

ENROLMENT GUIDE

Undergraduate Certificate in Business

UNDERGRADUATE CERTIFICATE IN BUSINESS STUDIES

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:

- 40 credit points of elective subjects from Business Studies

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.

WHAT YOU NEED TO KNOW

Elective Subjects

In this award, students may select elective subjects from Business Studies. 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 through your Student Gateway. 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

ELECTIVES / 4 UNITS

CODE	SUBJECT TITLE	CREDIT POINTS	PRE-REQ
*****	100, 200 or 300 level subject ACC / BUS / EXP / LEA / MAN / MKT	10	*
*****	100, 200 or 300 level subject ACC / BUS / EXP / LEA / MAN / MKT	10	*
*****	100, 200 or 300 level subject ACC / BUS / EXP / LEA / MAN / MKT	10	*
*****	100, 200 or 300 level subject ACC / BUS / EXP / LEA / MAN / MKT	10	*

PRE-REQUISITE KEY

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