2016 Course Enrolment Guide

Peter Faber Business School
North Sydney, NSW
Melbourne, VIC
Brisbane, QLD

Diploma in Commerce

International Students Only

This Guide is provided to assist you to select your units for the 2016 academic year. Specific information regarding unit outlines, assessments or content will be provided by your School.

Information last updated on 5 July 2016

Students should note that the Course Enrolment Guides are updated regularly. Check the website for latest updates.

Disclaimer: This Course Enrolment Guide should be taken as a guide only. Refer to the course rules as published in the relevant Handbook for full details.
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1. Contact Details:

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

National Course Coordinator

Business.UG@acu.edu.au

On Campus Course Advisors

Brisbane: Ellen McBarron – Ph: 07 3623 7295

Melbourne: Dr Bulend Terzioglu – Ph: 9953 3829

Sydney:
Accounting & Finance – Dr Waleed Abdel-Qader – Ph: 02 9739 2307
HRM & Management - Jacqui Larkin – Ph: 02 9739 2080
IT/Information Systems - Peng Po – Ph: 02 9739 2063
Marketing – Dr Sebastian Krook – Ph: 02 9739 2007

2. How to Enrol

This Course Enrolment Guide 2016 provides you with information on when and where the units available for study in this program(s) will be offered in 2016.

1. Refer to your program map for information on unit availability.
2. Refer to Administration & Enrolment on the ACU website for information on how to enrol. This page also provides detailed information on managing your studies.
3. Log on to Student Connect and enroll.
4. International students must be aware of restrictions to their visa when enrolling in multimode or online units.
IMPORTANT NOTE
Failure to enrol or re-enrol before the published due dates for re-enrolment on the ACU website may result in late fee penalties.

Even if you are unsure of what units you need to enrol in, please ensure that you enrol or re-enrol in at least one unit before the due date. Enrolling in at least one unit by the due date will enable you to add further units, or amend your enrolment via Student Connect up until the final dates published in the Critical Dates for Variation of Enrolment on the ACU website.

3. Requirements to Complete the Award

For information on the duration of your course, and the requirements to complete your award, please refer to the Course Rules for your program.

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<tr>
<th>Course Title</th>
<th>Course Rules</th>
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In order to complete the Diploma in Commerce you must enroll in 8 units - 1 compulsory and seven electives from the following list.

Compulsory unit:
- ACOM105 English Language Communication Skills

Electives (choose seven from the following list)
- ACCT100 Introduction to Accounting: More than the Numbers or BAFN100 Money Matters if you are certain you are not going to undertake a major in Accounting or Finance.
- BUSN102 Ethical Communication in Business
- ISYS111 Fundamentals of Business Information Systems
- LEGL101 Introduction to Business Law: Legal Frameworks for Businesses
- MGMT100 Managing: People, Systems and Culture
- MKTG100 Marketing: Creating and Capturing Customer Value
- STAT102 Business Data Analysis: Facts from Figures
- UNCC100 Self & Community: Exploring the Anatomy of Modern Society

ISYS Units are offered in Mixed Mode. Multimode ISYS units provide online lectures and a choice of online or face to face tutorials. Please note that in some cases tutorials may only be available online with an on campus final examination. International students must choose face-to-face tutorials where available.
For information on Unit Descriptions, please refer to the ACU Handbook on the ACU website. Please select the appropriate Handbook, and then select Unit Descriptions.

Delivery Modes:
- **Attendance** – Primarily attendance, either face-to-face or via video conference, at an ACU campus or another location.
- **Multimode** – Some online with a compulsory attendance component (including examinations, practicums, residential etc).
- **Online** – Fully online (including assessments).

Now that you have read your Course Enrolment Guide, you can now enroll in units online for the 2016 Academic Year, using **Student Connect**. For more information about the enrolment processes for both new and continuing students, please refer to the guides provided.