



Alphacrucis University College

COURSE HANDBOOK

DIPLOMA OF BUSINESS

School of Business and Leadership

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COURSE HANDBOOK

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Overview

Diploma of Business	Program Director	Kenelm Chan
	AQF Level	AQF Level 5 (Higher Education)
	Qualification	Diploma
	Subjects	8
	IELTS	5.5
	Languages of Instruction	English
	CRICOS Code	094094M
	ASCED Code	080301
	Accreditation	Self-accreditation
	Course Length	1 year full time; up to 4 years part-time
	Entry Requirements	https://www.ac.edu.au/awards/diploma-business-he/

COURSE OVERVIEW

The Diploma of Business provides an introductory body of knowledge and skills in the discipline area of business studies. The program is designed to produce graduates who can apply integrated technical and theoretical business and management 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.

The Diploma of Business introduces students at a foundation level to the sources and content of business and management theory and provides training which emphasises vocational application. Graduates will have cognitive and communication skills to identify and analyse a range of business and management ideas and perspectives, specialist technical and creative skills to express those ideas, and will be able to demonstrate an ability to apply a body of knowledge in a range of contexts. Students will perform complex technical operations in real-life business and/or management contexts with personal responsibility and autonomy, and will demonstrate an ability to plan, design, implement and evaluate approaches to business and management problems and requirements.

AC is committed to providing academic pathways for students. The course of study allows flexibility for students who may wish to start with a short undergraduate course before committing to the Bachelor of Business or for students who need to exit the Bachelor program earlier than intended, due to unforeseen personal or professional reasons.

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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.

The course structure is based on two semesters (each of 13 weeks duration), with four subjects taught in each semester. It comprises:

- 50 credit points of compulsory core subjects, and
- 30 credit points of a specialisation OR electives.

To qualify for award of the degree of Diploma of Business a candidate shall accrue an aggregate of at least 80 credit points, including satisfactory completion of the core subjects note below.

Content of the course of study		Credit points
Core Subjects	ACA001 Faith and Purpose ACC001 Introduction to Accounting & Bookkeeping MAN001 Introduction to Management MKT001 Foundations of Marketing COM001 Business Communications	5 x 10
Electives	3 subjects taken from accredited AQF Level 5, 6 or 7 subjects offered by AC.	3 x 10
Specialisations (optional)	<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	Pre-requisites are noted on the subject outline. Students must have completed the pre-requisite to enrol in the subject.	
Other protocols of the course	Students can complete up to four non-graded assessment subjects.	

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Recommended Course Progression

Based on a full-time study mode

CORE	SPECIALISATION	ELECTIVES	CAPSTONE
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If you start in the March semester:

First Year			
Semester 1		Semester 2	
ACA001	Faith and Purpose	ACC001	Introduction to Accounting
MAN001	Introduction to Management	MKT001	Foundations of Marketing
COM001	Business Communication	Elective	
Elective		Elective	

If you start in the August semester:

First Year			
Semester 1		Semester 2	
ACA001	Faith and Purpose	ACC001	Introduction to Accounting
MKT001	Foundations of Marketing	MAN001	Introduction to Management
COM001	Business Communication	Elective	
Elective		Elective	

Course Learning Outcomes

Graduates will be able to demonstrate:
• General understanding of key issues, recent scholarship and practices within the discipline area of business, 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 area of business.
Graduates will be able to demonstrate the ability to:
• Identify, analyse and synthesise theoretical knowledge in the discipline area of business;
• Examine technical business problems or management requirements using appropriate methodologies and theories from the discipline area of business;
• 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.

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.

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-he/>

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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/>

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

Student:	
Student ID number:	
Year of commencement:	

Diploma of Arts requirements:

- 50 credit points of compulsory core subjects; and
- 30 credit points of a specialisation OR electives.

50 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