

# **2020 ENROLMENT GUIDE**

**Bachelor of Business and Bachelor of Ministry**

# BACHELOR OF BUSINESS AND BACHELOR OF MINISTRY

## Course Duration

Full-time load 4 years  
Part-time up to 10 years

## Study Modes

Face-to-face, online

## Intakes

Semester 1, Semester 2

## Course Structure

This double degree course is based on eight semesters (each of 12 weeks duration, plus an exam week), with four subjects taught in each semester. It comprises:

- 16 compulsory core subjects (160 credit points)
- 2 majors of 8 subjects each (160 credit points)
- No electives

To qualify for award of the double degree of Bachelor of Business and Bachelor of Ministry a candidate shall accrue an aggregate of at least 320 credit points, including satisfactory completion of the rules noted below.

- Maximum of 13 subjects (130 credit points) at 100 level
- Minimum of 4 subjects (40 credit points) at 300 level
- Minimum of 2 subjects (20 credit points) of Professional Practice
- Minimum of 1 subject (10 credit points) in Professional Experience in Ministry or Chaplaincy

## Area of Specialisation (Majors)

The following are specialisations (majors) offered in the Bachelor of Business and Ministry. You are to select one area of specialisation in Ministry and Business. Ensure you complete the specialisation requirements.

### Business Specialisation

- Accounting
- Management

### Ministry Specialisation

- Ministry
- Humanities
- Chaplaincy

## WHAT YOU NEED TO KNOW

### Elective Subjects

Any unit that is not within the award is classified as an Elective subject. Before enrolling into an elective subject, ensure that you have met the pre-requisite for that unit.

### Course Levels

100, 200 or 300 level is indicated in the course code e.g THE201 is a 200 level theology unit, whereas LEA301 is a 300 level leadership unit. The units increase in difficulty and build upon content and concepts that have come before.

### Pre-requisites

A pre-requisite is a unit that must be successfully completed before attempting another unit. For example, in order to attempt THE101, you must complete THE201. Students must have completed the pre-requisite to enrol in the subject.

### Timetables

To check if units are available at your campus or online, or for timetable information please visit [www.ac.edu.au/documents/timetables/](http://www.ac.edu.au/documents/timetables/)

## HOW TO ENROL?

Enrol at [www.ac.edu.au/forms/#enrolment-forms](http://www.ac.edu.au/forms/#enrolment-forms)

For further assistance with enrolment or regarding changes in your course, contact the Student Support Team:

studentsupport@ac.edu.au



**FEE-Help Available**

# COURSE STRUCTURE

It is strongly recommended to complete core subjects first.

## Core / 16 Units

Code	Subject Title	Credit Points (CP)	Pre-Req
ACC101	Accounting for Decision Making	10	-
BIB102	Introduction to the Old Testament	10	-
BIB103	Introduction to the New Testament	10	-
BUS101	Business Law	10	-
BUS102	Economics	10	-
BUS204	Business Analytics	10	-
HIS101	History of Christianity	10	-
LEA201	Leadership Principles	10	-
MAN101	Introduction to Management	10	-
MIN101	Introduction to Pastoral Ministry	10	-
MIN102	Christian Spirituality	10	-
RES101	Introduction to Academic Writing and Research*	10	-
THE101	Christian Worldview	10	-
THE201	Christian Ethics	10	THE101
BIB	1 x BIB 200 level or higher	10	-
THE	1 x THE 200 level or higher	10	-

\*Students must enrol into RES101 Introduction to Academic Writing and Research in their first semester of study.

## Area of Specialisation (Major) / Select one area of specialisation in Business and Ministry

### Bachelor of Business

1. Accounting
2. Leadership and Management

### Bachelor of Ministry

1. Ministry
2. Humanities
3. Chaplaincy

# BUSSINESS SPECIALISATION (MAJOR)

Choose one specialisation (major) of 8 subjects from the Bachelor of Business (Accounting or Leadership and Management):

## Accounting / 8 Units

Code	Subject Title	Credit Points (CP)	Pre-Req
ACC201	Accounting and Financial Management	10	ACC101
ACC202	Financial Reporting	10	ACC201
ACC210	Management Accounting	10	ACC101
ACC301	Accounting for Groups	10	ACC202
ACC311	Accounting Theory and Current Issues	10	ACC202
ACC320	Audit and Assurance	10	ACC202
BUS120	Business Information Systems	10	-
EXP202	Professional Practice in Business	10	-

**NOTE:** The following subjects must be completed in addition to the subjects included in the Accounting major by any student wishing to gain acceptance into certain professional bodies (CPA Australia or CAANZ). To achieve professional accounting association entry, it may require students to exceed the 320 credit points for this course depending on which BMin specialisation they choose.

BUS202 Financial Decision Making  
 BUS250 Corporations Law  
 BUS260 Business Finance  
 BUS350 Taxation Law

## Leadership and Management / 8 Units

Code	Subject Title	Credit Points (CP)	Pre-Req
BUS202	Financial Decision Making	10	BUS102
EXP202	Professional Practice in Business	10	-
LEA301	Advanced Leadership and Decision Making	10	80CP, LEA201
LEA311	Creativity and Entrepreneurship	10	80CP, LEA201
MAN201	Organisational Behaviour	10	40CP, MAN10
MAN311	Strategic Management	10	120CP, MAN101, MAN201
MKT101	Foundations of Marketing	10	-
-	BUS/HRM/LEA/MAN/MKT 200 or 300 level	10	-

# MINISTRY SPECIALISATION (MAJOR)

Choose one specialisation (major) of 8 subjects from the Bachelor of Ministry (Ministry, Humanities or Chaplaincy):

## Ministry / 8 Units

Code	Subject Title	Credit Points (CP)	Pre-Req
EXP201	Professional Practice	10	40CP
MIN201	Pastoral Administration and Management	10	MIN101
	MIN/CCM/WOR/LEA/SSC/SSE 200 level or above*	10	-
	MIN/CCM/WOR/LEA/SSC/SSE 200 level or above*	10	-
	MIN/CCM/WOR/LEA/SSC/SSE 200 level or above*	10	-
	EXP/MIN/CCM/WOR/LEA/SSC/SSE 300 level*	10	-
	EXP/MIN/CCM/WOR/LEA/SSC/SSE 300 level*	10	-
	EXP/MIN/CCM/WOR/LEA/SSC/SSE 300 level*	10	-

## Humanities / 8 Units

Code	Subject Title	Credit Points (CP)	Pre-Req
EXP201	Professional Practice	10	40CP
	Humanities subjects in specialisation <b>100</b> level or above*	10	-
	Humanities subjects in specialisation <b>200</b> level or above*	10	-
	Humanities subjects in specialisation <b>200</b> level or above*	10	-
	Humanities subjects in specialisation <b>200</b> level or above*	10	-
	Humanities subjects in specialisation <b>300</b> level or above*	10	-
	Humanities subjects in specialisation <b>300</b> level or above*	10	-
	Humanities subjects in specialisation <b>300</b> level or above*	10	-

## Chaplaincy / 8 Units

Code	Subject Title	Credit Points (CP)	Pre-Req
EXP	EXP Subjects in the chaplaincy field *	10	-
	Humanities subjects in specialisation <b>100</b> level or above*	10	-
	Humanities subjects in specialisation <b>200</b> level or above*	10	-
	Humanities subjects in specialisation <b>200</b> level or above*	10	-
	Humanities subjects in specialisation <b>200</b> level or above*	10	-
	Humanities subjects in specialisation <b>300</b> level or above*	10	-
	Humanities subjects in specialisation <b>300</b> level or above*	10	-
	Humanities subjects in specialisation <b>300</b> level or above*	10	-

\*Make sure to check the unit outlines under your course profile for pre-requisite requirements