualised login details for using Library services and the Moodle™ learning platform. You are also assigned individual space on the student server for the purpose of data storage. You are expected to check your email and access the Moodle™ site for relevant class materials and online activities on a regular basis.

4.2 Text books

Each semester a text book list is published on the CHC website along with information about where to purchase the texts. Information about required text books is also included in unit outlines. Students will be expected to have all required textbooks available, to read them as required by the lecturer and to use them as relevant in the preparation of assessment tasks. While the CHC Library does maintain copies of all text books, class sizes and reading requirements may make it impossible to access the required information as needed for classes in a timely fashion without a personal copy of the text book.

4.3 Other requirements

Information regarding any additional specific requirements is published in the 'Specialist resource requirements' section in unit outlines.

Section 5: Staff contacts

5.1 Staff contacts

5.1 Staff contacts

Knowing who to contact means that you will be able to deliver and receive communication more effectively. The table below indicates the person(s) to whom you should direct your enquiries depending upon the issue involved.

While all staff may be consulted about general matters and questions, certain issues are the responsibility of the staff members listed below. If in doubt about whom you should approach regarding an issue, please ask at the CHC Reception.

Topic/Issue	Staff Member
Accommodation	CHC Reception
Australia Studies Centre	Joyce Mok (joyce.mok@chc.edu.au)
Community Development Officers	Stephanie Germain (sgermain@chc.edu.au); Mark Jessop (mjessop@chc.edu.au)
Counselling and Support Centre	counselling@chc.edu.au
Director of Student Services	Troy Walsh (TWalsh@chc.edu.au)
Disability support	disabilitysupport@chc.edu.au
Enrolment issues and student enquiries	Student Administration (sadmin@chc.edu.au)
Examinations (Week 15-16)	Student Administration (sadmin@chc.edu.au)
FEE-HELP and HECS-HELP enquiries	Student Administration (sadmin@chc.edu.au)
IT support	itsupport@chc.edu.au
LAUNCH	Student Administration (sadmin@chc.edu.au)
Moodle™ support	moodle@chc.edu.au
Overseas students	Student Administration (sadmin@chc.edu.au)
Pastoral care	Glen Cochrane; Pastor Stuart Sudholz (School of Ministries)
Payment of monies	CHC Reception
Resource materials	Library staff
Student Advocacy Officer	studentadvocacy@chc.edu.au
Student grievances	Student Administration (sadmin@chc.edu.au)
Student Representative Council	studentcouncil@chc.edu.au
Study Support Tutor	studysupport@chc.edu.au
Timetable and Intensives Schedule	Student Administration (sadmin@chc.edu.au)
Tuition fees and student contribution amounts	CHC Business Office
Unit work	Unit lecturers/tutors
<i>School staff</i>	
Dean, School of Education, Humanities and Business	Dr Craig Murison
Course coordination – Business courses	Undergraduate Business courses – Wendy Collins Postgraduate Business courses – D'Wayne Wigley
Administration Officer – Business courses	Kirsten Buckner (business@chc.edu.au)