

ENROLMENT GUIDE

HE Diploma of Business and HE Diploma of Leadership

DIPLOMA OF BUSINESS AND DIPLOMA OF LEADERSHIP

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 Business and Diploma of Leadership 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 Business or the Diploma of Leadership 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/.

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

COURSE STRUCTURE

Use the following as a guide to complete the Diploma of Business and the Diploma of Leadership 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 Business and Diploma of Leadership 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 |