

# **2020 ENROLMENT GUIDE**

**Associate Degree in Business**

# ASSOCIATE DEGREE IN BUSINESS

## Course Duration

Full-time load 2 years  
Part-time up to 8 years

## Study Modes

Face-to-face

## Intakes

Semester 1, Semester 2

## Course Structure

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

- 10 compulsory core subjects (100 credit points)
- 6 elective subjects (60 credit points)

To qualify for award of the degree of Associate Degree in Business a candidate shall accrue an aggregate of at least 160 credit points, including satisfactory completion of the core subjects.

## 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

## WHAT YOU NEED TO KNOW

### Elective Subjects

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

*For example, MAN311 Strategic Management is a unit outside of the Associate Degree in Business award. You must meet the pre-requisite of 120 credit points and completed MAN101 Introduction to Management and MAN201 Organisational Behaviour.*

Be aware that there are 6 x 100 level units as part of your core subjects. If you have completed more than 8 x 100 level units, only 8 x 100 level units will count towards the course progression within the Associate Degree in Business.

Any additional completed 100 level units will be extra electives on your transcript and will not contribute towards your course progression of the Associate Degree in Business.

### 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 THE201, you must complete THE101. 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/).



**FEE-Help Available**

# COURSE STRUCTURE

It is strongly recommended to complete core subjects first.

## Core / 10 Units

Code	Subject Title	Credit Points (CP)	Pre-Req
ACC101	Accounting for Decision Making	10	-
BUS101	Business Law	10	-
BUS102	Economics	10	-
BUS201	Business Analytics	10	-
EXP202	Professional Practice in Business	10	40CP
LEA201	Leadership Principles	10	MIN101 OR MAN101
MAN101	Introduction to Management	10	-
RES101	Introduction to Academic Writing and Research*	10	-
THE101	Christian Worldview	10	-
THE201	Christian Ethics	10	THE101

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

## Electives / 6 Units

	100 or 200 or 300 level subject
	100 or 200 or 300 level subject
	200 or 300 level subject
	200 or 300 level subject
	200 or 300 level subject
	200 or 300 level subject

Ensure that you meet the elective rules noted under [Elective Subjects](#).