

UNIT SELECTION GUIDE

Undergraduate Business Courses

Semester 1, 2017



Dear Student,

Congratulations and welcome to the School of Education, Humanities and Business at Christian Heritage College. The purpose of this guide is to assist you with your unit selection for Semester 1, 2017.

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

Undergraduate Business Courses	Course Code
Diploma of Business	BS01
Associate Degree in Business	BS04
Bachelor of Business	BS11

You will need to select the units in which you wish to enrol in Semester 1, 2017. The number of units you select will depend upon the level of workload you wish to undertake. At CHC, each unit is given a weighting of 10 credit points (10cp), unless otherwise indicated. Each 10 credit point unit offered in the undergraduate Business courses has an EFTSL value of 0.125 (see the *EFTSL Values for Units of Study* information sheet on the CHC website for further details regarding EFTSL values), and has a semester workload of 150 hours. This includes aspects such as scheduled contact time, personal study, preparation of assessment tasks and examinations (as applicable). Unit outlines include a breakdown of these aspects as they apply to each unit.

A normal full time study load for the undergraduate Business courses is 4 units, or 40 credit points, per semester. To be eligible for Centrelink payments in approved courses, students must enrol in at least 75% of a normal full time study load; for undergraduate Business courses, this is at least 3 units, or 30 credit points, per semester.

Part time students will choose how many units they enrol in depending on their other commitments.

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

Selecting your units

To select your units for Semester 1, 2017 you must complete the online *Unit Selection* form at the link provided in your offer materials.

To log in to the *Unit Selection* form, you will need to enter the username and password provided to you. The units that are available to you in your course in Semester 1, 2017 will be displayed. The mode(s) in which these units are being offered is also displayed.

The *School of Education, Humanities and Business Handbook – Business Courses* contains information regarding the requirements for the undergraduate Business courses.

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

Whether you are enrolling in the Diploma of Business, the Associate Degree in Business or the Bachelor of Business, the first year of study is the same for all students. This also applies regardless of the elective units chosen in the Associate Degree in Business, and the major chosen in the Bachelor of Business.

The program of units to be undertaken by students who are commencing the Diploma of Business, the Associate Degree in Business or the Bachelor of Business is:

Unit	Core/Elective	Credit points
CS115 Foundations of a Bible-based Christ-centred Worldview	Core	10
BZ100 Introduction to Business and Management	Core	10
BZ101 Business Communication	Core	10
BZ102 Accounting Principles	Core	10

Students who are enrolling on a full time basis should select all four units, while students who are enrolling in less than a full time study load should select the appropriate number of units.

Changing your unit selection

If you wish to change your enrolment after submitting your online *Unit Selection* form, you must submit a completed *Application for Change to Unit Selection* form (available on the CHC website). Changes to your unit selection may have an effect upon transcript data and fees payable, depending upon the date on which any such changes are made, as outlined in the table below.

Change to Unit Selection	Date
Last day to add units	end of Week 2
Last day to drop units without financial penalty	Census date
Last day to drop units without academic penalty	end of Week 8

Census date

The census date for Semester 1, 2017 is **Wednesday, 22 March**.

The census date is the date in each semester on which all enrolment information is to be finalised. No changes can be made to enrolment information after this date, except those allowed by Commonwealth legislation.

The census dates that apply to each semester are declared by CHC in the *Student Handbook* and on the CHC website. The following outcomes apply to withdrawal from units:

Change to Unit Selection	Transcript Entry	Fees Payable
Up to and including census date	Nil	Nil
After census date to end of Week 8	W - Withdrawn	Full fees
Week 9 to end of semester	WF - Withdraw Fail	Full fees