



THE UNIVERSITY OF NOTRE DAME AUSTRALIA

## PROGRAM REQUIREMENTS

Undergraduate Certificate in Arts (UGCertA)

Program Code 2009

Undergraduate Certificate in Business (UGCertBus)

Program Code 2058

Undergraduate Certificate in Counselling (UGCertCouns)

Program Code 2543

Undergraduate Certificate in Data Analytics (UGCertDataAnalytics)

Program Code 2575

Undergraduate Certificate in Environmental Studies (UGCertEnvSc)

Program Code 2154

Undergraduate Certificate in Foundations of Education (UGCertEd)

Program Code 2438

Undergraduate Certificate in Foundations of Nursing (UGCertFounNurs)

Program Code 2536

Undergraduate Certificate in Legal Studies (UGCertLegStud)

Program Code 2510



THE UNIVERSITY OF  
**NOTRE DAME**  
A U S T R A L I A

## Undergraduate Certificate in Mathematics (UGCertMath)

Program Code 2572

## Undergraduate Certificate in Philosophy (UGCertPh)

Program Code 2311

## Undergraduate Certificate in Science (UGCertSc)

Program Code 2555

## Undergraduate Certificate in Theology (UGCertTh)

Program Code 2248

Responsible Owner:	Executive Deans
Responsible Office:	Faculty of Arts, Sciences, Business & Law, Faculty of Education and Philosophy & Theology and Faculty of Medicine, Nursing, Midwifery and Health Sciences
Contact Officer:	National Manager, Enrolments, Fees & Student Administration
Effective Date:	1 January 2024

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## 2 AMENDMENTS

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Amendments to these requirements will be made in accordance with the General Regulations.

Version	Date Amended	Amendment Details	Approved by
1	April 2020	New Regulations created	Dean
2	March 2021	Change to campus for UG Certificate in Theology, UG Certificate in Philosophy	Dean
3	April 2022	Add Undergraduate Certificate in Data Analytics	NHOS
4	January 2023	Amended from regulations to requirements	
5	December 2023	Amendment to ENGL1020 & ENGL1040 course titles	NHOS

### 3 PURPOSE

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These Program Requirements set out the approved requirements for the Undergraduate Certificate and related degrees.

### 4 OVERVIEW

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#### 4.1 Campus Availability

The Undergraduate Certificate has been approved for delivery on the Fremantle and Sydney campuses, unless otherwise specified in these Requirements.

#### 4.2 Student Availability

The Undergraduate Certificate is available for enrolment to domestic Students only.

#### 4.3 Australian Qualifications Framework

The Undergraduate Certificate is an accredited AQF Level 5 Award.

#### 4.4 Duration

(i) The Volume of Learning for the Undergraduate Certificate is 6 months of equivalent full-time study.

(ii) An option to complete this Program part-time is available.

(iii) An accelerated option to complete the Program is not available.

#### 4.5 Maximum Duration

The maximum period of time within which a student is permitted to complete the Undergraduate Certificate is 3 years (including any periods of approved leave of absence) from the date on which they were first enrolled into the program by the University.

#### 4.6 Study Mode

The Undergraduate Certificate is offered in Internal mode. Some courses may be offered in an Online and/or External Study Mode, as declared by the Schools.

#### 4.7 Professional Accreditation

There are no professional accreditation requirements applicable to this Program.

### 5 ENTRY REQUIREMENTS

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#### 5.1 University Admission Requirements

To be eligible for admission to The University of Notre Dame Australia, all applicants must meet the [University's minimum requirements for admission](#). The requirements for admission are detailed in the University's Policy: *Admissions*.

#### 5.2 Specific Program Requirements for Admission

There are no further requirements for Admission to this Program, unless specified in these Requirements.

### 6 PRACTICUM OR INTERNSHIP REQUIREMENTS

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#### 6.1 There are no internship requirements in this Program.

## 7 PROGRAM LEARNING OUTCOMES

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- 7.1** Upon successful completion of the Undergraduate Certificate graduates will be able to:
1. Demonstrate broad theoretical and applied knowledge;
  2. Communicate arguments and/or ideas in a range of forms;
  3. Evaluate appropriate sources and information;
  4. Demonstrate research skills;
  5. Synthesise knowledge and apply skills in order to solve sometimes complex problems; and
  6. Work independently and, where appropriate, in collaboration with others.

## 8 UNDERGRADUATE CERTIFICATE IN ARTS (UGCertA)

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- 8.1 Required Courses**  
To be eligible for the Award of Undergraduate Certificate in Arts students must complete a minimum of 100 Units of Credit, as listed in the Appendices.
- 8.2 Elective Courses**  
Elective courses are available in this Program, as listed in the Appendices.
- 8.3 Majors and Minors**  
There are no Majors nor Minors in the Undergraduate Certificate in Arts.
- 8.4 Specialisations**  
Students may complete the following specialisation(s) in the Undergraduate Certificate in Arts, the requirements for which are listed in the Appendices:
- English
- 8.5 First-Year Courses**  
There is no restriction on the number of first-year level courses completed in this Program.
- 8.6 Course substitutions**  
Course substitutions must be approved by the Dean or delegate.

## 9 UNDERGRADUATE CERTIFICATE IN BUSINESS (UGCertBus)

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- 9.1 Required Courses**  
To be eligible for the Award of Undergraduate Certificate in Business students must complete a minimum of 100 Units of Credit, as listed in the Appendices.
- 9.2 Elective Courses**  
Elective courses are available in this Program, as listed in the Appendices.
- 9.3 Majors and Minors**  
There are no Majors nor Minors in the Undergraduate Certificate in Business.
- 9.4 First-Year Courses**  
There is no restriction on the number of first-year level courses completed in this Program.
- 9.5 Course substitutions**  
Course substitutions must be approved by the Dean or delegate.

## 10 UNDERGRADUATE CERTIFICATE IN COUNSELLING (UGCertCouns)

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### 10.1 Required Courses

To be eligible for the Award of Undergraduate Certificate in Counselling students must complete a minimum of 100 Units of Credit, as listed in the Appendices.

### 10.2 Elective Courses

Elective courses are available in this Program, as listed in the Appendices.

### 10.3 Majors, Minors and Specialisations

There are no Majors, Minors, nor Specialisations in the Undergraduate Certificate in Counselling.

### 10.4 Course substitutions

Course substitutions must be approved by the Dean or delegate.

## 11 UNDERGRADUATE CERTIFICATE IN DATA ANALYTICS (UGCertDataAnalytics)

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### 11.1 Campus Availability

The Undergraduate Certificate in Data Analytics is available on the Fremantle and Sydney campus.

### 11.2 Required Courses

To be eligible for the Award of Undergraduate Certificate in Data Analytics students must complete a minimum of 100 Units of Credit, as listed in the Appendices.

### 11.3 Elective Courses

Elective courses are not available in this Program.

### 11.4 Course substitutions

Course substitutions must be approved by the Dean or delegate.

### 11.5 Majors, Minors and Specialisations

There are no Majors, Minors nor Specialisations in the Undergraduate Certificate in Data Analytics.

## 12 UNDERGRADUATE CERTIFICATE IN ENVIRONMENTAL STUDIES (UGCertEnvSc)

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### 12.1 Campus Availability

The Undergraduate Certificate in Environmental Studies is available on the Fremantle campus only.

### 12.2 Required Courses

To be eligible for the Award of Undergraduate Certificate in Environmental Studies students must complete a minimum of 100 Units of Credit, as listed in the Appendices.

### 12.3 Elective Courses

Elective courses are available in this Program, as listed in the Appendices.

### 12.4 Course substitutions

Course substitutions must be approved by the Dean or delegate.

### 12.5 Majors, Minors and Specialisations

There are no Majors, Minors nor Specialisations in the Undergraduate Certificate in Environmental Studies.

## 13 UNDERGRADUATE CERTIFICATE IN FOUNDATIONS OF EDUCATION (UGCertEd)

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### 13.1 Campus Availability

The Undergraduate Certificate in Foundations of Education is available on the Sydney campus only.

### 13.2 Required Courses

To be eligible for the Award of Undergraduate Certificate in Foundations of Education students must complete a minimum of 100 Units of Credit, as listed in the Appendices.

### 13.3 Elective Courses

Elective courses, if available in this Program, are listed in the Appendices.

### 13.4 Majors, Minors and Specialisations

There are no Majors, Minors, nor Specialisations in the Undergraduate Certificate in Foundations of Education.

### 13.5 Course substitutions

Course substitutions must be approved by the Dean or delegate.

## 14 UNDERGRADUATE CERTIFICATE IN FOUNDATIONS OF NURSING (UGCertNurs)

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### 14.1 Campus Availability

The Undergraduate Certificate in Foundations of Nursing is available on the Fremantle campus only.

### 14.2 Required Courses

To be eligible for the Award of Undergraduate Certificate in Foundations of Nursing students must complete a minimum of 100 Units of Credit, as listed in the Appendices.

### 14.3 Elective Courses

Elective courses, if available in this Program, are listed in the Appendices.

### 14.4 Course substitutions

Course substitutions must be approved by the Dean or delegate.

### 14.5 Majors, Minors and Specialisations

There are no Majors, Minors nor Specialisations in the Undergraduate Certificate in Foundations of Nursing.

## 15 UNDERGRADUATE CERTIFICATE IN LEGAL STUDIES (UGCertLegStud)

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### 15.1 Campus Availability

The Undergraduate Certificate in Legal Studies is available on the Sydney campus only.

### 15.2 Required Courses

To be eligible for the Award of Undergraduate Certificate in Legal Studies students must complete a minimum of 100 Units of Credit, as listed in the Appendices.

### 15.3 Elective Courses

Elective courses, if available in this Program, are listed in the Appendices.

### 15.4 Majors, Minors and Specialisations

There are no Majors, Minors, nor Specialisations in the Undergraduate Certificate in Legal Studies.



### **15.5 Course substitutions**

Course substitutions must be approved by the Dean or delegate.

## **16 UNDERGRADUATE CERTIFICATE IN MATHEMATICS (UGCertMaths)**

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### **16.1 Required Courses**

To be eligible for the Award of Undergraduate Certificate in Mathematics students must complete a minimum of 100 Units of Credit, as listed in the Appendices.

### **16.2 Elective Courses**

Elective courses are available in this Program, as listed in the Appendices.

### **16.3 Course substitutions**

Course substitutions must be approved by the Dean or delegate.

### **16.4 Majors, Minors and Specialisations**

There are no Majors, Minors nor Specialisations in the Undergraduate Certificate in Mathematics.

## **17 UNDERGRADUATE CERTIFICATE IN PHILOSOPHY (UGCertPh)**

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### **17.1 Campus Availability**

The Undergraduate Certificate in Philosophy is available on the Fremantle, Sydney, & Catholic Institute of Sydney (CIS) Sydney campus.

### **17.2 Required Courses**

To be eligible for the Award of Undergraduate Certificate in Philosophy students must complete a minimum of 100 Units of Credit, as listed in the Appendices.

### **17.3 Elective Courses**

Elective courses are available in this Program, as listed in the Appendices.

### **17.4 Course substitutions**

Course substitutions must be approved by the Dean or delegate.

### **17.5 Majors, Minors and Specialisations**

There are no Majors, Minors nor Specialisations in the Undergraduate Certificate in Philosophy.

## **18 UNDERGRADUATE CERTIFICATE IN SCIENCE (UGCertSc)**

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### **18.1 Campus Availability**

The Undergraduate Certificate in Science is available on the Fremantle campus only.

### **18.2 Required Courses**

To be eligible for the Award of Undergraduate Certificate in Science students must complete a minimum of 100 Units of Credit, as listed in the Appendices.

### **18.3 Elective Courses**

Elective courses are available in this Program, as listed in the Appendices.

### **18.4 Course substitutions**

Course substitutions must be approved by the Dean or delegate.

### **18.5 Majors, Minors and Specialisations**

There are no Majors, Minors nor Specialisations in the Undergraduate Certificate in Science.

## 19 UNDERGRADUATE CERTIFICATE IN THEOLOGY (UGCertTh)

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### 19.1 Campus Availability

The Undergraduate Certificate in Theology is available on the Fremantle, Sydney, & Catholic Institute of Sydney (CIS) Sydney campus.

### 19.2 Required Courses

To be eligible for the Award of Undergraduate Certificate in Theology students must complete a minimum of 100 Units of Credit, as listed in the Appendices.

### 19.3 Elective Courses

Elective courses are available in this Program, as listed in the Appendices.

### 19.4 Course substitutions

Course substitutions must be approved by the Dean or delegate.

### 19.5 Majors, Minors and Specialisations

There are no Majors, Minors nor Specialisations in the Undergraduate Certificate in Theology.

## 20 CREDIT FOR THE PURPOSE OF HIGHER AWARDS

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- 20.1** Students may gain up to 100 units of specified or unspecified credit for the completion of this program as advanced standing to a Diploma or Bachelor Award, where program requirements of the higher Award are met.

## 21 HONOURS

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The Undergraduate Certificate is not offered with Honours.

## 22 DEFINITIONS

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For the purpose of these Requirements, the following terms are defined in the General Regulations:

- |                    |                        |                       |
|--------------------|------------------------|-----------------------|
| • Leave of Absence | • Pre-requisite Course | • Co-requisite Course |
| • Major            | • Minor                | • Specialisation      |
| • Units of Credit  | • Elective             | • General Elective    |

END OF REQUIREMENTS

## APPENDIX A: Program Plan, Undergraduate Certificate in Arts (UGCertA)

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### Undergraduate Certificate in Arts

### Units of Credit

Students of the Undergraduate Certificate in Arts must complete four (4) courses, as campus availability, entry requirements and course pre-requisites allow:

**100**

- any courses from one of the following Majors or Minors in the Bachelor of Arts:

Advertising  
Applied Psychology  
Archaeology  
Behavioural Science  
Counselling  
English Literature  
Film and Screen Production  
History  
Liberal Arts  
Journalism  
Mathematics  
Politics and International Relations  
Social Justice  
Sociology  
Philosophy  
Photography  
Theatre Studies  
Theology  
Writing

- and/or any elective offered by the Schools of Arts and Sciences;

- and/or no more than two (2) of the following electives:

BUSN1000 Economics  
BUSN1030 Quantitative Methods for Business  
BUSN1050 Business Communication  
BUSN1060 Business Information Technology  
BUSN1110 Accounting for Business  
BUSN1220 Principles of Marketing  
BUSN1600 Principles of Management  
BUSN2400 Business Law

### English Specialisation

**100**

Students of the Undergraduate Certificate in Arts with a Specialisation in English must complete four (4) courses, including:

at least one of the following courses:

- ENGL1020 Texts and Tradition: Medieval to Modernism
- ENGL1040 World Literatures Today: Postmodernism in the Present

any of the following courses:

- ARTS1000 Academic Writing, Communication and Research
- COMM1420 Introduction to Journalism
- COMM1060 Media and Society

and/or any courses from the following Majors, as listed within the Bachelor of Arts Program Requirements and where course pre-requisites allow:

- English Literature; and
- Writing.

**Total Units of Credit**

**100**

## APPENDIX B: Program Plan, Undergraduate Certificate in Business (UGCertBus)

---

### **Undergraduate Certificate in Business**

### **Units of Credit**

Students of the Undergraduate Certificate in Business must complete four (4) of the following courses, where pre-requisites allow: **100**

- BUSN1000 Economics
- BUSN1030 Quantitative Methods for Business
- BUSN1050 Business Communication
- BUSN1060 Business Information Technology
- BUSN1110 Accounting for Business
- BUSN1220 Principles of Marketing
- BUSN1600 Principles of Management
- BUSN2400 Business Law

### **Total Units of Credit**

**100**

## APPENDIX C: Program Plan, Undergraduate Certificate in Counselling (UGCertCouns)

---

### Undergraduate Certificate in Counselling)

Units of Credit

#### Required courses

75

Students of the Undergraduate Certificate in Counselling) must complete the following courses:

- COUNS1003 Theories and Approaches to Counselling
- COUNS1004 Counselling Skills Training 1
- BESC1000 Developmental Psychology or PSYC2170 Developmental Psychology

#### Elective Courses

25

Students must complete one (1) of any of the following elective courses, where course pre-requisites allow:

- COUNS2002 Counselling Skills Training 2
- COUNS2004 Counselling and Children or COUN2150 Counselling Children and Adolescents
- COUNS2005 Grief and Loss Counselling
- COUNS2006 Counselling Adolescents or COUN2150 Counselling Children and Adolescents
- COUN2060 Cross-cultural Counselling
- COUN2080 Counselling in the Area of Alcohol and Other Drugs or COUN2007 Trauma and Addiction Counselling
- COUN2110 Trauma Counselling or COUN2007 Trauma and Addiction Counselling

#### Total Units of Credit

100

## APPENDIX D: Program Plan, Undergraduate Certificate in Data Analytics (UGCertDataAnalytics)

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### Undergraduate Certificate in Data Analytics

Units of Credit

#### Required courses

100

Students of the Undergraduate Certificate in Data Analytics must complete the following courses:

- DATA1000 Introduction to Data Analytics
- DATA1001 Principles of Programming
- MATH1020 Statistics
- CORE1002/1020 Logos 2/Ethics

#### Total Units of Credit

100

## APPENDIX E: Program Plan, Undergraduate Certificate in Environmental Studies (UGCertEnvStud)

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### Undergraduate Certificate in Environmental Studies

### Units of Credit

Students of the Undergraduate Certificate in Environmental Studies must complete four (4) courses, including:

**100**

at least one of the following courses:

- SCIE1150 Introduction to Biological Sciences
- GEOG1110 Physical Geography: Climates, Geology and Soils

and any of the following courses, where pre-requisites allow:

- BIOL2260 Plant Diversity
- BIOL3000 Adaptations for Survival in the Australian Environment
- BIOL3250 Aquatic Science
- ENVR2330 Australian Ecology: from Theory to Practice
- ENVR3310 Environmental Impact Assessment and Planning
- ENVR3520 Natural Resource Management
- GEOG3110 Coastal Processes and Planning
- SCIE1001 Fundamentals of Science, Research and Communication SCIE3290 Geographic Information Systems

**Total Units of Credit**

**100**



## APPENDIX F: Program Plan, Undergraduate Certificate in Foundations of Education (UGCertEd)

---

### **Undergraduate Certificate in Foundations of Education**

### **Units of Credit**

Students of the Undergraduate Certificate in Foundations of Education must complete four (4) courses:

**100**

- EDUC1004 Academic Skills
- EDUC1006 Learning and Development
- EDUC1016 Mathematics and Numeracy
- EDUC1009 English, Language and Literacy

### **Total Units of Credit**

**100**

## APPENDIX G: Program Plan, Undergraduate Certificate in Foundations of Nursing (UGCertNurs)

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### **Undergraduate Certificate in Foundation of Nursing**

### **Units of Credit**

Students of the Undergraduate Certificate in Foundations of Nursing must complete 100 units of credit from the following courses:

all of the following courses:

- |   |    |
|---|----|
| • NURS1011 Anatomy and Physiology 1                           | 15 |
| • BESC1130 Developmental Psychology (Nursing)                 | 25 |
| • NURS1013 Health Communications, Research, and Informatics 1 | 15 |
| • NURS1014 Social and Cultural Diversity                      | 15 |
| • NURS1018 Introduction to Public Health                      | 15 |
| • NURS1017 Pathophysiology and Pharmacology 1                 | 15 |

**Total Units of Credit**

**100**

## APPENDIX H: Program Plan, Undergraduate Certificate in Legal Studies (UGCertLegStud)

---

### Undergraduate Certificate in Legal Studies

### Units of Credit

Students of the Undergraduate Certificate in Legal Studies must complete four (4) of the following courses, where pre-requisites allow:

**100**

- LAWS1000 Legal Research & Writing
- LAWS1010 Legal Process & Statutory Interpretation
- LAWS1020 Legal History or CORE1001 Logos I or CORE1002 Logos 2
- LAWS2520 Criminal Law A

### Total Units of Credit

**100**

## APPENDIX I: Program Plan, Undergraduate Certificate in Mathematics (UGCertMath)

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### Undergraduate Certificate in Mathematics

Units of Credit

#### Required Courses

25

Students are required to complete the following course:

- MATH1030 Principles of Mathematics

#### Elective Courses

75

Students must complete three (3) of the following elective courses, as course pre-requisites allow:

- MATH1020 Statistics
- MATH1300 Mathematics Foundations or MATH1400 Key Concepts in Mathematics
- MATH2000 Linear Algebra
- MATH2100 Calculus and Applied Mathematics or MATH2020 Calculus

#### Total Units of Credit

100

## APPENDIX J: Program Plan, Undergraduate Certificate in Philosophy (UGCertPh)

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### Undergraduate Certificate in Philosophy

### Units of Credit

Students of the Undergraduate Certificate in Philosophy must complete four (4) courses, where pre-requisites allow, including:

at least one (1) of the following courses:

**25**

- PHIL1020 Basic Methods and Problems of Philosophy
- PHIL1030 Critical Thinking

Plus, at least one (1) of the following courses:

**25**

- PHIL2100 History of Philosophy: Ancient
- PHIL2110 History of Philosophy: Medieval

And any two (2) of the following courses:

**50**

- PHIL2010 Introduction to Formal Logic
- PHIL2060 Philosophy of Science
- PHIL2070 Philosophy of Language
- PHIL2130 History of Philosophy: Modern
- PHIL2140: History of Philosophy: Contemporary

**Total Units of Credit**

**100**

## APPENDIX K: Program Plan, Undergraduate Certificate in Science (UGCertSc)

---

### **Undergraduate Certificate in Science**

### **Units of Credit**

Students of the Undergraduate Certificate in Science must complete four (4) courses, including: **100**

any of the following courses:

- SCIE1001 Fundamentals of Science, Research and Communication
- SCIE1000 Introduction to Chemistry
- SCIE1150 Introduction to Biological Sciences

and any course from the Bachelor of Science, where course pre-requisites allow.

### **Total Units of Credit**

**100**

## APPENDIX L: Program Plan, Undergraduate Certificate in Theology (UGCertTh)

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### Undergraduate Certificate in Theology

### Units of Credit

Students of the Undergraduate Certificate in Theology must complete four (4) courses, where pre-requisites allow, including:

at least one (1) of the following courses:

**25**

- THEO1000 Foundations of Catholic Theology
- THEO1520 Introduction to Christian Spirituality

plus, at least one (1) of the following courses:

**25**

- THEO1110 Introduction to Old Testament
- THEO1210 Introduction to New Testament

and any two (2) of the following courses:

**50**

- THEO1020 Spirituality and the Challenges of Reconciliation
- THEO2001 Introduction to Biblical Hebrew
- THEO2002 Introduction to New Testament Greek
- THEO2003 Introduction to Latin
- THEO2120 Pentateuch
- THEO2130 Psalms and Wisdom
- THEO2210 Writings of Paul
- THEO2220 Synoptic Gospels
- THEO2230 Gospel of Luke and Acts of the Apostles
- THEO2310 Early Church History
- THEO2330 Medieval Christian Experience
- THEO2340 Modern Church History
- THEO2350 Reformations: Churches in the 16<sup>th</sup> Century
- THEO2250 Introduction to Sacramental Theology
- THEO2400 Christology
- THEO2410 Fundamental Theology
- THEO2460 Eschatology – The Living Hope of Christians
- THEO2480 Sacraments of Initiation
- THEO2020 Catholic Social Thought: An Introduction
- THEO2240 Scripture and Morality
- THEO2470 Fundamental Moral Theology
- THEO2430 Anthropology: Human Being within the Mystery
- THEO2550 Pastoral Theology Foundations

**Total Units of Credit**

**100**