

COURSE HANDBOOK

OVERVIEW

| A HEAD FOR BUSINESS AND A HEART FOR MINISTRY | |
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| The Bachelor of Business and Bachelor of Ministry double degree innovatively combines the best of Business and Ministry to meet the vital need of developing and supporting Christian leaders for 21st century ministry. | Program Director Dr Johnny Kumar |
| | AQF Level AQF Level 7 (Undergraduate) |
| | Qualification Bachelor Degree |
| | Subjects 32 |
| | IELTS 6.0 |
| | Languages of Instruction English |
| | CRICOS Code 0102072 |
| | ASCED Codes 080301 and 091703 |
| | Accreditation Self-accreditation* |
| | Course Length 4 years full-time; up to 12 years part-time |

* The Bachelor of Ministry was last reviewed in 2023.

The Bachelor of Business and Bachelor of Ministry double degree is designed to enable graduates to provide creative solutions, by integrating their Christian worldview with business acumen, to complex issues such as social and environmental responsibility. By combining a solid core of skills in leadership, management, finance, accounting and innovative electives, together with the ministry training, graduates of this double degree are better equipped to serve in Christian ministry. Likewise, graduates in the broader business community will be better trained and skilled in sharing their faith, leading groups of people and meeting needs.

Pastors and people in various other ministries need to be equipped with important business knowledge and skills, including an understanding of the changing legal and taxation environment, and best practice governance principles. General skills in communication and problem solving are developed alongside the specialist knowledge areas to be able to contribute to the wider community, as well as Christian and Not-for-Profit organisations.

AC GRADUATE ATTRIBUTES

Christian Worldview

A knowledge of the Christian story, derived from the Scriptures and tradition of the church. An awareness of the implications of this story for self-identity in the context of local and global communities. This includes a commitment to engage with alternate worldviews, showing appreciation of the values and perspectives of others.

Leadership

The ability to provide effective Christian leadership to individuals, groups and organisations, demonstrated in the capacity to influence and enable others to accomplish worthwhile objectives which contribute to the human good and the kingdom of God. This includes seeking to emulate the example of Jesus Christ in serving and empowering others.

Integrity and Justice

The ability to apply a Christian worldview in the diverse situations and responsibilities of life, and to exercise faith, hope, love and generosity as prevailing attitudes. This includes the active promotion of the gospel, social justice, equality, mutual respect and an ecological ethos.

Communications

The ability to communicate effectively to a range of audiences, in appropriate contexts using high levels of verbal, written and technological skills. This includes visual and media literacy, numeracy, rhetoric and persuasion.

Personal and Social Skills

Demonstrate relational skills that incorporate the flexibility for both independent and collaborative situations. This includes personal and group organizational skills, conflict management and resolution, as well as the ability to value and respect the opinions of others.

Critical and Creative Thinking

A capacity for critical and reflective thinking that is explored not only individually but within a community context. This includes a capacity to be creative and to research, analyse and resolve problems in innovative and prophetic ways.

Professional Knowledge

Maintenance and use of knowledge about a discipline or field, involving theoretical, conceptual and methodological elements. This includes striving continually and independently to secure further knowledge and where appropriate, defined professional skills.

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COURSE STRUCTURE

This course structure applies to students enrolled from Semester 2, 2023 onwards.

The Bachelor of Business and Bachelor of Ministry is a double degree comprising 32 subjects (320 credit points). It is a combination of two separate awards undertaken concurrently for a reduced total duration. Every program for this award shall include:

- All core subjects from the separate awards (18 subjects)
- A major specialisation from the Bachelor of Business
- 6 restricted electives*

To qualify for award of the double degree of Bachelor of Business and Bachelor of Ministry a candidate shall complete at least 320 credit points, including satisfactory completion of the core and specialisation subjects of each course noted below.

| Content of the course of study | | Credit Points |
|--------------------------------|--|---------------|
| Core subjects | ACA101 Faith and Purpose ACC101 Accounting for Decision Making BIB104 Old Testament Foundations BIB105 New Testament Foundations BUS101 Business Law BUS102 Economics BUS204 Business Analytics CCM101 Introduction to Cross Cultural Ministry EXP201 Professional Practice HIS102 Church History Foundations LEA201 Leadership Principles MAN101 Introduction to Management MIN101 Introduction to Pastoral Ministry MIN102 Christian Spirituality MIN201 Pastoral Administration and Management RES101 Introduction to Academic Writing and Research THE101 Christian Worldview THE201 Christian Ethics | 10 x 18 |
| Specialisations | 1 major (specialisation) of 8 subjects from the Bachelor of Business | 10 x 8 |
| Restricted Electives | 10 credit points BIB 200 level 20 credit points CCM/EXP/MIN/WOR 200 level 10 credit points THE 200 level 10 credit points at 100 level or above 10 credit points at 300 level * <u>NOTE</u> : The following subjects must be completed in addition to the subjects included in the Accounting major by any student wishing to gain acceptance into certain professional bodies (CPA Australia or CAANZ). To achieve | 10 x 6 |

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| | professional accounting association entry, students will be required to exceed 320 credit points. BUS202 Financial Decision Making* BUS250 Corporations Law* BUS260 Business Finance* BUS350 Taxation Law* | |
| Rules of progression | Maximum of 15 subjects (150 credit points) at 100 level, at least four subjects (40 credit points) at 300 level, at least 1 subjects (10 credit points) in Professional Experience in Business (EXP) and 1 subject (10 credit points) in Professional Experience in Ministry or Chaplaincy. | |
| Other protocols | Any course protocols defined in the Bachelor of Business or Bachelor of Ministry apply here. | |
| Pre-requisites for specific subjects | Pre-requisites are noted on the subject outline. Students must have completed the pre-requisite to enrol in the subject. | |

For information on the teaching faculty for these subjects, please visit our [website](#).

| This course structure applies to students enrolled prior to Semester 2, 2023. | | |
|---|--|---------------|
| This double degree course is based on eight semesters (each of 12 weeks duration, plus an exam week), with four subjects taught in each semester. It comprises: <ul style="list-style-type: none"> • 16 compulsory core subjects • 2 majors of 8 subjects each (specialisation) • No electives* <p>*See Professional Accreditation below.</p> <p>To qualify for award of the double degree of Bachelor of Business and Bachelor of Ministry a candidate shall accrue an aggregate of at least 320 credit points, including satisfactory completion of the core subjects noted below.</p> | | |
| CONTENT OF THE COURSE OF STUDY | | CREDIT POINTS |
| CORE SUBJECTS | ACC101 Accounting for Decision Making BIB104 Old Testament Foundations BIB105 New Testament Foundations BUS101 Business Law BUS102 Economics BUS204 Business Analytics HIS102 Church History Foundations LEA201 Leadership Principles MAN101 Introduction to Management MIN101 Introduction to Pastoral Ministry MIN102 Christian Spirituality | 10 x 16 |

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| | <p>RES101 Introduction to Academic Writing and Research THE101 Christian Worldview THE201 Christian Ethics 1 x BIB 200 level or higher 1 x THE 200 level or higher</p> | |
| MAJOR (SPECIALISATION) | <p>Students choose one specialisation from the Bachelor of Business <u>and</u> one specialisation from the Bachelor of Ministry.</p> <p>BACHELOR OF BUSINESS SPECIALISATION:</p> <p><u>Accounting</u> BUS120 Business Information Systems ACC201 Accounting and Financial Management ACC202 Financial Reporting ACC210 Management Accounting ACC301 Accounting for Groups ACC311 Accounting Theory and Current Issues ACC320 Audit and Assurance EXP202 Professional Practice in Business</p> <p>OR</p> <p><u>Leadership & Management</u> MKT101 Foundations of Marketing MAN201 Organisational Behaviour BUS202 Financial Decision Making MAN311 Strategic Management LEA301 Advanced Leadership LEA311 Creativity and Entrepreneurship EXP202 Professional Practice in Business 10 credit points BUS/HRM/LEA/MAN/MKT 200 or 300 level</p> <p>OR</p> <p><u>Marketing (See Program Director before applying)</u> MKT101 Foundations of Marketing MKT201 Sales Management MKT251 Marketing Communication MKT202 Consumer Behaviour MKT301 Market Research MKT351 International Marketing EXP202 Professional Practice in Business 10 credit points BUS/HRM/LEA/MAN/MKT 200 or 300 level</p> <p>OR</p> <p><u>Human Resource Management (See Program Director before applying)</u></p> | 10 x 16 |

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| | <p>HRM201 Fundamentals of Human Resource Management HRM202 Human Resource Planning & Development HRM203 Management of Workplace Health and Safety HRM302 Performance Management HRM351 Industrial Relations MAN311 Strategic Management EXP202 Professional Practice in Business 10 credit points BUS/HRM/LEA/MAN/MKT 200 or 300 level</p> <p>AND</p> <p>BACHELOR OF MINISTRY SPECIALISATION:</p> <p><u>Ministry</u> EXP201 Professional Practice MIN201 Pastoral Administration and Management 30 credit points MIN/CCM/WOR/LEA/SSC 200 level or above 30 credit points EXP/MIN/CCM/WOR/LEA/SSC 300 level</p> <p>OR</p> <p><u>Humanities</u> EXP201 Professional Practice 10 cp Humanities subjects in specialisation 100 level or above 30 cp Humanities subjects in specialisation 200 level or above 30 cp Humanities subjects in specialisation 300 level or above</p> <p>OR</p> <p><u>Chaplaincy</u> 10 credit points of EXP subjects in the chaplaincy field 10 credit points in the chaplaincy field 100 level or above 30 credit points in the chaplaincy field 200 level or above 30 credit points in the chaplaincy field 300 or above</p> <p><i>Students are advised to contact the Program Director upon commencement to determine which majors are available.</i></p> | |
| ELECTIVES | <p>No electives.</p> <p>* <u>NOTE:</u> The following subjects must be completed in addition to the subjects included in the Accounting major by any student wishing to gain acceptance into certain professional bodies (CPA Australia or CAANZ). To achieve professional accounting association entry, it may require students to exceed the 320 credit points for this course depending on which BMin specialisation they choose.</p> <p>BUS202 Financial Decision Making*</p> | |

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| | BUS250 Corporations Law* BUS260 Business Finance* BUS350 Taxation Law* |
| RULES OF PROGRESSION | Maximum of 13 subjects (130 credit points) at 100 level, at least four subjects (40 credit points) at 300 level, at least 2 subjects (20 credit points) in Professional Experience in Business (EXP) and 1 subject (10 credit points) in Professional Experience in Ministry or Chaplaincy, and no electives. |
| OTHER PROTOCOLS | Any rules of progression defined in the Bachelor of Business or Bachelor of Ministry apply here. |
| BRIDGING/ NESTED COURSES | Students may be eligible to exit the Bachelor of Business and Bachelor of Ministry with either an Associate Degree in Business or an Associate Degree in Ministry. |

For information on the teaching faculty for this subject, please visit our [website](#).

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Course Learning Outcomes

Details of course learning outcomes are available in the Bachelor of Business and Bachelor of Ministry course of study handbooks.

Graduate Pathways

Students who have successfully completed this course may progress into one of AC's Bachelor degrees. Graduates are advised to contact the Future Students Team for information on eligibility requirements for further study.

Career Opportunities

Graduates may find employment in churches, community organizations, service industries, commercial business or NFP organisations. Graduate employment opportunities include, but are not limited to:

- Minister
- Youth pastor
- Church Planter
- Product Analyst
- Administrative Assistant
- Management Trainee

Graduates may also elect to be self-employed and run their own business or start their own churches. In any case, AC BBus and BMin combined degree graduates will be ready to be innovators in the church.

Work-Integrated Learning

Work-Integrated Learning may be undertaken through various Professional Practice and Professional Experience subjects at AC. These subjects seek to create a direct linkage between the learning, skills and values engaged in lectures, and the reflection which occurs when these are applied in real-life settings. These work-based training subjects comprise of instruction, academic assessment and a placement in a workplace for a minimum of 100 hours of voluntary unpaid work for each subject.

To qualify for the award of the degree of Bachelor of Business and Bachelor of Ministry, a candidate will complete at least 2 subjects (20 credit points) of Professional Practice, one within each major (specialisation). Students are usually required to find their own workplace/ employer/ mentor to be approved by AC. In some cases, a new aspect within a student's current paid employment may be suitable as a work placement.

For further information related to Work-Integrated Learning please see the Professional Practice Handbook on Moodle or contact our [Student Support](#) team.

ADMISSION CRITERIA

Academic Entry Requirements

Applicants with Recent Secondary Education

Applicants admitted on the basis of their *recent secondary education* must demonstrate the completion of NSW Higher School Certificate with an ATAR of no less than 65 (or the completion of the interstate or overseas equivalent qualification and result) for admission into this course.

Special admission is also available for Year 12 students whose ATAR (or equivalent) falls within 5 points of the published guaranteed ATAR but have done well in subjects relevant to the course of study. These Special Admission Pathways are evaluated on a case-by-case basis by the Program Director and then tabled for approval by the Admissions Committee.

Applicants with Vocational Education and Training Study

Applicants whose highest level of study enrolment since leaving secondary education is a *Vocational Education and Training (VET) qualification* must demonstrate the completion of a Certificate III or higher qualification awarded by an authorised institution or registered training organisation (RTO).

Applicants with Higher Education Study

Applicants whose highest level of study enrolment since leaving secondary education is a *higher education* qualification must demonstrate the completion of an AQF Level 5 Higher Education Diploma (or higher) by an authorised institution for admission into this course.

Applicants with Work and Life Experience

If you are over the age of 21 at the time of commencement, you can apply for admission into this course on the basis of provisional entry, and complete the provisional entry qualifying period to become a full candidate.

For further information about AC's provisional entry criteria, please see:

- [AC's Admissions Requirements](#)
- [Higher Education Provisional Entry Policy](#)
- [Admissions Policy](#)

Other Requirements

Applicants may be required to attend a pre-admission interview with the Program Director. This interview aims to assess academic suitability and preparedness of the applicant for undergraduate level study.

Applicants may be required to provide a valid Working with Children Check (or state-based or overseas equivalent) and Police Check after admission into the course, if working with vulnerable groups is a requirement of the course undertaken.

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English Language Proficiency

Overseas students are required to demonstrate their English proficiency skills. Such students admitted into our programs must attain an overall IELTS (or equivalent) score of 6.0 (with no score below 5.5 in any of the four skills areas). IELTS (or equivalent) is not required for applicants who have undertaken five years of required higher education study (or equivalent) in English from an approved country or who have completed a Certificate IV or higher qualification awarded in English under the Australian Qualification Framework by an authorised institution or registered training organisation.

Applicants are encouraged to contact the [International Student Office](#) if they are unsure of the equivalence of their English language proficiency test scores.

Special Admissions Pathways

AC's [Admissions Policy](#) details the special admission pathways for our courses of study. The Special Admission Pathways are evaluated on a case-by-case basis by the Program Director. A student's admission requirements may be reconsidered on educational disadvantage grounds, including but not limited to:

- Aboriginal or Torres Strait Islander descent, where the normal HSC entry path has not been followed;
- socioeconomic reasons (such as low-family income or poor living conditions);
- learning or language difficulties;
- disrupted schooling;
- physical disability;
- serious family illness or excessive family responsibility;
- geographical isolation of home and/or school;
- completion of a prescribed program of non-award study (four subjects or 40 credit points) with an overall GPA of 1.8 or better.

For a full list of educational disadvantage grounds, please see AC's [Admissions Policy](#).

DIVERSITY AND EQUITY

AC is committed to providing a learning environment that is free from discrimination on the basis of income, age, disability, social and ethnic background, location or gender. AC endeavours to increase opportunities for people of all backgrounds to participate in training programs, and implement programs that take into account the specific needs of participants. AC encourages students to inform AC of any disability, medical condition or learning need that may impact on their studies to arrange a study plan that best suits their needs.

HOW TO APPLY

Once you have chosen your course of study, you will need to apply direct to AC. Applications typically close 3 weeks before semester commences.

All AC application forms are completed online. There are different forms depending on the level of study you are applying for and the location of your course.

Further information on How to Apply and access to AC's Application Forms is available on our [website](#).

Credit transfers and recognised prior learning (RPL)

You may be entitled to credit for prior learning, whether formal or informal. Formal learning can include previous study in higher education, vocational education, or adult and community education. Informal learning can include on the job learning or various kinds of work and life experience. Credit can reduce the amount of study needed to complete a degree.

For further information about credit and recognition of prior learning please see AC's [Credit Transfer and Recognition of Prior Learning Policy](#) or contact our [Student Support](#) team.

HOW TO ENROL

Once you have returned a signed copy of your Letter of Offer to accept your place at AC, you will be invited to enrol in your specific subjects in the next academic period. Students are advised to consult their timetable (can be found [here](#)), review their [Academic Advice Sheet](#) and contact the [Student Support Team](#) for tailored academic advice before completing the enrolment form.

Applications for credit transfers or recognised prior learning will be communicated to you once they have been processed.

STUDENT SERVICES

Student Support Team

AC's Student Support Team exists to ensure you get from Orientation Day to Graduation Day with a smile on your face!

Academic Support

- Tailored academic guidance
- Assessment variation to accommodate disabilities, medical conditions and/or learning needs
- Exam reader/writers
- One-on-one tutoring and small group workshops for face-to-face and distances students
- Physical libraries
- Access to online journal databases
- Access to eBook resources
- Resources are also provided online for self-development

Non-Academic Support

- Pastoral Care
- Chaplains
- Professional counselling
- Careers guidance
- On –campus childcare*
- Extra-curricular and community services
- SRC – The Student Representative Council
- Recreation areas

Student Life

All students can take part in:

- mission trips and community service projects
- weekly chapel services
- lunches and gatherings on campus
- opportunities to hear or present research
- masterclasses to take your skills and knowledge to the next level
- social events both on and away from campus
- exchange programs with other colleges and universities around the world

...and much, much more! To find out what is happening near you or to get specific details just contact the Student Support Team:

Email: studentsupport@ac.edu.au

Phone: (02) 8893 9005

<https://www.ac.edu.au/student-services/>

**Not available at all campuses*

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STUDENT PROFILE

The table below gives an indication of the likely peer cohort for new students at AC. It provides data on students that commenced study and passed the census date in the most relevant recent intake period for which data are available, including those admitted through all offer rounds and international students studying in Australia.

The course commenced in 2020.

| Applicant background | Reporting Year: 2022 | |
|--|------------------------|--------------------------------|
| | Number of new students | Percentage of all new students |
| (A) Past higher education study (includes a bridging or enabling course) | 6 | 86% |
| (B) Past vocational education and training (VET) study | <5 | <5 |
| (C) Work and life experience (Admitted on the basis of previous achievement other than the above) | N/A | N/A |
| (D) Recent secondary education: <ul style="list-style-type: none"> Admitted solely on the basis of ATAR (<i>regardless of whether this includes the impact of adjustment factors such as equity or subject bonus points</i>) Admitted where both ATAR and additional criteria were considered (<i>e.g. portfolio, audition, extra test, early offer conditional on minimum ATAR</i>) Admitted on the basis of other criteria only and ATAR was not a factor (<i>e.g. special consideration, audition alone, schools recommendation scheme with no minimum ATAR requirement</i>) | N/A | N/A |
| | N/A | N/A |
| | N/A | N/A |
| International students | 6 | 86% |
| All students | 7 | 100% |

Note: "<5" – the number of students is less than 5.

N/A – Students not accepted in this category.

N/P – Not published: the number is hidden to prevent calculation of numbers in cells with less than 5 students.

| ATAR-based offers only | ATAR |
|----------------------------------|------|
| Highest rank to receive an offer | <5 |
| Median rank to receive an offer | <5 |
| Lowest rank to receive an offer | <5 |

Note: This table relates to all students made an offer on the basis of ATAR alone or ATAR in combination with other factors. Students admitted into a course of study based on a Special Admission Pathway or otherwise not based on their ATAR are not included in this table.

WHERE TO GET FURTHER INFORMATION

ac.edu.au

AC's [website](https://ac.edu.au) is the best place to discover what's happening at AC and explore our courses, campuses and support services. If you are not yet an AC student, our [Future Students](#) team are here to help find the right course for you!

Moodle

Once you begin your studies at AC, you will use [Moodle](#) as your Learning Management System (LMS) to access all your subject content, the AC Academic Handbook, Study Skills and Textbook Information. New Students can also use Moodle to view our Induction Videos.

International Students

Nothing beats the experience of being part of our community and participating in our classroom discussions! Alternatively, for students who decide to study from their home country, AC brings education to you by offering many subjects and degrees by distance education allowing you to study from anywhere in the world. Flexible delivery means that you will have access to our e-Learning platform which provides resources, podcasts, online forums and tutor assistance that allows you to complete your studies from your home country.

Further information about International Students, including the application process, international recognition of AC courses of study and FAQ's, is available on our [website](#).

Alternatively, our [Future Students](#) team are available to answer any questions you may have about your requirements as an onshore or offshore International Students at AC.

QILT

Thinking about higher education institutions and study areas? Wish you could ask someone about their experience? The [QILT website](#) helps you compare official study experience and employment outcomes data from Australian higher education institutions.

TEQSA National Register

The purpose of the [TEQSA National Register](#) is to be the authoritative source of information on the status of registered higher education providers in Australia.

Complaints and Grievances

If you are unsatisfied with the outcome of your application, AC's [Complaint and Grievance Resolution Policy](#) outlines the procedure for resolving a complaint or grievance.