

Graduate Certificate of Business Administration

Registration Code: PRV14012
CRICOS Code: 093569D

Introduction

Sheridan Institute of Higher Education's Graduate Certificate of Business Administration can be taken as a standalone qualification or as a pathway into the Graduate Diploma of Business Administration and future MBA studies. The program is an important step towards obtaining greater business administration knowledge and practical skills that will enhance engagement in an ever-changing business environment and provide further career opportunities.

Required Units

A total of 4 units must be taken to complete the Sheridan Graduate Certificate of Business Administration program. Each unit is worth 3 credit points for a total of 12 credit points.

Core Units (4 units)

- BU501 Organisational Behaviour
- BU502 Accounting for Managers
- BU503 Marketing Management
- BU504 Managerial Economics

The GradCertBA is accredited by TEQSA at Level 8 of the Australian Qualifications Framework.

Expected Learning Outcomes

Graduate Certificates qualify individuals who apply a body of knowledge in a range of contexts to undertake professional or highly skilled work and as a pathway for further learning. Upon completion of the Graduate Certificate of Business Administration, you will be able to:

1. Demonstrate specialised understanding of current knowledge and professional practice in core disciplines of business administration.
2. Demonstrate your ability to analyse and synthesise information, concepts and theories from a multi-disciplinary perspective.
3. Demonstrate your intellectual independence through the application of critical and creative thinking to the study and/or professional practice of business administration.

4. Communicate your specialist understanding of current knowledge and professional practice through prepared presentations and projects in a variety of settings.
5. Apply evidence-based technical and creative tools to solve complex problems in theoretical and actual workplace settings.
6. Model self-discipline, professional judgment, personal integrity, teamwork and respect for the dignity of individuals and groups in a variety of settings.

Each unit you take in the Graduate Certificate program will contribute towards the fulfilment of these broader learning outcomes.

Academic Calendar

The Graduate Certificate of Business Administration is a 1 semester (6-month) program full time or 2 semesters part time. The semester is 15 weeks comprising 12 weeks of teaching, two non-teaching study weeks, and an examination week.

Course Workload

The Graduate Certificate of Business Administration may be completed in 1 semester (6 months) if taken full-time, or longer if taken part-time. Students are regarded as taking an annual full-time workload when they are enrolled in a minimum of twelve (12) or more credit points in a single semester in a given year. Students are regarded as part-time when they take less than twelve (12) credit points per semester.

A typical Graduate Certificate of Business Administration unit represents 168 hours of study (12 hours per week over 14 weeks). The 168 hours will consist of seminars for 36 hours (3 hours per week over 12 teaching weeks) and private study for 132 hours (9 hours per week over 12 teaching weeks plus 12 hours per week over 2 non-teaching weeks).

Mode of Study and Assessment

The Graduate Certificate of Business Administration is delivered face-to-face through lectures, tutorials and seminars, and supported by Sheridan's online Learning Management System,

Canvas. Sheridan does not offer an external study option for remote students.

Assessments typically consist of a combination of interactive case studies, reports, tests, essays, presentations and/or examinations.

Admission Requirements

Domestic Students

A Bachelor degree or equivalent qualification from an Australian university or other approved higher education provider with a credit average and a minimum of 3 years' full-time **professional** experience.

OR

A Higher Education diploma from an Australian education provider and a minimum of five years' full time **management** experience.

AND

A satisfactory interview.

For decisions of equivalence, or alternative admissions arrangements, please contact the Registrar.

International Students

IELTS 6.5 overall with no band lower than 6.0 or equivalent

AND

A Bachelor degree or equivalent qualification from a recognised education provider with a credit average and a minimum of 3 years full-time **professional** experience.

OR

A Higher Education diploma from a recognised education provider and a minimum of five years' full time **management** experience.

AND

A satisfactory interview.

For decisions of equivalence, or alternative admissions arrangements, please contact the Registrar.

Entry Points and Rules of Progression

Students may enter the Graduate Certificate of Business Administration at the beginning of any semester. Units may be taken in any order.

The units in the GradCertBA have been designed as discrete subjects which do not require prerequisites. Students must successfully complete all four (4) units to graduate.

Sample GradCertBA Program (Semester 1 Entry)

YR	SEMESTER 1	SEMESTER 2
1	<ul style="list-style-type: none"> • BU501 Organisational Behaviour • BU502 Accounting for Managers • BU503 Marketing Management • BU504 Managerial Economics 	

Sample GradCertBA Program (Semester 2 Entry)

YR	SEMESTER 1	SEMESTER 2
1		<ul style="list-style-type: none"> • BU501 Organisational Behaviour • BU502 Accounting for Managers • BU503 Marketing Management • BU504 Managerial Economics

Early Exit Points

There are no early exit points from the GradCertBA.

Future Learning Pathways

The Sheridan Graduate Certificate of Business Administration is a nested course within the Graduate Diploma of Business Administration. GradCertBA graduates who wish to continue into the GradDipBA program will receive full credit for the first four units of their GradDipBA course.

Tuition

Sheridan is a not-for-profit higher education provider. Student tuition is set at the lowest possible level to reduce financial barriers to higher education.

Domestic students will pay \$825 per unit (total \$3,300) for the GradCertBA.

International students will pay \$1,600 per unit (total \$6,400) for the GradCertBA.

There are no additional expenses for textbooks and field trips. These items are fully covered by the tuition fees outlined above.

Tuition-Free Placements

Graduates and current staff of Baptist schools in



Western Australia are invited to register for a selected number of tuition-free placements offered each year. Tuition-free placement students are asked to cover the costs of textbooks and field trips only.

Location

All classes take place at the Perth CBD campus (Suite 18, 7 Aberdeen St Perth).

Further Information

If you would like to know more about the course or about Sheridan, please visit the website at www.sheridan.edu.au or contact the Registrar at enquiries@sheridan.edu.au.

Contact Details

Sheridan Institute of Higher Education
Tel: (08) 9221 8170
Email: enquiries@sheridan.edu.au
Website: sheridan.edu.au
Address: 18/7 Aberdeen St Perth WA 6000
Postal Address: GPO Box D178 Perth WA 6849