

Graduate Diploma of Business Administration

Registration Code: PRV14012
CRICOS Code: 03391M

Introduction

Sheridan Institute of Higher Education's Graduate Diploma of Business Administration program provides advanced Postgraduate education in business administration. The program covers several core areas of responsibility for managers at a strategic, decision-making level. Each of the units are underpinned by a critical evaluation of the prevailing theoretical frameworks that ground the study of business, and an examination of Christian perspectives which uphold the dignity of human beings and our social responsibilities to one another. The course provides a broad base for further study in Business Administration or to enhance your employability within business management.

Required Units

A total of 8 units must be taken to complete the Sheridan Graduate Diploma of Business Administration program. Each unit is worth 3 credit points for a total of 24 credit points.

Core Units (5 units)

- BU501 Organisational Behaviour
- BU502 Accounting for Managers
- BU503 Marketing Management
- BU504 Managerial Economics
- BU673 Organisational Leadership

Elective Units (choose 3 out of 4 units)

- BU511 Human Resource Management
- BU512 Financial Management
- BU513 Managing Information Systems
- BU616 - Quantitative Analysis for Decision Making

The GradDipBA is accredited by TEQSA at Level 8 of the Australian Qualifications Framework. However, two units have been pitched at Level 9 as students progress towards possible MBA study.

Expected Learning Outcomes

Graduate Diplomas 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 Diploma of Business Administration, you will be able to:

1. Demonstrate advanced understanding of current knowledge and professional practice in a range of 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 advanced 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.
7. Critically evaluate current and past scholarship and professional practice in the light of contemporary research, of workplace practice, and of perspectives grounded in Christian scholarship.

Each unit taken in the Graduate Diploma program will contribute towards the fulfilment of these broader learning outcomes.

Academic Calendar

The Graduate Diploma of Business Administration is a 2 semester program (1 year). Units are delivered in two 15 week semesters. Each semester comprises 12 weeks of teaching, two non-teaching study weeks, and an examination week.

Course Workload

The Graduate Diploma of Business Administration may be completed in one year 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 twenty four (24) or more

credit points across two semesters in a given year. Students are regarded as part-time when they take less than twenty four (24) credit points per year.

A typical Graduate Diploma 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 Diploma 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

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

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 Diploma of Business Administration at the beginning of any semester. Units may be taken in any order.

The units in the GradDipBA have been designed as discrete subjects which do not require prerequisites. Students must successfully complete all five (5) core units and three (3) elective units to graduate.

Sample GradDipBA 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 	<ul style="list-style-type: none"> • BU673 Organisational Leadership • Elective • GradDipBA Elective • GradDipBA Elective

Sample GradDipBA 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
2	<ul style="list-style-type: none"> • BU673 Organisational Leadership • Elective • GradDipBA Elective • GradDipBA Elective 	

Early Exit Points

Students may exit the GradDipBA program with a Graduate Certificate in Business Administration after the successful completion of the following 4 core units:

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

Future Learning Pathways

Sheridan has an articulation agreement with Murdoch University. Sheridan students who have completed the Graduate Diploma of Business Administration will receive advanced standing into Murdoch University's MBA + MBA (Global).

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 \$6,600) for the GradDipBA.

International students will pay \$1,600 per unit (total \$12,800) for the GradDipBA.

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

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