

# **ENROLMENT GUIDE**

HE Diploma of Leadership and HE Diploma of Business

# DIPLOMA OF LEADERSHIP AND DIPLOMA OF BUSINESS

## Course Duration

Full-time load 1.5 years

Part-time up to 6 years

## Study Modes

Face-to-face, online

## Intakes

Semester 1, Semester 2 & Summer School

## Course Structure

This course structure is based on two semesters (each of 13 weeks duration), with four subjects taught in each semester.

It comprises of:

- 8 core subjects (80 credit points)
- 4 elective subjects (40 credit points)

To qualify for award of the double degree of Diploma of Leadership and Diploma of Business a candidate shall accrue an aggregate of at least 120 credit points, including satisfactory completion of the core subjects.



**FEE-Help Available**

## WHAT YOU NEED TO KNOW

### Elective Subjects

Any unit that is not a core subject in the Diploma of Leadership or the Diploma of Business is classified as an elective subject. Before enrolling into an elective subject, ensure that you have met the pre-requisite for that unit.

*For example, MIN003 Preaching is not a Diploma of Leadership core unit. To enrol into the subject you must meet the pre-requisite by completing BIB009 or BIB010.*

### 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)

# COURSE STRUCTURE

Use the following as a guide to complete the Diploma of Leadership and 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 / 8 UNITS

CODE	SUBJECT TITLE	CREDIT POINTS	SEMESTER OFFERED
ACA001	Faith and Purpose	10	Semester 1, 2 & Summer School
COM001	Business Communications	10	Semester 1, 2 & Summer School
EXP007	Professional Practice in Business	10	Semester 1, 2 & Summer School
LEA004	Personal Leadership	10	Semester 1 & Summer School
LEA005	Leadership Principles	10	Semester 2 & Summer School
MAN001	Introduction to Management	10	Semester 1, 2 & Summer School
MKT001	Foundations of Marketing	10	Semester 1, 2 & Summer School

*Plus one of the following:*

BIB009	Old Testament Foundations	10	Semester 1 & Summer School
BIB010	New Testament Foundations	10	Semester 2 & Summer School

## SUGGESTED ELECTIVES / 4 UNITS

CODE	SUBJECT TITLE	CREDIT POINTS	SEMESTER OFFERED
ACC001	Introduction to Accounting & Bookkeeping	10	Semester 2 & Summer School
BUS001	Quantitative Skills	10	Semester 1, 2 & Summer School
THE005	Introduction to Theology	10	Semester 2 & Summer School

*Plus one of the following:*

BIB009	Old Testament Foundations	10	Semester 1 & Summer School
BIB010	New Testament Foundations	10	Semester 2 & Summer School

# COURSE PROGRESSION

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

## SUGGESTED PATHWAY

### SEMESTER ONE

CODE	SUBJECT TITLE
ACA001	Faith and Purpose
BUS001	Quantitative Skills
COM001	Business Communications
LEA004	Personal Leadership

### SEMESTER TWO

CODE	SUBJECT TITLE
BIB010	New Testament Foundations
LEA005	Leadership Principles
MAN001	Introduction to Management
THE005	Introduction to Theology

### SEMESTER THREE

CODE	SUBJECT TITLE
EXP007	Professional Practice in Business
ACC001	Introduction to Accounting & Bookkeeping
BIB009	Old Testament Foundations
MKT001	Foundations of Marketing

## OTHER 2022 ELECTIVES

CODE	SUBJECT TITLE	CREDIT POINTS	SEMESTER OFFERED
BUS003	Business Legal Environments and Ethics	10	Semester 2 & Summer School
CCM001	Introduction to Cross-Cultural Ministry	10	Semester 2
LEA004	Personal Leadership	10	Semester 1 & Summer School
LEA005	Leadership Principles	10	Semester 2 & Summer School
MAN003	Project Management	10	Semester 2 & Summer School
MIN003	Preaching	10	Semester 2
MIN006	Youth Ministry	10	Semester 2