



Alphacrucis University College

COURSE HANDBOOK

DIPLOMA OF BUSINESS AND DIPLOMA OF MINISTRY

School of Business and Leadership

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Overview

Diploma Of Business and Diploma of Ministry	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-ministry/

COURSE OVERVIEW

The Diploma of Business and Diploma of Ministry is a double diploma arrangement that leads to two separate awards in the minimum possible time. These courses of study are designed to produce graduates who can apply integrated technical and theoretical business and ministry concepts in a broad range of contexts from a Christian worldview, as well as embody integrity, professional knowledge and social skills, making a positive contribution to society.

AC is committed to providing academic pathways for students. These courses of study allow flexibility for students who may wish to start with a short undergraduate course before committing to one of AC's bachelor degrees.

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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 Ministry 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 and Bookkeeping COM001 Business Communication EXP001 Professional Practice or EXP007 Professional Practice in Business MAN001 Introduction to Management MKT001 Foundations of Marketing MIN001 Introduction to Pastoral Ministry MIN012 Character Formation and Ministry 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 Ministry apply.	
Other protocols of the course	Any protocols defined in the Diploma of Business or Diploma of Ministry 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	MIN012	Character Formation
COM001	Business Communications	MKT001	Foundations of Marketing
MIN001	Introduction to Pastoral Ministry	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:

First Year			
Semester 1		Semester 2	
ACA001	Faith and Purpose	MIN001	Introduction to Pastoral Ministry
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			
MIN012	Character Formation		
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 ministry, 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 ministry.
Graduates will be able to demonstrate the ability to:
• Identify, analyse and synthesise theoretical knowledge in the discipline areas of business and ministry;
• Examine a complex problem or presenting issues using appropriate ministry and business methodologies and theories;
• Communicate technical and creative skills to express ministry ideas and perspectives;
• Transfer knowledge and specialised ministry skills to peers and general audiences in diverse contexts.
• Apply theoretical and technical knowledge and skills acquired within the specialist area of business and management in a range of professional contexts to develop appropriate solutions to ministry issues;
• Work independently, responsibly and with the level expected in a broad range of professional, ministry, and business 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-ministry/>

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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 Ministry

Student:	
Student ID number:	
Year of commencement:	

Diploma of Business and Diploma of Ministry 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