

# ENROLMENT GUIDE

Undergraduate Certificate in Arts

# UNDERGRADUATE CERTIFICATE IN ARTS

## Course Duration

Full-time load 6 months

Part-time up to 1.5 years

## Study Modes

Face-to-face, Online

## Intakes

Semester 1, Semester 2

## Course Structure

The course structure is based on one semester (of 13 weeks duration), with four subjects taught in the semester (for a full-time study load). It comprises:

- 10 credit points from Research
- 10 credit points from Christian Studies
- 20 credit points of elective subjects from Business, Education or Theology

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

## WHAT YOU NEED TO KNOW

### Elective Subjects

In this award, students may select elective subjects from Business, Education or Theology. 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 Undergraduate Certificate in Arts award. Students should complete the core subjects first as they provide an important foundation upon which other studies are built.

## CORE UNITS / 2 UNITS

CODE	SUBJECT TITLE	CREDIT POINTS	PRE-REQ
RES101	Introduction to Academic Research and Writing*	10	-
THE101	Christian Worldview	10	-

\*Or EDU105 Introduction to Academic Writing and Research

## ELECTIVES / 2 UNITS

CODE	SUBJECT TITLE	CREDIT POINTS	PRE-REQ
*****	100, 200 or 300 level subject BUS / EDU / THE	10	*
*****	100, 200 or 300 level subject BUS / EDU / THE	10	*

## PRE-REQUISITE KEY

SYMBOL	EXPLANATION
-	<b>Dash:</b> no pre-requisite for this subject
THE101	<b>Subject code:</b> a specific unit must be successfully completed before undertaking this unit
40cp	<b>Credit points:</b> a set number of credit points must be completed before undertaking this unit
*	<b>Asterisk:</b> use the <i>Subject and Unit Search</i> <a href="https://www.ac.edu.au/units/search/">https://www.ac.edu.au/units/search/</a> to choose a subject that fits the requirements and check for any pre-requisites