



Alphacrucis University College

COURSE HANDBOOK

UNDERGRADUATE CERTIFICATE IN MINISTRY

School of Ministry and Theology

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Overview

Undergraduate Certificate in Ministry	Program Director	Dr Johnny Kumar
	AQF Level	AQF Level 7
	Qualification	Undergraduate Certificate
	Subjects	4
	IELTS	6.0
	Languages of Instruction	English, Korean
	CRICOS Code	105898B
	ASCED Code	091703
	Accreditation	Self-accreditation
	Course Length	1 semester; up to 2 years part-time
	Entry Requirements	https://www.ac.edu.au/awards/undergraduate-certificate-ministry/

COURSE OVERVIEW

Alphacrucis University College (AC) is committed to providing academic pathways for students. The purpose of undergraduate certificate courses 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. These courses of study were initially developed in response to community and industry need based as a result of the COVID-19 crisis. 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. These courses of study introduce 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. These courses of study draw on AC's established expertise in the relevant discipline areas. They also allow flexibility for students who may wish to start with a short undergraduate course before committing to a Bachelor course or for students who need to exit a Bachelor course 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, 2023.

The course structure is based on one semester (13 weeks duration).

- 10 credit points of core
- 30 credit points of electives

To qualify for award of Undergraduate Certificate in Ministry a student shall accrue an aggregate of at least 40 credit points, including satisfactory completion of the core subjects noted below.

Content of the course of study		Credit points
Core Subjects	MIN101 Introduction to Pastoral Ministry	1 x 10
Electives	30 credit points from any Alphacrucis University College AQF Level 7 with a BIB/CCM/LEA/MIN/THE code subject	3 x 10
Specialisations (Optional)	Nil	
Rules of Progression	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	

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Recommended Course Progression

Based on a full-time study mode

CORE	SPECIALISATION	ELECTIVES	CAPSTONE
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**Full-time Students Must Commence in Semester 1

If Commencing in Semester 1	
Semester 1	
Core	MIN101 Introduction to Pastoral Ministry
Restricted Elective	BIB/CCM/LEA/MIN/THE100 level or above
Restricted Elective	BIB/CCM/LEA/MIN/THE100 level or above
Restricted Elective	BIB/CCM/LEA/MIN/THE100 level or above



Course Learning Outcomes

Graduates will be able to demonstrate:
• Knowledge of key issues and practices within the discipline area;;
• Knowledge of the general research principles and methods used in the discipline area;
Graduates will be able to demonstrate the ability to:
• Design and execute a research project which examines a problem or issue using appropriate methodologies and theories from the discipline area;
• Identify and critically evaluate new developments of research and scholarship in the discipline area;
• Communicate effectively ideas and proposed solutions to peers and general audiences in diverse contexts;
• Articulate new questions or issues and apply the knowledge and skills developed within the discipline area of to develop appropriate solutions;
• Work independently, responsibly and with the level of professionalism expected in the discipline area;
• Design and implement a research project in the discipline area to advance personal and professional 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 a minimum of 100 hours of voluntary unpaid work for each subject.

To qualify for the award of the degree of Undergraduate Certificate in Ministry, 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-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/>



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 Ministry

Student:	
Student ID number:	
Year of commencement:	

Undergraduate Certificate in Ministry 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