GET STARTED!

Click through the links below to information in this Guide

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 will be provided by your School.

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 2017.

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.

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’ve got it set up and you check it regularly. All your email communication with University staff must be sent from your ACU student email account.
# TABLE OF CONTENTS

GET STARTED! .................................................................................................................. 1
1. COURSE MAP ............................................................................................................. 3
   Associate Degree in Business Administration (Indigenous Studies) ............................... 3
   Brisbane ..................................................................................................................... 3
   Associate Degree in Business Administration (Indigenous Studies) ............................... 3

2. COURSE INFORMATION .......................................................................................... 4
   2017 Residential Dates ............................................................................................... 5
   Course Rules .............................................................................................................. 6
   Course Specific Advice .............................................................................................. 6

3. UNIT INFORMATION ............................................................................................... 7
   2017 Unit Selection .................................................................................................... 7
   Working with Children and Police Checks ................................................................... 7
   General Advice ......................................................................................................... 7
1. COURSE MAP

New students commencing in 2017
(For continuing students, if you have difficulty re-enrolling, please contact your local campus Course Advisor)

Associate Degree in Business Administration
(Indigenous Studies)
Brisbane

| YEAR 1 | Semester 1 | ETHN109 Indigenous Cultures within Contemporary Australian Society | HRMG101 Managing Organisations and People | BUSN101 Communicating in Business | MATH116 Mathematics for Business and Finance |
| YEAR 2 | Semester 2 | ACCT104 Business Accounting | ECON105 Economics for Business | ETHN219 Post-Contact Indigenous History | MKTG102 Marketing Essentials |
| YEAR 2 | Semester 1 | STAT204 Analysing Business Data (MATH116) | BUSN207 Ethics and Social Responsibility (40cp) | LEGL204 Business Legal Environment (40cp including HRMG101) | BIPX201 Business Experience (80cp) |
| YEAR 2 | Semester 2 | MGMT207 Business Decisions (100cp) | MGMT206 Indigenous Leadership (40cp) | BUSN204 Small Business Governance (40cp) | BUSN205 Globalisation of Indigenous Business (40cp including HRMG101) |

NOTES:
- Pre-requisite units are shown in italics and parentheses, and must be completed before the unit above them.
- cp denotes “Credit Points”.

Back to Top
Information last updated on 10 February 2017
2. COURSE INFORMATION

PLEASE NOTE:
All units are delivered in Attendance mode, unless otherwise indicated. Prerequisite units 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.

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.

ELECTIVES
Electives may be chosen from undergraduate units taught within the Peter Faber Business School or from other Faculties of this University providing pre-requisite requirements are met and your course coordinator approves. Once you have enrolled in your core units you can select an elective that avoids timetable clashes.

PROFESSIONAL EXPERIENCE
All undergraduate students enrolled in a Business Degree course at Australian Catholic University participate in Professional Experience. There are additional Professional Experience electives. These units have a Professional focus: students learn in the workplace, develop professionalism and business competencies within their disciplinary area. One of the many advantages for students undertaking the Professional Experience Program is gaining insight into professional career opportunities available within their chosen field.

Please note that unit availability and study modes are subject to change.
This Associate Degree course is offered in the External mode. It is offered in a 'full-time equivalent' mode which is suitable for those students who are employed on a full-time or part-time basis. You may enrol in less units per semester, if you wish, but you may not then be eligible for any study assistance. For assistance in enrolling in less than the suggested number of units per semester, please contact the Course Coordinator before filling in your enrolment form.

Students of the Associate Degree are required to attend TWO Residentials EACH semester in Brisbane. These Residentials will be EITHER five or seven days in length, depending on your year level and semester. At all other times throughout the year (i.e. outside of the Residentials) students are expected to work with external materials and an ATAS tutor as required. A university bridging course is offered for new students on the Saturday and Sunday before the first residential of each semester.

As a student, you will also be encouraged to maintain contact with your lecturer either by telephone or by e-mail (if you have access to this). You may also write to your lecturer on a regular basis throughout the semester. There is also a common LEO (Learning Environment On-line) site to enable you to keep up to date with changes and information during the semester.

At the Residentials, students attend tutorial sessions with the specific lecturers of each unit. At times, we also organise visiting speakers to present topics relevant to the unit material. Residentials are therefore compulsory and non-attendance must be explained in writing to the Course Coordinator. Note: ABSTUDY funding may be available for some of the Residential costs. Please contact staff at Weemala for further information.

All study material and assignment details will be posted to students at the BEGINNING of EACH semester. These will then be explained further at the first Residential of each semester. New and continuing students will be contacted with further details about the Residentials PRIOR to the first Residential by BOTH the Course Coordinator and Weemala staff.

### 2017 Residential Dates

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Residential</td>
<td>Third Residential</td>
</tr>
<tr>
<td>13 to 17 February 2017</td>
<td>10 to 14 July 2017</td>
</tr>
<tr>
<td>Second Residential</td>
<td>Fourth Residential</td>
</tr>
<tr>
<td>29 May to 2 June 2017</td>
<td>30 October to 3 November 2017</td>
</tr>
</tbody>
</table>

At all other times throughout the year (i.e. outside of the Residentials) students are expected to work with external materials and an ITAS tutor as required.
Course Rules

The ACU Handbook provides detailed information about each ACU course, including 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:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Rules Handbook Link</th>
</tr>
</thead>
</table>

Course Specific Advice

In previous years many of the Undergraduate units have been delivered as a stand-alone lecture and tutorials. We are now moving towards workshops of 2 or 3 hours in duration. As the workshop will combine the lecture and tutorial you will no longer need to enroll in a lecture and a tutorial if you enroll in a workshop.

By delivering the above units as workshops we hope to create a better student experience as the workshop model will eliminate the need to attend a lecture and a separate tutorial.

If you have any questions, and to assist with enrolment and re-enrolment, you can either email your question to Business.UG@acu.edu.au or click here for details of your Course Advisor on campus.

1 http://students.acu.edu.au/387052
3. UNIT INFORMATION

2017 Unit Selection

Click here to see your 2017 Units

The list includes information on the campus, semester and study mode for each unit. For descriptions of units, please refer to the ACU Handbook\(^2\). Please select the appropriate year and then click on ‘Unit Descriptions’.

Working with Children and Police Checks

Students undertaking Professional Experience (BIPX) units which involve working with children must gain the appropriate clearance. This changes from state to state. Please see your BIPX Coordinator on campus for 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\(^3\).

The Administration & Enrolment\(^4\) webpage also has useful information to help you in managing your studies.

Back to Quick Start Guide

\(^2\) http://students.acu.edu.au/387052
\(^3\) https://acu.service-now.com/kb/
\(^4\) https://students.acu.edu.au/332297