2016 Course Enrolment Guide

Faculty of Education and Arts

Bachelor of Business Administration/
Bachelor of Global Studies

North Sydney/Strathfield, NSW
Melbourne, VIC
Brisbane, QLD

Information last updated on 5 July 2016

Please note that Course Enrolment Guides are revised regularly and students are advised to check the website (https://students.acu.edu.au/396921) for the latest updates. Additional information from your School, Faculty and the University will be sent to your ACU student e-mail address and students must check this regularly. Please note that all e-mail communication with University staff must be sent from your ACU student e-mail account.

HOW TO USE THIS GUIDE

The Course Enrolment Guide is designed to assist students in the selection of units and to ensure that students are aware of the requirements for the completion of their degree. Specific information relating to unit content and assessments will be provided by your School.

Enrolling in units for 2016

1. Refer to Section 1 ‘Course Information’ for the Course Rules for your degree, which contains information on the major, minor and specialisation options available in your course.

2. Refer to Section 2 ‘Course Map’ for the structure of your course. Please note that this may vary depending on the campus where you are studying and/or the year in which you commenced your studies. Make a note of the core units in your Course Map you need to enrol in for 2016. The units specified by name on your Course Map are core units and must normally be completed in the semester shown on the map.

3. Refer to Section 3 ‘Unit Information’ for details about major, minor and elective units offered at your campus this year. Pay particular attention to prerequisite requirements.

4. Refer to Section 4 ‘General Advice’ for other student matters.
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1. COURSE INFORMATION

Unit Selection

Instructions for 1st year students
Step 1: Enrol in the compulsory units specified in the Course Map.
Step 2: Make sure that you enrol for both semesters now.

Instructions for 2nd, 3rd and 4th year students
Enrol in the compulsory units listed in the Course Map and continue with advanced level units taking prerequisites into consideration.
Make sure you enrol for both semesters now. In the year that you undertake your international study/internship, do not enrol for any units for that semester. The unit enrolment will occur at the time of the approval of your international study program.

Please make an appointment to meet with your Course Co-ordinator if you have any concerns regarding your unit selection.

Sydney students should note that they may take Global Studies electives at either the North Sydney or Strathfield campuses depending on availability.

Course Structure

The Course Rules below outline the structure of your degree, including core units you must complete, as well as the majors and minors available. To qualify for the degree, a student must complete:

320 cp from the Schedule of Unit Offerings, consisting of:

1. 180 cp selected in accordance with the requirements for the Bachelor of Business Administration degree, consisting of:
   - 130 cp from Core Units from the Schedule of Unit Offerings for the Bachelor of Business Administration;
   - 50 cp from any other units listed in the Schedule of Unit offerings for any Bachelor degree course offered by the Faculty of Business, with at least 30 cp at advanced level;
   - BIPX100 Professional Experience A.

2. 120 cp from Global Studies units, consisting of:
   - 40 cp from Global Studies Core Units;
   - 40 cp from the International Study/Internship unit(s);
   - 40 cp from Global Studies Electives;

3. 20 cp from the University Core Units

The University Handbook provides more detailed course information, including minimum duration, requirements for completion, exit points, any available majors/minors/specialisations, Program Core units and unit descriptions. Please follow the links below to view detailed rules for your course:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Business Administration/Bachelor of Global Studies – Commencing 2014 onwards</td>
<td><a href="https://handbook.acu.edu.au/751615">https://handbook.acu.edu.au/751615</a></td>
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</tbody>
</table>
Bachelor of Business Administration/Bachelor of Global Studies – Commencing 2013  https://handbook.acu.edu.au/428527
Bachelor of Arts/Bachelor of Global Studies – Commencing 2013  https://handbook.acu.edu.au/428519

Majors, Minors and Elective Units

Electives: Global Studies Electives must be chosen from the list of available units taking prerequisites into account.

Discipline Descriptors

Discipline descriptions can be found on the Bachelor of Arts Course Page, under Study Areas.

Course Specific Advice

Course Coordinators and/or Course Advisors are available to assist with enrolment and re-enrolment. In the first instance, you should email them with your question.

North Sydney, NSW

<table>
<thead>
<tr>
<th>National Course Coordinator for Global Studies: Dr Duncan Cook</th>
<th>National Course Coordinator for Business Administration: Dr Charles Hollis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room: S3.15 Level 3, Block S, Strathfield</td>
<td>Campus Course Advisors: Accounting &amp; Finance – Dr Waleed AbdelQadir</td>
</tr>
<tr>
<td></td>
<td>HRM &amp; Management – Ms Jacqui Larkin</td>
</tr>
<tr>
<td></td>
<td>IT/Info Systems – Mr Peng Po</td>
</tr>
<tr>
<td></td>
<td>Marketing – Dr Sebastian Crook</td>
</tr>
<tr>
<td></td>
<td>BIPX &amp; Elite Athletes – Mrs Alex Cantali (Strathfield)</td>
</tr>
<tr>
<td>All Course enquiries related with Global Studies should be emailed to <a href="mailto:FEA.NSAStudentsNSW@acu.edu.au">FEA.NSAStudentsNSW@acu.edu.au</a></td>
<td>All Course enquiries related with Business units should be emailed to <a href="mailto:Business.UG@acu.edu.au">Business.UG@acu.edu.au</a></td>
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Melbourne, VIC

<table>
<thead>
<tr>
<th>Global Studies Course Coordinator: Dr Haydn Aarons</th>
<th>National Course Coordinator for Business Administration: Dr Charles Hollis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room: 1.10, level 1, the Arts Precinct, 34-40 Brunswick Street (access via Graham Street)</td>
<td>Campus Course Advisor: Dr Thomas Kobinah</td>
</tr>
<tr>
<td>All Course enquiries related with Global Studies should be emailed to <a href="mailto:FEA.NSAStudentsVIC@acu.edu.au">FEA.NSAStudentsVIC@acu.edu.au</a></td>
<td>All Course enquiries related with Business units should be emailed to <a href="mailto:Business.UG@acu.edu.au">Business.UG@acu.edu.au</a></td>
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Brisbane, QLD

<table>
<thead>
<tr>
<th>Global Studies Course Coordinator: Judy Fromyhr</th>
<th>National Course Coordinator for Business Administration: Dr Charles Hollis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room: EC.21 Level 3, Building E</td>
<td>Campus Course Advisors:</td>
</tr>
</tbody>
</table>

1 http://www.acu.edu.au/courses/750784
| Dr Charles Hollis  
| Ms Ellen McBarron |
|------------------|------------------|
| All Course enquiries related with Global Studies should be emailed to FEA.NSAStudentsQLD@acu.edu.au | All Course enquiries related with Business units should be emailed to Business.UG@acu.edu.au |
### 2. COURSE MAP

**Bachelor of Business Administration/Bachelor of Global Studies – NORTH SYDNEY, MELBOURNE, BRISBANE**

Students commencing from 2014 onwards

| YEAR 1 | Semester 1 | MGMT100 Foundations of Management | ACCT100 Principles of Accounting | ISYS111 Fundamentals of Business IS | BUSN110 Responsible Reasoning and Communication Core Curriculum Program unit |
| YEAR 1 | Semester 2 | STAT102 Business Data Analysis | MKTG100 Principles of Marketing | LEGL101 Introduction to Business Law | |
| YEAR 2 | Semester 1 | GLST201 Global Change and Development | Global Studies elective 1 | BAFN200 Principles of Finance (ACCT100, STAT102) | ECON200 Principles of Business Economics |
| YEAR 2 | Semester 2 | GLST200 Global Health Online | GEOG204 Environmental Sustainability | Business elective | BUSN202 Professional Ethics Core Curriculum Program unit |
| YEAR 3 | Semester 1 | Global Studies elective 2 | Global Studies elective 3 | HRMG204 Organisational Behaviour (MGMT100) | UNCC300 Understanding Self and Society: Contemporary Perspectives (UNCC100) University Core unit |
| YEAR 3 | Semester 2 | International Study/Internship | International Study/Internship | International Study/Internship | |
| YEAR 4 | Semester 1 | POLS309 World Politics and Justice (40 cp from 100/200-level POLS or GLST201) Enrol via Melbourne multi-mode | Global Studies elective 4 | MGMT310 Managing Organisational Change (120 cp) | Business elective |
| YEAR 4 | Semester 2 | MGMT304 Strategic Management (150 cp) | Business elective | Business elective | Business elective |
### Course Map - Mid-Year Intake – Brisbane, Melbourne and North Sydney

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>Semester 1</th>
<th>MGMT200 Managing: People, Systems and Culture</th>
<th>LEGL101 Introduction to Business Law: Legal Frameworks for Business</th>
<th>Global Studies Elective 1</th>
<th>BAFN100 Money Matters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 2</td>
<td>2016</td>
<td>HRMG200 Human Resource Management: Staffing and Employee Engagement</td>
<td>UNCC100 Self and Community: Exploring the Anatomy of Modern</td>
<td>Global Studies Elective 2</td>
<td>BUSN102 Ethical Communication for Business</td>
</tr>
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<thead>
<tr>
<th>YEAR 2</th>
<th>Semester 1</th>
<th>GLST200 Global Health (Online)</th>
<th>GEOG204 Environmental Sustainability</th>
<th>MKTG101 Marketing: Creating and Capturing Customer Value</th>
<th>BIPX202 Social Entrepreneurship and Community Engagement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 2</td>
<td>2017</td>
<td>GLST201 Global Change and Development</td>
<td>HRMG204 Organisational Behaviour (MGMT100)</td>
<td>MKTG310 Managing Organisational Change: Organisational Development (120cp, Incompatibles: HRMG303)</td>
<td>ECON200 Economics: Policy Frameworks and Markets (Incompatibles: ECON104 ECON105)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR 3</th>
<th>Semester 1</th>
<th>MGMT304 Strategic Management (150 CP)</th>
<th>MKTG202 Marketing Communications: Engaging Stakeholders (MGKT100)</th>
<th>Business Elective 1</th>
<th>BUSN304 Working with Diversity and Conflict (150 cp)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 2</td>
<td>2018</td>
<td>Global Studies Elective 3</td>
<td>Business Elective 2</td>
<td>MGMT311 Managing Entrepreneurship and Innovation (MGMT100, LEGL101, HRMG204)</td>
<td>UNCC300 Self and Community: Exploring the Anatomy of Modern Society (UNCC100)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR 4</th>
<th>Semester 1</th>
<th>International Study/Internship</th>
<th>International Study/Internship</th>
<th>International Study/Internship</th>
<th>International Study/Internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 2</td>
<td>2019</td>
<td>MGT304 Strategic Management (150 CP)</td>
<td>MKTG202 Marketing Communications: Engaging Stakeholders (MGKT100)</td>
<td>Business Elective 1</td>
<td>BUSN304 Working with Diversity and Conflict (150 cp)</td>
</tr>
<tr>
<td>Semester 3</td>
<td>2020</td>
<td>Global Studies Elective 4</td>
<td>Business Elective 3</td>
<td>Business Elective 4</td>
<td>Business Elective 4</td>
</tr>
</tbody>
</table>
Please Note:

- All units are delivered in “Attendance” mode, unless otherwise indicated.
- Pre-requisite are indicated in italics.
- Students who do not follow the sequence recommended in their Course Map cannot be guaranteed a clash free timetable or completion within the normal course duration period.
- Students who commenced their study in 2013 or prior should contact their Course Coordinator for advice on their course map and the requirements of their degree.

Study Modes

- **Attendance**: Unit delivered primarily via face-to-face or video conference attendance, at an ACU campus or another location.

- **Multi-mode**: Unit delivered via a combination of online content and a compulsory attendance component (including examinations, practicums, residential etc).

- **Online**: Unit delivered fully online (including assessments).

Prerequisites
A prerequisite is a requirement that must be met by a student before enrolment in a stipulated unit. It is your responsibility to ensure that you meet all prerequisites prior to enrolling in a unit.
3. UNIT INFORMATION

Please note that unit availability is subject to change

CHOOSING YOUR UNITS

Core
Core units for the Bachelor of Business Administration/Bachelor of Global Studies are listed in the Course Map. Make sure you consult the correct map for the year you commenced the degree. Enrol in core units via Student Connect.

Majors, Minors and Electives
A list of major, minor and elective units (if applicable) offered in 2016 can be found on the Unit Listing (2016) webpage. Please click on the PDF file appropriate for your course.

Majors and minors may have specific units that you need to enrol in, especially in 1st and 3rd year. They may also have some units that you can choose within the major or minor.

Electives can be chosen from any of the disciplines listed, subject to availability, unit limitations and provided that prerequisite requirements are met.

The list includes information on the campus, semester and study mode for each unit. For descriptions of units and prerequisite requirements, please refer to the ACU Handbook. Please select the appropriate year and then click on ‘Unit Descriptions’.

Program core units must be chosen from the list specified. Please note that program core units can also sometimes count towards a major or a minor.

Once you have selected the units you wish to study, enrol in Student Connect.

International Study/Internship

Students will have the opportunity to learn about the social, political, cultural, environmental and economic changes that are shaping the world and to combine this knowledge with a period of study abroad/exchange at one of over 60 partner institutions around the world. As an alternative to studying coursework abroad, selected students may have the opportunity to undertake an approved overseas internship. This course will provide valuable global experience together with an opportunity to reflect on and evaluate this experience.

Information sessions will be held to provide further guidance during first, second and third year. You will normally be required to start the process of finding an exchange or internship during your second year.

Once your placement in an overseas university has been confirmed, ACU International will enrol you into GLST300.

The Core Curriculum

All students are required to complete

2 https://students.acu.edu.au/789688
3 https://handbook.acu.edu.au/handbooks
• Two University Core Curriculum\(^4\) units: UNCC100 Self and Community: Exploring the anatomy of modern society & UNCC300 Understanding Self and Society: Contemporary Perspectives
• Two Core Curriculum Program Units: BUSN110 Responsible Reasoning and Communication and BUSN202 Professional Ethics
• One Community Engagement unit: BIPX100 Professional Experience A
For information about Professional Experience, please speak to the Business Course Coordinator.

4. GENERAL ADVICE
All queries not specifically related to your course program such as admissions, enrolment, fees, scholarships, exams, timetabling and graduations should be directed to AskACU\(^5\).

The Administration & Enrolment\(^6\) webpage also has useful information to help you in managing your studies.

For step-by-step instructions on how to enrol in units via Student Connect, go to the Re-Enrolment\(^7\) section of the ACU website.

Applying for Credit
If you are applying for credit for previous studies or recognition of prior learning, it is essential that you submit your CR: Application for Credit form\(^8\) (with necessary documentation attached) at the earliest opportunity. Failure to do so may affect your enrolment options in any given semester.

Standard student enrolment load per semester
The standard student enrolment load per semester is four (4) units. Students are strongly advised not to exceed this number of units per semester.

Please make an appointment to meet with your Course Co-ordinator if you have any concerns regarding your unit selection.

\(^4\) http://www.acu.edu.au/459650
\(^5\) https://students.acu.edu.au/42835
\(^6\) https://students.acu.edu.au/332297
\(^7\) https://students.acu.edu.au/247957
\(^8\) https://students.acu.edu.au/119582