**GET STARTED!**

Click through the links below to information in this Guide

**STEP 1** Have a look at your Course Map for the structure of your course. This may vary depending on the campus and the year you started the course. Make a note of the core units you need to enrol in for 2019.

**STEP 2** Make sure you’ve read the Course Information. It has links to the Handbook, which contains information on the major, minor and specialisation options available in your course. Be sure you are familiar with the rules and structure of your course.

**STEP 3** Next up, check the Unit Information for details about elective units offered at your campus this year. Pay particular attention to prerequisite requirements.

**STEP 4** Head over to the Enrolment page on the ACU website. You’ll see step-by-step instructions on how to enrol in units via Student Connect.

**IMPORTANT:** Please enroll for both Semester 1 and Semester 2 in 2019. You can still change your Semester 2 enrolment up to the end of August without financial penalty. It is possible that some units may be cancelled if student numbers are very low.

The Course Enrolment Guide is designed to assist you in the selection of units and to ensure that you are aware of the requirements of your degree, diploma or certificate. Specific information relating to unit content and assessments are provided on the relevant course map.

**Before you go, did you know?**

Course Enrolment Guides can change so you should check the website for the latest updates. Additional information from your School, Faculty and the University will be sent to your ACU student email address so make sure you have got it set up and that you check it regularly. All email communication with University staff must be sent from your ACU student email account.
# TABLE OF CONTENTS

GET STARTED! ......................................................................................................................................................... 1

1. COURSE & UNIT INFORMATION .................................................................................................................. 4  
   Course Structure ............................................................................................................................................. 4

2. GETTING ADVICE ............................................................................................................................................. 5  
   General Advice ............................................................................................................................................... 5  
   Social Media Policy ......................................................................................................................................... 5  
   The Core Curriculum ....................................................................................................................................... 5  
   Course Advice ................................................................................................................................................. 6  
   Students who Commenced in 2018 or Prior .................................................................................................. 7  
   New in 2019 .................................................................................................................................................... 8  
   What is the Structure of the Bachelor of Commerce Degree ........................................................................ 8  
   2019 Unit Selection ....................................................................................................................................... 10

3. COURSE MAPS ............................................................................................................................................... 11  
   2019 Course Maps .......................................................................................................................................... 11
Useful Information

Students who do not follow the sequence recommended in a Course Map cannot be guaranteed a clash free timetable or completion within the normal course duration period.

STUDY MODES
Attendance: Indicated by the letter ‘C’ on timetables and in enrolment selection
Unit is delivered face-to-face on campus and can also include a video conference incorporating students from another campus or location.
Multi-mode: Indicated by the letter ‘M’ on timetables and in enrolment selection
Unit delivered via a combination of online content and a compulsory attendance component (including examinations, practicums, residentials etc).
Online: Indicated by the letter ‘O’ on timetables and in enrolment selection
Unit delivered fully online (including assessments).

PREREQUISITE
A unit that must be successfully completed before a student can enrol into a stipulated unit. It is the student’s responsibility to ensure that prerequisites are met prior to enrolling in a unit that has a prerequisite listed.

INCOMPATIBLE UNITS
The content of the unit listed has been developed or incorporated into a new unit which is listed above the incompatible unit. A student should undertake the new unit if they have not successfully completed the unit listed as “incompatible”. Students will not receive credit for both units.

COMMUNITY ENGAGEMENT
In 2019, students commencing their undergraduate courses will be required to study the unit BIPX202 Community Engagement: Building Strengths and Capabilities. This unit will also be studied by students who commenced from Semester 2 2016.

Applying for Credit/Recognition of Prior Learning
An Application for Credit or Recognition of Prior Learning CR/RPL Form must be completed if a student:
1. Transfers between degrees within ACU.
2. Is assessed as eligible for credits during the enrolment process. The credited units will be listed on the student offer letter.
3. Has previously studied at another higher education provider and would like units successfully completed which are deemed comparable to units taught within the student’s chosen degree.
1. COURSE & UNIT INFORMATION

Course Structure

The ACU Handbook provides detailed information about each ACU course, including Campus Offerings, minimum duration, requirements for completion, exit points, any available majors/minors/specialisations, Core Curriculum Program units and descriptions of units.

Please follow the links below to view the rules for your course in the Peter Faber Business School:

<table>
<thead>
<tr>
<th>Course</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Accounting and Finance</td>
<td><a href="http://handbook.acu.edu.au/1422725">http://handbook.acu.edu.au/1422725</a></td>
</tr>
<tr>
<td>Bachelor of Business Administration</td>
<td><a href="http://handbook.acu.edu.au/1422745">http://handbook.acu.edu.au/1422745</a></td>
</tr>
<tr>
<td>Bachelor of Commerce (Including Majors)</td>
<td><a href="http://handbook.acu.edu.au/1422753">http://handbook.acu.edu.au/1422753</a></td>
</tr>
<tr>
<td>Bachelor of Commerce Minors</td>
<td><a href="http://handbook.acu.edu.au/1422757">http://handbook.acu.edu.au/1422757</a></td>
</tr>
<tr>
<td>Bachelor of Information Technology</td>
<td><a href="http://handbook.acu.edu.au/1422777">http://handbook.acu.edu.au/1422777</a></td>
</tr>
<tr>
<td>Bachelor of Applied Public Health / Bachelor of Business Administration</td>
<td><a href="http://handbook.acu.edu.au/1422729">http://handbook.acu.edu.au/1422729</a></td>
</tr>
<tr>
<td>Bachelor of Arts / Bachelor of Commerce</td>
<td><a href="http://handbook.acu.edu.au/1422733">http://handbook.acu.edu.au/1422733</a></td>
</tr>
<tr>
<td>Bachelor of Business Administration / Bachelor of Laws</td>
<td><a href="http://handbook.acu.edu.au/1422749">http://handbook.acu.edu.au/1422749</a></td>
</tr>
<tr>
<td>Bachelor of Commerce / Bachelor of Business Administration</td>
<td><a href="http://handbook.acu.edu.au/1422765">http://handbook.acu.edu.au/1422765</a></td>
</tr>
<tr>
<td>Bachelor of Commerce / Bachelor of Laws</td>
<td><a href="http://handbook.acu.edu.au/1422769">http://handbook.acu.edu.au/1422769</a></td>
</tr>
<tr>
<td>Bachelor of Information Technology / Bachelor of Business Administration</td>
<td><a href="http://handbook.acu.edu.au/1422781">http://handbook.acu.edu.au/1422781</a></td>
</tr>
<tr>
<td>Bachelor of Nutrition Science / Bachelor of Business Administration</td>
<td><a href="http://handbook.acu.edu.au/1422801">http://handbook.acu.edu.au/1422801</a></td>
</tr>
</tbody>
</table>

1 http://www.acu.edu.au/452097

Back to Top

Information last updated on 13 September 2018
2. GETTING ADVICE

General Advice

All queries not specifically related to your course, such as admissions, enrolment, fees, scholarships, exams, timetabling and graduations should be directed to ASK ACU. The Administration & Enrolment webpage also has useful information to help you in managing your studies (log in required).

Social Media Policy

ACU encourages its staff, students and affiliates to participate in social media in ways that demonstrate respect for the dignity of all human beings, and do not bring ACU into disrepute or imply ACU endorsement of personal views.

Please visit the link below for more information about your obligation and responsibilities: Social Media Policy

The Core Curriculum

Compulsory for all undergraduate courses

All undergraduate students are required to complete the University Core Curriculum as part of their course. The Core Curriculum is comprised of three units and further information on its structure can be found on the Core Curriculum webpage. The Core Curriculum units specific to your course are indicated on the course map and can also be found in the Handbook.

The Australian Catholic University Core Curriculum has been designed to focus on aspects of the University’s identity and mission. These units emphasise critical judgment, clear expression, ethical decision-making and concern for others, as individuals and as a community.

The two University Core Curriculum units are:
UNCC100 Self and Community: Exploring the Anatomy of Modern Society
UNCC300 Justice and Change in a Global World

Alternative to Core Curriculum Units

In the course maps UNCC100 Self and Community: Exploring the Anatomy of Modern Society and UNCC300 Justice and Change in a Global World are Core Curriculum units. As an alternative, students may be eligible to take PHIL102 Theories of Human Nature or PHIL104 Introduction to Ethics in place of UNCC100; and PHIL320 Ethics, Justice and the Good Society in place of UNCC300. Full details of the eligibility requirements are available on the Philosophy Units section of the Core Curriculum website.

These units are also offered during different teaching cycles outside of the standard Semester 1 and Semester 2 offerings. Students should take special care to note the week pattern of tutorials when they allocate in tutorial direct to ensure that they are choosing the correct stream for their course.

---

2 https://acu.service-now.com/kb/
3 https://students.acu.edu.au/332297
4 http://www.acu.edu.au/459650

Back to Top
Information last updated on 13 September 2018
Course Advice

Students should first contact AskACU on 1300 ASKACU or askacu@acu.edu.au for all enquiries. It is possible AskACU will then forward your enquiry onto:

- Your Campus Lecturer for advice on a specific unit
- The National Lecturer in charge of a specific unit
- Campus Course Advisor
- National Course Coordinator
- Coordinator of Degree in another faculty (in the case of double degree students)
- Course Administration Officer

Course Advisors and/or Course Coordinators are available to assist you with course specific advice only. All general advice questions relating to your enrolment should be directed to AskACU in the first instance.

**CAMPUS BASED COURSE ADVISORS**

<table>
<thead>
<tr>
<th>Campus</th>
<th>Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brisbane Campus</td>
<td>To be confirmed</td>
</tr>
<tr>
<td>Course Advisor</td>
<td></td>
</tr>
<tr>
<td>Melbourne Campus</td>
<td>To be confirmed</td>
</tr>
<tr>
<td>Course Advisor</td>
<td></td>
</tr>
<tr>
<td>North Sydney Campus</td>
<td>To be confirmed</td>
</tr>
<tr>
<td>Course Advisor</td>
<td></td>
</tr>
<tr>
<td>BCOM Finance and Accounting</td>
<td>To be confirmed</td>
</tr>
<tr>
<td>Course Advisor</td>
<td></td>
</tr>
<tr>
<td>BCOM (Excl: Finance, Accounting) BBA and Dual Degrees and Diplomas</td>
<td>To be confirmed</td>
</tr>
<tr>
<td>Course Advisor</td>
<td></td>
</tr>
<tr>
<td>Information Technology</td>
<td>To be confirmed</td>
</tr>
<tr>
<td>Course Advisor</td>
<td></td>
</tr>
<tr>
<td>Strathfield Campus</td>
<td>To be confirmed</td>
</tr>
<tr>
<td>Course Advisor</td>
<td></td>
</tr>
</tbody>
</table>

**NATIONAL COURSE COORDINATORS**

<table>
<thead>
<tr>
<th>Coordinator</th>
<th>To be confirmed</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Course Coordinator</td>
<td></td>
</tr>
<tr>
<td>Double Degrees, BBA and Diplomas</td>
<td></td>
</tr>
<tr>
<td>National Course Coordinator</td>
<td></td>
</tr>
<tr>
<td>Single Degrees</td>
<td></td>
</tr>
</tbody>
</table>
**Students who Commenced in 2018 or Prior**

**How to Enrol in 2019 Using the Current Course Map**

If you enrolled in 2018 or prior, the current course map is different to when you first enrolled. Here is a quick “How To” guide and a few explanations of terminology used in the course progression tool used on Student Connect to help you enrol into units for 2019.

Remember, enrolling into semester 1 and semester 2 is requested to avoid the closure of units due to low enrolment.

**What does a FALL THROUGH UNIT mean and how does it affect my course?**

*Fall Through Unit means this is a unit that you have completed that sits outside the current course rules and unit structure according to the “current” Handbook.

**Why are Units Listed Not Counted?**

*These could be units that exceed the maximum allowable credit transfer or, are units undertaken in a course previously to the current academic year. Often these are units that have not been replaced by another unit according to the Course Rules.

**2018 and PRIOR ENROLMENT COURSE MAPPING:**

You can map your course progression by marking off (using an X as an example, in each square on the map) a unit you have successfully completed against the units listed on the current course map. You should be able to see what units you have remaining that need to be completed if you follow these simple steps;

1. Mark off all units you have completed that match the current map as being complete.
   **If you have completed a unit that is now listed as “incompatible”, you should mark off the unit you have completed in that space.**
2. If you have a fall through unit, refer to the Revised Units list link on last page of this document to see if the unit has been renamed, replaced or discontinued. Mark the unit off the course map as per the listed change.
3. After completing steps 1-3 if you still have completed unit/s that are not listed on this current map but have spare “Elective” spaces, you should assign one unit per elective space until you have no units left to allocate to the current map.
4. The remaining unmarked units are the units needed to complete your degree and this may include elective spaces.

**PLEASE NOTE:** If you commenced your degree in 2017 or prior and believe you are eligible for course completion and have successfully used the above steps to map your course progress, you should **always** check your course mapping with your campus course advisor.

* All units successfully completed are considered when assessing course completion requests even if the unit is listed as a unit that is Not Counted.

**If you have completed a unit listed as incompatible on this map do not enrol into the unit that is listed above it… Only if you are a student who failed the incompatible unit, should the new unit listed above be undertaken in its place. The incompatible unit is no longer offered.
New in 2019

Due to a recent course review, the Foundation units for the business degrees have changed.

The Foundation units were revised to keep current with industry standards and to allow for a more comprehensive learning experience.

If you are a student who is in their 2\textsuperscript{nd} or 3\textsuperscript{rd} year, but are yet to complete or have failed a unit that is listed in the table on the left below, refer to the 2019 Foundation Unit list on the right and complete the unit listed in that column in its place.

<table>
<thead>
<tr>
<th>2018 and prior Foundation Unit</th>
<th>2019 Foundation Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISYS111 Business Information Systems</td>
<td>BUSN111 Working with Technology</td>
</tr>
<tr>
<td>MGMT100 Managing: People, Systems and Culture</td>
<td>BUSN113 Managing people and Organisations</td>
</tr>
<tr>
<td>MKTG100 Marketing: Creating and Capturing Customer Value</td>
<td>BUSN112 Managing Markets</td>
</tr>
</tbody>
</table>

\textbf{BUSN102} is being DISCONTINUED and will be in teach out mode in 2019. Students who need this unit but have previously failed it will need to enrol in it in 2019.

What is the Structure of the Bachelor of Commerce Degree

The BCOM course has been designed to offer students the chance to study an 8x8x8 unit structure.

The degree comprises of 8 core units, 8 units selected for the major and a further 8 units that can be attributed in the following:

1) a second major which uses all remaining 8 Units
2) choose two minors, 4 units each in two disciplines

Examples:
- Double Major
  Bachelor of Commerce with a Major in Accounting and Finance; or
- Single major with 2 minors
  Bachelor of Commerce with a Major in Management with minors in HRMG and Event Management

Course maps on the next page are an example of the generic course map for both single and double majors.

\textbf{Dual Degree course structure is different and the following maps are not relevant to you. Students must refer to the course maps and course rules for the applicable degree structure.}
Generic Course Maps
Single Major

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td>Business Foundation Unit</td>
<td>Business Foundation Unit</td>
<td>Business Foundation Unit</td>
<td>Business Foundation Unit</td>
</tr>
<tr>
<td>Semester 2</td>
<td>Elective</td>
<td>Major</td>
<td>Elective</td>
<td>University Core Curriculum Unit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR 2</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td>Major</td>
<td>Major</td>
<td>Elective</td>
</tr>
<tr>
<td>Semester 2</td>
<td>Major</td>
<td>Major</td>
<td>Elective</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR 3</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td>Major</td>
<td>Major</td>
<td>Elective</td>
<td>University Core Curriculum Unit</td>
</tr>
<tr>
<td>Semester 2</td>
<td>Major</td>
<td>Elective</td>
<td>Elective</td>
<td>Business Foundation Unit</td>
</tr>
</tbody>
</table>

Key

- University Core Curriculum Units
- Business Foundation Units
- Major/Minor Units
- Elective Units

**NOTES:**

- When selecting units, students should complete the four foundation units (BUSN111, BUSN112, BUSN113, BUSN104/ACCT100) before undertaking discipline specific units.
- Students should complete units at an introductory level (100 and 200) before undertaking advanced level units (300-level) in that sequence.
## Double Major

### YEAR 1

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Business Foundation Unit</th>
<th>Business Foundation Unit</th>
<th>Business Foundation Unit</th>
<th>Business Foundation Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 2</td>
<td>Major</td>
<td>Major</td>
<td>Major</td>
<td>University Core Curriculum Unit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR 2</th>
</tr>
</thead>
</table>

| Semester 1 | Major | Major | Major | Major |
| Semester 2 | Major | Major | Major | Business Foundation Unit |

<table>
<thead>
<tr>
<th>YEAR 3</th>
</tr>
</thead>
</table>

| Semester 1 | Major | Major | Major | University Core Curriculum Unit |
| Semester 2 | Major | Major | Major | Business Foundation Unit |

### Key

- University Core Curriculum Units
- Business Foundation Units
- Major 1 Units
- Major 2 Units

### NOTES:

- When selecting units, students should complete the four foundation units (BUSN111, BUSN112, BUSN113, BUSN104/ACCT100) before undertaking discipline specific units.
- Students should complete units at an introductory level (100 and 200) before undertaking advanced level units (300-level) in that sequence.

**Dual Degree course structure is different.** Students must refer to the course maps and course rules for the applicable degree structure.

---

### 2019 Unit Selection

*Please enroll for both Semester 1 and Semester 2 in 2019. Remember, you can change your Semester 2 enrolment up until the second week of Semester 2. Units may be cancelled if there are very small enrolment numbers. Semester 2 tuition fees are not payable until August 2019.*

**PLEASE NOTE:** Study modes and unit availability are subject to change as not all units are always offered all the time. Students must refer to the course map first, and then check the relevant offering list/s below for 2019 unit availability prior to enrolling. Students can enrol in their campus based units for attendance units and multi-mode units, and can also enrol in those units offered fully online.
3. COURSE MAPS

2019 Course Maps

Please click the link below to the degree you have enrolled into for the relevant course map.

PLEASE NOTE: Not all degrees and majors are offered on every campus. The campus codes where the degree is offered are listed next to the degree and on the course map. The campus codes are: (BNE) Brisbane, (MEL) Melbourne, (NSY) North Sydney and (STR) Strathfield

Business Single Degrees

Bachelor of Accounting and Finance (BNE MEL NSY)
Bachelor of Business Administration (BNE MEL NSY STR)
Bachelor of Commerce

Single Majors:

Accounting (BNE MEL NSY STR)
Accounting Accredited (BNE MEL NSY STR)
Event Management (MEL NSY)
Finance (MEL NSY)
Human Resource Management (BNE MEL NSY STR)
Human Resource Management Accredited (BNE MEL NSY STR)
Informatics (NSY)
Management (BNE MEL NSY)
Marketing (BNE MEL NSY STR)

Double Majors:

Accounting and Event Management (MEL NSY)
Finance and Event Management (MEL NSY)
HRM and Event Management (MEL NSY)
Management and Event Management (MEL NSY)
Marketing and Event Management (MEL NSY)
Informatics and Event Management (MEL NSY)
Accounting and Management (BNE MEL NSY)
Accounting and Marketing (BNE MEL NSY STR)
Accounting and Human Resource Management (BNE MEL NSY STR)
Accounting and Informatics (NSY)
Finance and Informatics (NSY)
Finance and Management (MEL NSY)
Finance and Marketing (MEL NSY)
Finance and Human Resource Management (MEL NSY)
Human Resource Management and Management (BNE MEL NSY)
Marketing and Human Resource Management (BNE MEL NSY STR)
Marketing and Management (BNE MEL NSY)
Marketing and Informatics (NSY)
Management and Informatics (NSY)
Human Resources and Informatics (NSY)
Bachelor of Information Technology (NSY)
Certificate in Business Information Systems (NSY)
Certificate in Commerce (BNE MEL NSY)
Diploma in Business Information Systems (NSY)
Diploma in Commerce (BNE MEL NSY)

Business Double Degrees
Bachelor of Applied Public Health / Bachelor of Business Administration (IMEL)
Bachelor of Arts / Bachelor of Commerce (BNE MEL NSY STR)
Bachelor of Commerce / Bachelor of Business Administration (BNE MEL NSY STR)
Bachelor of Information Technology / Bachelor of Business Administration (NSY)
Bachelor of Nutrition Science / Bachelor of Business Administration (MEL NSY)

Click here to see your 2019 Business Units!

**For the dual degree list of Units for BA/BCOM, please refer to degree course map.

You will also find this information in the list of units that have changed names, been removed or are no longer offered. Click on the following link for more information:

Click here to see the list of Revised Units!

IMPORTANT! Minimum enrolment numbers apply to all units. The Faculty of Law and Business reserves the right to cancel units with low enrolment numbers. Students’ progression will not be compromised and they will be advised of cancellations prior to the start of semester and offered an alternative unit.