2016 Course Enrolment Guide

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

Diploma in Commerce
(2016 Semester 2 commencing students)

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 21 November 2016
Students should note that the Course Enrolment Guides are updated regularly. Check the website for latest updates.

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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
Melbourne: Bulend Terzioglu
Sydney:
Accounting & Finance - Waleed Abdel-Qader
HRM & Management - Jacqui Larkin
Marketing - Sebastian Krook

2. How to Enrol

This Course Enrolment Guide for 2016 Semester 2 provides you with information on when and where the units available for study in this program(s) will be offered in Semester 2 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 enrol in 8 units - 1 compulsory and seven electives from the following list.

**Compulsory unit:**
- ACOM105 English Language Communication Skills
- UNCC100 Self and Community: Exploring the anatomy of modern society

**Electives (choose six 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
- ECON200 Economics: Policy Frameworks and Markets
- ISYS111 Fundamentals of Business Information Systems or LEGL101 Introduction to Business Law
- MGMT100 Foundations of Management
- MKTG100 Marketing: Creating and Capturing Customer Value
- STAT102 Business Data Analysis: Facts from Figures

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.