



Alphacrucis University College

COURSE HANDBOOK

UNDERGRADUATE CERTIFICATE IN ARTS

School of Ministry and Theology

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Overview

Undergraduate Certificate in Arts	Program Director	Jeffrey Aernie
	AQF Level	AQF Level 7
	Qualification	Undergraduate Certificate
	Subjects	4
	IELTS	6.5
	Languages of Instruction	English
	CRICOS Code	105893G
	ASCED Code	0701; 0803 and 0801; 0917
	Accreditation	Self-accreditation
	Course Length	1 semester; up to 1.5 years part-time
	Entry Requirements	https://www.ac.edu.au/awards/undergraduate-certificate-in-arts/

COURSE OVERVIEW

AC is committed to providing academic pathways for students, and the purpose of undergraduate certificate coursework programs is to provide an introductory body of knowledge in the relevant discipline area. It qualifies individuals with knowledge and skills for further study, professional upskilling, employment and participation in lifelong learning. Undergraduate Certificate qualifications have been designed and accredited to enable graduates to demonstrate the learning outcomes expressed as knowledge, skills and the application of knowledge and skills specified in the Undergraduate Certificate descriptor.

The Undergraduate Certificate in Arts introduces students at a foundation level to the sources and content in the relevant discipline areas and provide training which emphasises vocational application. Graduates will have writing and research skills and be able to demonstrate an ability to apply a body of knowledge in a range of contexts. The course of study allows flexibility for students who may wish to start with a short undergraduate course before committing to a Bachelor program or for students who need to exit a 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, 2026.

The course structure is based on one semester (each of 13 weeks duration, plus an exam week) of four subjects. It comprises:

- 10 credit points of a core subject;
- 30 credit points of electives.

To qualify for award of the degree of Undergraduate Certificate in Arts a candidate shall complete at least 40 credit points, including satisfactory completion of the core subject noted below.

Content of the course of study		Credit points
Core Subjects	ACA101 Faith and Purpose	1 x 10
Electives	30 credit points taken from an accredited Level 7 or above course of study offered by AC	3 x 10
Specialisations (Optional)	Nil	
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.	
Bridging/nested courses	The Undergraduate Certificate in Arts is a nested award within the Bachelor of Arts.	

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Recommended Course Progression

Based on a full-time study mode

CORE	SPECIALISATION	ELECTIVES	CAPSTONE
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First Year	
Semester 1	
ACA101	Faith and Purpose
Elective Subject	(100 level or above)
Elective Subject	(100 level or above)
Elective Subject	(100 level or above)



Course Learning Outcomes

Graduates will be able to demonstrate:

- A broad and coherent knowledge of Christian doctrine, tradition and history as a foundation for development of a Christian worldview;
- Knowledge of key issues and practices in the discipline area(s);
- A general knowledge of scholarship and recent developments in the discipline area(s).

Graduates will be able to demonstrate the ability to:

- To review and critically evaluate research and scholarship in the discipline area(s);
- Skills to effectively communicate ideas and propose solutions to peers and general audiences in diverse contexts.
- To articulate new questions or issues and apply the knowledge and skills developed within the discipline area(s) to develop appropriate solutions; ability to work independently and responsibly.



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 Undergraduate Certificate in Arts, a candidate is not required to complete any subjects in Professional Practice.

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/undergraduate-certificate-in-arts/>

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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

Undergraduate Certificate in Arts

Student:	
Student ID number:	
Year of commencement:	

Undergraduate Certificate in Arts requirements:

- 10 credit points of a core subject;
- 30 credit points of electives.

10 cp of Core subjects Subject Code & Name	Subject Credit Points	Comments

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