



Alphacrucis University College

COURSE HANDBOOK

DIPLOMA OF BUSINESS AND DIPLOMA OF LEADERSHIP

School of Business and Leadership

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Overview

Diploma Of Business and Diploma of Leadership	Program Director	Kenelm Chan
	AQF Level	AQF Level 5 (Higher Education)
	Qualification	Diploma
	Subjects	12
	IELTS	5.5
	Languages of Instruction	English
	CRICOS Code	Not Applicable
	ASCED Code	080301 and 091703
	Accreditation	Self-accreditation
	Course Length	1.5 years full-time; up to 5 years part-time
	Entry Requirements	https://www.ac.edu.au/awards/diploma-business-and-diploma-leadership/

COURSE OVERVIEW

The combined Diploma of Business and Diploma of Leadership is designed to prepare you for leadership and management in a wide variety of career and jobs.

You will receive foundational business training in areas such as business communications, marketing, accounting and project management. Combined with solid biblical knowledge and application of principles in self-management and leading others, graduates will be well-positioned for a wide variety of careers across large and small businesses, not-for-profits, churches and para-church organisations.

This Double Diploma also provides a solid foundation for students who may wish to progress onto an undergraduate course in Business, Entrepreneurship, Ministry or Theology. Candidates with individual diploma awards from AC can also qualify for credit/subject exemptions to receive this double diploma.

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Course Structure

Note: Contact the Student Support Team for access to previous course version.

This course structure applies to students who commenced from Semester 1, 2025.

This Double Diploma is based on three semesters (each of 13 weeks duration), with four subjects taught in each semester. It comprises:

- 90 credit points of compulsory core subjects
- 30 credit points of electives

To qualify for the two separate awards of the 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 noted below.

Content of the course of study		Credit points
Core Subjects	ACA001 Faith and Purpose ACC001 Introduction to Accounting & Bookkeeping COM001 Business Communication MAN001 Introduction to Management MKT001 Foundations of Marketing LEA004 Personal Leadership LEA005 Leadership Principles EXP001 Professional Practice OR EXP007 Professional Practice in Business BIB009 Old Testament Foundations OR BIB010 New Testament Foundations	9 x 10
Electives	3 subjects taken from accredited AQF Level 5, 6 or 7 subjects offered by AC.	3 x 10
Specialisations (Optional)	Specialisation options in Business: <u>Marketing</u> 3 units x AQF Level 5,6,7 in the MKT code <u>Management</u> 3 units x AQF Level 5,6,7 in the MAN/HRM code	3 x 10
Rules of Progression	Any rules of progress defined in the Diploma of Business or Diploma of Leadership apply.	
Other protocols of the course	Any protocols defined in the Diploma of Business or Diploma of Leadership apply.	
Bridging/nested courses	There are no nested courses within this course of study	

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Recommended Course Progression

Based on a full-time study mode

CORE	ELECTIVES
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If you start in the March semester:

First Year			
Semester 1		Semester 2	
ACA001	Faith and Purpose	LEA005	Leadership Principles
COM001	Business Communications	MKT001	Foundations of Marketing
LEA004	Personal Leadership	ACC001	Introduction to Accounting & Bookkeeping
MAN001	Introduction to Management	BIB010 or Elective	New Testament Foundations or Elective
Second Year			
Semester 3			
EXP001 or EXP007	Professional Practice (in Ministry or Business)		
BIB009 or Elective	Old Testament Foundations or Elective		
Elective			
Elective			

If you start in the August semester:

If you start in the August semester:			
First Year			
Semester 1		Semester 2	
ACA001	Faith and Purpose	LEA004	Personal Leadership
COM001	Business Communications	MAN001	Introduction to Management
MKT001	Foundations of Marketing	BIB009 or Elective	Old Testament Foundations or Elective
BIB010 or Elective	New Testament Foundations or Elective	Elective	
Second Year			
Semester 3			
LEA005	Leadership Principles		
EXP001 or EXP007	Professional Practice (in Ministry or Business)		
ACC001	Introduction to Accounting & Bookkeeping		
Elective			



Course Learning Outcomes

Graduates will be able to demonstrate:
• General understanding of key issues, recent scholarship and practices within the discipline areas of business and leadership, consistent with a Christian worldview;
• Depth of understanding of practical fieldwork;
• Technical and theoretical understanding of basic research principles and methods, and knowledge of research approaches used in the discipline areas of business and leadership.
Graduates will be able to demonstrate the ability to:
• Identify, analyse and synthesise theoretical knowledge in the discipline areas of business and leadership;
• Examine a complex problem or presenting issues using appropriate business and leadership methodologies and theories;
• Communicate technical and creative skills to express leadership ideas and perspectives;
• Transfer knowledge and specialised leadership skills to peers and general audiences in diverse contexts;
• Communicate effectively to transfer knowledge and specialised chaplaincy skills to peers, clients, and general audiences in diverse contexts;
• Communicate effectively and creatively ideas and perspectives on key business issues, recent scholarship and practices in business to peers and general audiences in diverse contexts
• Apply theoretical and technical knowledge and skills acquired within the specialist area of leadership in a range of professional contexts to develop appropriate solutions to business and management issues;
• Work independently, responsibly and with the level expected in a broad range of professional, business, and leadership contexts;
• Collaborate in team projects to make a positive contribution toward social issues;
• Undertake self-reflection and evaluation of performance for the purpose of vocational development.



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 each subject.

To qualify for this course, a candidate will complete at least 1 subject (10 credit points) of Professional Practice. 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.

Other Course Information

For other course information, such as information on Professional Accreditation and available intakes, visit the course web page:

<https://www.ac.edu.au/awards/diploma-business-and-diploma-leadership/>

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Useful Links

AC WEBSITE



<https://www.ac.edu.au/>

ACADEMIC CALENDAR



<https://www.ac.edu.au/key-dates/>

HOW TO ENROL



Please see the [Timetable](#) for available subjects and contact [Student Support Team](#) for tailored academic advice before completing the enrolment form.

AC POLICIES



<https://ww1.ac.edu.au/ppm/>

LEARNING MANAGEMENT SYSTEM



Enrolled students will have access to AC's [LMS](#)

FEES



<https://www.ac.edu.au/fees-financing/>

STUDENT FORMS



<https://www.ac.edu.au/forms/>

GRADUATE ATTRIBUTES



<https://ww1.ac.edu.au/ppm/graduate-attributes-policy/>

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Student Support

The Student Support team are available if you need assistance. Email the team via: studentsupport@ac.edu.au or book a phone or video call via: [Bookings](#)

Phone: (02) 8893 9005

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

For disability support please contact dso@ac.edu.au

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Appendix 1

COURSE PROGRESSION TRACKING TEMPLATE

Diploma of Business and Diploma of Leadership

Student:	
Student ID number:	
Year of commencement:	

Diploma of Business and Diploma of Leadership requirements:

- 90 credit points of compulsory core subjects
- 30 credit points of electives

90 cp of Core subject Subject Code & Name	Subject Credit Points	Comments

30 cp of Electives or Specialisation Subjects Subject Code & Name	Subject Credit Points	Comments