

UNIT SELECTION GUIDE

Graduate Certificate in Management (MBA Pathway)

Semester 1, 2019



Dear Student,

Congratulations and welcome to the School of Education and Business at Christian Heritage College. The purpose of this guide is to assist you with your unit selection for Semester 1, 2019.

As a student who is commencing postgraduate studies in Business, you will be enrolled in the following course:

| Postgraduate Business Courses | Course Code |
|---|-------------|
| Graduate Certificate in Management ¹ | BS41 |

This course may be undertaken as a standalone qualification, or as the first step along the pathway to the Master of Business Administration (MBA).

You will need to select the units in which you wish to enrol for this semester. The units in the course are delivered in three study periods in Semester 1, with a further three study periods in Semester 2. Students are able to enrol in **one** unit per study period.

At CHC, each unit is given a weighting of 10 credit points (10cp), unless otherwise indicated. Each 10-credit point unit 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.

To be eligible for Centrelink payments in approved courses, students must enrol in at least 75% of a normal full-time study load, or at least 3 units, or 30 credit points, per semester².

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, 2019 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 for this semester, and the mode(s) in which they are being delivered, will be displayed.

The *Business Courses Handbook* contains information regarding the requirements for the postgraduate Business courses.

¹ Students who present with relevant transfer of credit may be permitted to enrol directly in the Graduate Diploma in Management.

² Contact CHC Student Administration for information regarding the courses that are approved courses for Centrelink payments.

The units that are available to commencing students in the Graduate Certificate in Management are:

| Study Period | Unit | Credit points |
|--------------|-------------------------------|---------------|
| 1 | BZ540 Purpose-driven Business | 10 |
| 2 | BZ510 Financial Management | 10 |
| 3 | BZ542 Leadership and Change | 10 |

Students are to include on the *Unit Selection* form for Semester 1, 2019 all units in which they intend to enrol in the three study periods that comprise the semester. *Unit Selection* forms must be lodged prior to 1 February 2019.

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

Students the Graduate Certificate in Management are able to enrol in **one** unit per study period. Each study period is self-contained with regard to commencing and end dates, and administrative dates for adding and dropping units; however, you must select units for all study periods in the semester *at the beginning of the semester*.

Commencing students should be aware that units are offered in selected study periods only and will need to select units in all three study periods in order to progress through the course in the shortest duration. Students who do not enrol in all three study periods may find their course completion delayed due to the sequence of unit offerings.

Changing your unit selection

If you wish to change your enrolment after submitting your *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 |
|---|-------------|
| Study Period 1, 2019 | |
| Last day for adding units | 1 February |
| Study Period 1 commences | 4 February |
| Last day for dropping units without financial penalty | 11 February |
| Last day for dropping units without academic penalty | 1 March |
| Study Period 1 ends | 15 March |
| Study Period 2, 2019 | |
| Last day for adding units | 22 March |
| Study Period 2 commences | 25 March |
| Last day for dropping units without financial penalty | 1 April |
| Last day for dropping units without academic penalty | 18 April |
| Study Period 2 ends | 3 May |
| Study Period 3, 2019 | |
| Last day for adding units | 10 May |
| Study Period 3 commences | 13 May |
| Last day for dropping units without financial penalty | 20 May |
| Last day for dropping units without academic penalty | 6 June |
| Study Period 3 ends | 21 June |

Census dates

The census dates that apply to each semester are declared by CHC in the *Student Handbook* and on the CHC website.

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.

Each study period in the Graduate Certificate in Management has its own census date. These dates are:

| Census Dates | Date |
|----------------------|-------------|
| Study Period 1, 2019 | 11 February |
| Study Period 2, 2019 | 1 April |
| Study Period 3, 2019 | 20 May |

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 beginning of Week 4 | W - Withdrawn | Full fees |
| Week 4 to end of study period | WF - Withdraw Fail | Full fees |