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.
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1. COURSE MAP

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

Certificate in Business Information Systems - North Sydney

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>Semester 1 and Semester 2</th>
<th>ISYS111 Fundamentals of Business Information Systems multimode</th>
<th>*Elective 1</th>
<th>*Elective 2</th>
<th>*Elective 3</th>
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Notes:
- In order to complete the Certificate in Business Information Systems you must enroll in **4 units - one compulsory unit and three electives** from the following list.

**Compulsory unit:**
ISYS111 Fundamentals of Business Information Systems

**Electives** (choose **three** from the following list)
- ACCT100  Introduction to Accounting or BUSN104 Money Matters if you are certain you are **not** going to undertake an Accounting or Finance major.
- BUSN110  Responsible Reasoning and Communication
- ISYS201  Information Technology Infrastructure – **offered only in Semester 1 2017 multimode**
- ISYS202  Business Analysis (Prerequisite: ISYS111) – **not offered in 2017**
- MGMT100  Managing: People, Systems and Culture
- 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.**

- *All the units listed above except ISYS201 are offered in both semesters. Students may select these units in either semester.*
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.
Course Rules

The ACU Handbook\(^1\) 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>
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</thead>
</table>

Course Specific Advice

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 Campus Course Advisor.

\(^1\) http://students.acu.edu.au/387052

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Information last updated on 4 November 2016
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’.

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.

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