

ENROLMENT GUIDE

HE Diploma of Business and HE Diploma of Ministry

DIPLOMA OF BUSINESS AND DIPLOMA OF MINISTRY

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 Ministry 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 Ministry 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 Ministry 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
MAN001	Introduction to Management	10	Semester 1, 2 & Summer School
MIN001	Introduction to Pastoral Ministry	10	Semester 1 & Summer School
MIN012	Character Formation and Ministry	10	Semester 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 Ministry 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
BIB009	Old Testament Foundations
COM001	Business Communications
BUS001	Quantitative Skills

SEMESTER TWO

CODE	SUBJECT TITLE
BIB010	New Testament Foundations
MIN012	Character Formation and Ministry
THE005	Introduction to Theology
MAN001	Introduction to Management

SEMESTER THREE

CODE	SUBJECT TITLE
EXP007	Professional Practice in Business
MIN001	Introduction to Pastoral Ministry
ACC001	Introduction to Accounting & Bookkeeping
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