

2020 ENROLMENT GUIDE

HE Diploma of Business

DIPLOMA OF BUSINESS

Course Duration

Full-time load 1 year
Part-time up to 4 years

Study Modes

Face-to-face

Intakes

Semester 1, Semester 2

Course Structure

The Diploma of Business is based on two semesters (each of 13 weeks duration), with four subjects taught in each semester, and RES101 and EXP001 taught over 26 weeks of the year.

- 10 core subjects

To qualify for award of the degree of Diploma of Business a candidate shall accrue an aggregate of at least 80 credit points, including satisfactory completion of the core subjects noted below.

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 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/.

HOW TO ENROL?

Enrol at 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

Core / 10 Units

Code	Subject Title	Credit Points (CP)	Pre-Req
ACC001	Introduction to Accounting and Bookkeeping	8	-
BUS001	Quantitative Skills	6	-
BUS002	Australian Legal Environment and Ethics	8	-
COM001	Business Communication	6	-
EXP001	Professional Practice	10	-
MAN001	Introduction to Management	8	-
MAN003	Project Management	8	-
MKT001	Foundations of Marketing	8	-
RES101A	Introduction to Academic Writing and Research	10	-
THE001	Christian worldview	10	-