COURSE HANDBOOK

ALPHACRUCIS COLLEGE

UNDERGRADUATE CERTIFICATE IN BUSINESS STUDIES

OVERVIEW

FROM SUCCESS TO SIGNIFICANCE		
The Undergraduate Certificate in Business Studies (UCB) is an exit course for the Bachelor of Business. You will be equipped with practical insight for your Business field with skills, expertise and an ethical framework for a successful business career.	Program Director	Keith McPherson
	Level	AQF Level 7
	Qualification	Undergraduate Certificate
	Subjects	4
	IELTS	6.0
	CRICOS Code	This course is not CRICOS approved.
	Accreditation	Self-accreditation
	Course Length	1 semester; Up to 1.5 years part-time

AC is committed to providing academic pathways for students, and the purpose of undergraduate certificate courses is to provide an introductory body of knowledge in the relevant discipline area. It qualifies individuals with knowledge and skills for further study, professional upskilling, employment and participation in lifelong learning. These courses of study have been developed in response to community and industry need based as a result of the COVID-19 crisis. Undergraduate Certificate qualifications have been designed and accredited to enable graduates to demonstrate the learning outcomes expressed as knowledge, skills and the application of knowledge and skills specified in the Undergraduate Certificate descriptor.

These courses of study introduce students at a foundation level to the sources and content in the relevant discipline areas and provide training which emphasises vocational application. Graduates will have writing and research skills, and be able to demonstrate an ability to apply a body of knowledge in a range of contexts. These courses of study draw on AC's established expertise in the relevant discipline areas. They also allow flexibility for students who may wish to start with a short undergraduate course before committing to a Bachelor course or for students who need to exit a Bachelor course earlier than intended, due to unforeseen personal or professional reasons.

AC GRADUATE ATTRIBUTES

Christian Worldview

A knowledge of the Christian story, derived from the Scriptures and tradition of the church. An awareness of the implications of this story for self-identity in the context of local and global communities. This includes a commitment to engage with alternate worldviews, showing appreciation of the values and perspectives of others.

Leadership

The ability to provide effective Christian leadership to individuals, groups and organisations, demonstrated in the capacity to influence and enable others to accomplish worthwhile objectives which contribute to the human good and the kingdom of God. This includes seeking to emulate the example of Jesus Christ in serving and empowering others.

Integrity and Justice

The ability to apply a Christian worldview in the diverse situations and responsibilities of life, and to exercise faith, hope, love and generosity as prevailing attitudes. This includes the active promotion of the gospel, social justice, equality, mutual respect and an ecological ethos.

Communications

The ability to communicate effectively to a range of audiences, in appropriate contexts using high levels of verbal, written and technological skills. This includes visual and media literacy, numeracy, rhetoric and persuasion.

Personal and Social Skills

Demonstrate relational skills that incorporate the flexibility for both independent and collaborative situations. This includes personal and group organizational skills, conflict management and resolution, as well as the ability to value and respect the opinions of others.

Critical and Creative Thinking

A capacity for critical and reflective thinking that is explored not only individually but within a community context. This includes a capacity to be creative and to research, analyse and resolve problems in innovative and prophetic ways.

Professional Knowledge

Use and maintain knowledge about a discipline or field, in terms of theoretical, conceptual and methodological elements, striving continually and independently to secure further knowledge and where appropriate, defined professional skills.

LEARNING OUTCOMES

Specification	AQF Level 7 (Undergraduate Certificate)	AC Learning Outcomes
Knowledge	Graduates of an undergraduate certificate will have: technical and theoretical knowledge and concepts, with depth in some areas within a field of work and learning;	Demonstrated: • knowledge of key issues and practices within the discipline area; • knowledge of the general research principles and methods used in the discipline area;
Skills	Graduates of an undergraduate certificate will have: • cognitive and communication skills to identity, analyse, synthesise and act on information from a range of sources; • cognitive, technical and communication skills to analyse, plan, design and evaluate approaches to unpredictable problems and/or management requirements; • specialist technical and creative skills to express ideas and perspectives; • communication skills to transfer knowledge and specialised skills to others and demonstrate understanding of knowledge;	Demonstrated ability to: • design and execute a research project which examines a problem or issue using appropriate methodologies and theories from the discipline area; • identify and critically evaluate new developments of research and scholarship in the discipline area; • communicate effectively ideas and proposed solutions to peers and general audiences in diverse contexts;
Application of Skills and Knowledge	Graduates of an undergraduate certificate will demonstrate the application of knowledge and skills: • with depth in some areas of specialisation, in known or changing contexts; • to transfer and apply theoretical concepts and/or technical and/or creative skills in a range of situations; • with personal responsibility and autonomy in performing complex technical operations with responsibility for own outputs in relation to broad parameters for quantity and quality; • with initiative and judgement to organise the work of self and others and plan, coordinate and evaluate the work of teams within broad but generally well-defined parameters.	Demonstrated ability to: • articulate new questions or issues and apply the knowledge and skills developed within the discipline area of to develop appropriate solutions; • work independently, responsibly and with the level of professionalism expected in the discipline area; • design and implement a research project in the discipline area to advance personal and professional development.

COURSE STRUCTURE

The course structure is based on one semester (13 weeks duration).

- 40 credit points of electives

To qualify for award of Undergraduate Certificate in Business Studies a student shall accrue an aggregate of at least 40 credit points, including satisfactory completion of the core subjects noted below.

CONTENT OF THE COURSE OF STUDY		CREDIT POINTS
CORE SUBJECTS	Nil	
ELECTIVE SUBJECTS	40 credit points from any Alphacrucis College AQF Level 7 subject with a ACC/BUS/LEA/MKT/MAN/LEA/EXP code, such as: ACC101 Accounting for Decision Making BUS101 Business Law BUS102 Economics BUS204 Business Analytics LEA201 Leadership Principles MAN101 Introduction to Management MKT101 Foundations of Marketing	4 x 10
SPECIALISATIONS	Nil	
RULES OF PROGRESSION		
PRE-REQUISITES FOR SPECIFIC SUBEJCTS	Pre-requisites are noted on the subject outline. Students must have completed the pre-requisite to enrol in the subject.	

For information on the teaching faculty for this subject, please visit our website.

Graduate Pathways

Students who have successfully completed the Undergraduate Certificate in Business Studies may progress into Bachelor of Business. Students may also progress into one of AC's double degrees, the Bachelor of Business and Bachelor of Theology, or the Bachelor of Business and Bachelor of Ministry.

Career Opportunities

Graduates of these courses of study may find employment in a relevant occupational field, such as: business and professional organisations; chaplaincy positions; ministry or church-based organisations; community health positions; music positions; not-for-profit and mission-focused organisations; as well as educational institutions that require skills in research and critical thinking. Additionally, graduates may progress further in the pathway toward Bachelor studies upon completion of the relevant undergraduate certificate.

Work-Integrated Learning

Work Integrated Learning may be undertaken through various Professional Practice and Professional Experience subjects at AC. These subjects seek to create a direct linkage between the learning, skills and values engaged in lectures, and the reflection which occurs when these are applied in real-life settings. These work-based training subjects comprise of instruction, academic assessment and a placement in a workplace for a minimum of 100 hours of voluntary unpaid work for each subject.

To qualify for the award of the degree of Undergraduate Certificate in Business Studies, a candidate may complete one subject (10 credit points) of Professional Practice. Students are usually required to find their own workplace/ employer/ mentor to be approved by AC. In some cases, a new aspect within a student's current paid employment may be suitable as a work placement.

For further information related to Work Integrated Learning please see the Professional Practice Handbook on Moodle or contact our Student Support team.

ADMISSION CRITERIA

Academic Entry Requirements

Applicants with Recent Secondary Education

Applicants admitted on the basis of their *recent secondary education* must demonstrate the completion of NSW Higher School Certificate (or the completion of the interstate or overseas equivalent qualification and result) for admission into this course.

Applicants with Vocational Education and Training Study

Applicants whose highest level of study enrolment since leaving secondary education is a *Vocational Education and Training (VET)* course must demonstrate the completion of an AQF Level 3 Certificate III or higher by an authorised institution or registered training organisation for admission into this course.

Applicants with Higher Education Study

Applicants whose highest level of study enrolment since leaving secondary education is a *higher education* qualification must demonstrate the completion of an AQF Level 5 Higher Education Diploma (or higher) by an authorised institution for admission into this course.

Applicants with Work and Life Experience

If you are over the age of 21 at the time of commencement, you can apply for admission into this course on the basis of provisional entry, and complete the provisional entry qualifying period to become a full candidate.

For further information about AC's provisional entry criteria, please see:

- *AC's Admissions Requirements*
- *Higher Education Provisional Entry Policy*
- *Admissions Policy*

Essential Requirements

The Program Director will conduct a pre-admission interview (either face-to-face or phone or via Zoom) with all applicants seeking entry into the course on the basis of a Certificate III qualification. This interview aims to assess academic suitability and preparedness of the applicant for undergraduate level study.

English Language Proficiency

Overseas students are required to demonstrate their English proficiency skills. Such students admitted into our programs must attain an overall IELTS (or equivalent) score of 6.0 (with no score below 5.5 in any of the four skills areas). IELTS (or equivalent) is not required for applicants who have undertaken five years of required higher education study (or equivalent) in English from an approved country or who have completed a Certificate IV or higher qualification awarded in English under the Australian Qualification Framework by an authorised institution or registered training organisation.

Applicants are encouraged to contact the International Student Office if they are unsure of the equivalence of their English language proficiency test scores.

Special Admissions Pathways

AC's Admissions Policy details the special admission pathways for our courses of study. The Special Admission Pathways are evaluated on a case-by-case basis by the Program Director. A student's admission requirements may be reconsidered on educational disadvantage grounds, including but not limited to:

- Aboriginal or Torres Strait Islander descent, where the normal HSC entry path has not been followed;
- socioeconomic reasons (such as low-family income or poor living conditions);
- learning or language difficulties;
- disrupted schooling;
- physical disability;
- serious family illness or excessive family responsibility;
- geographical isolation of home and/or school;
- completion of a prescribed program of non-award study (four subjects or 40 credit points) with an overall GPA of 1.8 or better.

For a full list of educational disadvantage grounds, please see AC's Admissions Policy.

DIVERSITY AND EQUITY

AC is committed to providing a learning environment that is free from discrimination on the basis of income, age, disability, social and ethnic background, location or gender. AC endeavours to increase opportunities for people of all backgrounds to participate in training programs, and implement programs that take into account the specific needs of participants. AC encourages students to inform AC of any disability, medical condition or learning need that may impact on their studies to arrange a study plan that best suits their needs.

HOW TO APPLY

Once you have chosen your course of study, you will need to apply direct to AC. Applications typically close 3 weeks before semester commences.

All AC application forms are completed online. There are different forms depending on the level of study you are applying for and the location of your course.

Further information on How to Apply and access to AC's Application Forms is available on our website.

Credit transfers and recognised prior learning (RPL)

You may be entitled to credit for prior learning, whether formal or informal. Formal learning can include previous study in higher education, vocational education, or adult and community education. Informal learning can include on the job learning or various kinds of work and life experience. Credit can reduce the amount of study needed to complete a degree.

For further information about credit and recognition of prior learning please see AC's Credit Transfer and Recognition of Prior Learning Policy or contact our Student Support team.

HOW TO ENROL

Once you have returned a signed copy of your Letter of Offer to accept your place at AC, you will be invited to enrol in your specific subjects in the next academic period. Students are advised to consult their timetable (can be found here), review their Academic Advice Sheet and contact the Student Support Team for tailored academic advice before completing the enrolment form.

Applications for credit transfers or recognised prior learning will be communicated to you once they have been processed.

STUDENT SERVICES

Student Support Team

AC's Student Support Team exists to ensure you get from Orientation Day to Graduation Day with a smile on your face!

Academic Support

- Tailored academic guidance
- Assessment variation to accommodate disabilities, medical conditions and/or learning needs
- Exam reader/writers
- One-on-one tutoring and small group workshops for face-to-face and distances students
- Physical libraries
- Access to online journal databases
- Access to eBook resources
- Resources are also provided online for self-development

Non-Academic Support

- Pastoral Care
- Chaplains
- Professional counselling
- Careers guidance
- On–campus childcare*
- Extra-curricular and community services
- SRC – The Student Representative Council
- Recreation areas

Student Life

All students can take part in:

- mission trips and community service projects
- weekly chapel services
- lunches and gatherings on campus
- opportunities to hear or present research
- masterclasses to take your skills and knowledge to the next level
- social events both on and away from campus
- exchange programs with other colleges and universities around the world

…and much, much more! To find out what is happening near you or to get specific details just contact the Student Support Team:

Email: studentsupport@ac.edu.au
Phone: (02) 8893 9005
https://www.ac.edu.au/student-services/

**Not available at all campuses*

STUDENT PROFILE

The table below gives an indication of the likely peer cohort for new students at AC. It provides data on students that commenced study and passed the census date in the most relevant recent intake period for which data are available, including those admitted through all offer rounds and international students studying in Australia.

This course will commence in Semester 2, 2020.

Applicant background	Full Year Intake: 2020	
	Number of students	Percentage of all students
(A) Past higher education study (includes a bridging or enabling course)	N/A	N/A
(B) Past vocational education and training (VET) study	N/A	N/A
(C) Work and life experience (Admitted on the basis of previous achievement other than the above)	N/A	N/A
(D) Recent secondary education:		
• Admitted solely on the basis of ATAR (*regardless of whether this includes the impact of adjustment factors such as equity or subject bonus points)*	N/A	N/A
• Admitted where both ATAR and additional criteria were considered *(e.g. portfolio, audition, extra test, early offer conditional on minimum ATAR)*	N/A	N/A
• Admitted on the basis of other criteria only and ATAR was ***not*** a factor *(e.g. special consideration, audition alone, schools recommendation scheme with no minimum ATAR requirement)*	N/A	N/A
International students	N/A	N/A
All students	***N/A***	***N/A***

Note: "<5" – the number of students is less than 5.
N/A – Students not accepted in this category.
N/P – Not published: the number is hidden to prevent calculation of numbers in cells with less than 5 students.

ATAR-based offers only	ATAR
Highest rank to receive an offer	N/A
Median rank to receive an offer	N/A
Lowest rank to receive an offer	N/A

Note: This table relates to all students made an offer on the basis of ATAR alone or ATAR in combination with other factors. Students admitted into a course of study based on a Special Admission Pathway or otherwise not based on their ATAR are not included in this table.

WHERE TO GET FURTHER INFORMATION

ac.edu.au

AC's website is the best place to discover what's happening at AC and explore our courses, campuses and support services. If you are not yet an AC student, our Future Students team are here to help find the right course for you!

Moodle

Once you begin your studies at AC, you will use Moodle as your Learning Management System (LMS) to access all your subject content, the AC Academic Handbook, Study Skills and Textbook Information. New Students can also use Moodle to view our Induction Videos.

International Students

Nothing beats the experience of being part of our community and participating in our classroom discussions! Alternatively, for students who decide to study from their home country, AC brings education to you by offering many subjects and degrees by distance education allowing you to study from anywhere in the world. Flexible delivery means that you will have access to our e-Learning platform which provides resources, podcasts, online forums and tutor assistance that allows you to complete your studies from your home country.

Further information about International Students, including the application process, international recognition of AC courses of study and FAQ's, is available on our website.

Alternatively, our Future Students team are available to answer any questions you may have about your requirements as an onshore or offshore International Students at AC.

QILT

Thinking about higher education institutions and study areas? Wish you could ask someone about their experience? The QILT website helps you compare official study experience and employment outcomes data from Australian higher education institutions.

TEQSA National Register

The purpose of the TEQSA National Register is to be the authoritative source of information on the status of registered higher education providers in Australia.

Complaints and Grievances

If you are unsatisfied with the outcome of your application, AC's Complaint and Grievance Resolution Policy outlines the procedure for resolving a complaint or grievance.