

School of Business

Undergraduate Courses Unit Selection Guide

Semester 1, 2012



Dear Student,

Congratulations and welcome to the School of Business at Christian Heritage College. The purpose of this guide is to assist you with your unit selection for Semester 1, 2012.

As an undergraduate student in the School of Business, you will be enrolled in one of three courses. These are noted below, along with their course codes:

Undergraduate Business Courses	CHC 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, 2012. 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, which means that it requires an average of 10 hours per week of study over the course of a semester to complete.

The normal full-time load for Business students is 4 units, or 40 credit points, per semester (the equivalent of 40 hours of study per week). To be eligible for Centrelink benefit payments, students must enrol in at least 75% of the normal full-time load; for Business students this means at least 3 units per semester.

Part-time students will choose how many units they enrol in depending on their other commitments. If you work on the basis that each unit requires 10 hours of study per week, it should give you an idea of how many units you can fit into your schedule.

If you think that you may be eligible for transfer of credit or exemption from any of these units, 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

Whether you are enrolling in the Diploma of Business, Associate Degree in Business or the Bachelor of Business, the first year of study is the same for all students. The units that should be chosen for Semester 1, 2012 are as follows:

Unit Code	Unit Title	Core/Elective	Credit Points
CS100	Christian Discipleship	Core	10
BS110	Business Communication	Core	10
BS120	Introduction to Business and Management	Core	10
BS150	Accounting Principles	Core	10

Changing your unit selection

If you wish to change your enrolment after submitting your Unit Selection, you must submit a completed *Application for Change to Unit Selection* form. Changes to your unit selection may have an effect upon transcript data and fees payable, depending upon the date upon which any such changes are made, as outlined in the table below. Please refer to the *School of Business Student Handbook* for further details and the dates which apply to changes to unit selection.

Census date

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 federal legislation.

The Census Date for each semester is declared by CHC in Student Handbooks and on the CHC website. Note carefully the following outcomes for withdrawal from units. The Census date for Semester 1, 2012 is **Wednesday, 21 March**:

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