

# **ENROLMENT GUIDE**

Diploma of Business

# DIPLOMA OF BUSINESS

## Course Duration

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

## Study Modes

Face-to-face, online

## 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

- 5 core subjects
- 3 elective 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/](http://www.ac.edu.au/documents/timetables/).

## HOW TO ENROL?

Enrol through your Student Gateway. For further assistance with enrolment or regarding changes in your course, contact the Student Support Team: [studentsupport@ac.edu.au](mailto:studentsupport@ac.edu.au)



FEE-Help Available

# COURSE STRUCTURE

Use the following as a guide to complete the Diploma of Business award. Students should complete the core subjects first as they provide an important foundation upon which other studies are built.

## CORE UNITS / 5 UNITS

CODE	SUBJECT TITLE	CREDIT POINTS	SEMESTER OFFERED*
ACA001	Faith and Purpose	10	Semester 1, 2, Summer School
COM001	Business Communication	10	Semester 1, 2, Summer School
EXP007	Professional Practice in Business <sup>+</sup>	10	Semester 1, 2, Summer School
MAN001	Introduction to Management	10	Semester 1, 2, Summer School
MKT001	Foundations of Marketing	10	Semester 2, Summer School

*\*These are the timetabled offerings, units can be offered upon Program director approval if there is a need*  
*+EXP007 recommended to be completed in your second semester of full time study, or after 40 credits*

## ELECTIVE UNITS / CHOOSE 3 UNITS

CODE	SUBJECT TITLE	CREDIT POINTS	SEMESTER OFFERED
BUS001	Quantitative Skills	10	Semester 1, 2, Summer School
ACC001	Introduction to Accounting and Bookkeeping <sup>+</sup>	10	Semester 1, 2, Summer School
MAN003	Project Management*	10	Semester 2, Summer School
BUS003	Introduction to Business Legal Environments and Ethics*	10	Semester 2, Summer School
LEA005	Leadership Principles	10	Semester 2, Summer School

*+BUS001 recommended to be completed prior to enrolling in ACC001 or with Program Director approval*  
*\*MAN003 and BUS003 recommended during your last semester of study*

## SUGGESTED ELECTIVES / 3 UNITS\*

*Enrol in all of the following:*

BUS001	Quantitative Skills
ACC001	Introduction to Accounting and Bookkeeping

*Choose from one of the following:*

MAN003	Project Management
BUS003	Introduction to Business Legal Environments and Ethics
LEA005	Leadership Principles

*\*See next page for suggested Course Progression*

# COURSE PROGRESSION

Use the following as a guide to complete the Diploma of Business award. Students should complete the suggested core subjects first as they provide an important foundation upon which other studies are built.

This pathway is suggested whether you start in Semester 1 or Semester 2, but you should contact student support and the program director if any further questions regarding availability of subjects.

## SUGGESTED PATHWAY

### SEMESTER ONE

CODE	SUBJECT TITLE
ACA001	Faith and Purpose
COM001	Business Communications
MAN001	Introduction to Management
BUS001	Quantitative Skills

### SEMESTER TWO

CODE	SUBJECT TITLE
EXP007	Professional Practice in Business
MKT001	Foundations of Marketing
ACC001	Introduction to Accounting and Bookkeeping A 000 level elective from BUS, MAN or LEA