

# Graduate Certificate of Business Administration

## 1. About the Graduate Certificate of Business Administration

The Graduate Certificate of Business Administration (GCBA) is designed to provide experienced business professionals without a formal undergraduate business qualification with flexible study options to master basic and critical business skills and concepts. GCBA has a practical and interdisciplinary focus with the themes of understanding the business environment, sustainable business market positioning, fundamentals of business finance and fundamentals of business communication. Graduates will develop knowledge of how to operate effectively in the changing business environments in which they work, or aspire to work, as leaders and managers.

The GCBA is a nested course which provides the foundation of business fundamental subjects that allow students to effectively pathway to the MBA.

Graduates of a Graduate Certificate develop cognitive and communication skills to improve their effectiveness as managers and leaders in organisational or social contexts. Graduates will also acquire research skills that will equip them to interpret and evaluate theoretical propositions and business-related data and maintain the currency of their knowledge as they develop their lifelong learning skills.

## Graduate employment opportunities

The potential employment opportunities are varied and diverse with the Graduate Certificate of Business Administration qualification, equipping graduates with the skills required to take up managerial roles in government and business across various industries. The potential employment opportunities may include, but are not limited to the following roles:

- Account Manager
- Project Manager
- Project Developer
- Corporate Secretary
- Manager
- Business Analyst
- Policy Officer
- Government Officer

## Course Overview

<b>Course Title</b>	Graduate Certificate of Business Administration		
<b>Study Options – Domestic Australian students</b>	Face to Face delivery Online delivery Full-time and part-time options available.	<b>Study Options – International students</b>	International students on a student visa must not enrol into any more than a third or 33% of online subjects over their course and must study at least one subject that is face to face in each trimester.  International students on a student visa are required to study full time, i.e. the student must complete a minimum of 1.0 EFTSL of study per year.
<b>Start Dates</b>	February, June, September For specific dates visit the <a href="#">website</a> .	<b>Course Length</b>	6 months full time. <i>Part-time options available.</i>
<b>Payment Options - Domestic Australian students</b>	<b>Upfront payment</b> This means tuition fees will be invoiced each semester and payment is required on or before the due date.  <b>FEE-HELP</b> FEE-HELP is Australian Government’s loan scheme for higher education degree courses. It can assist you in paying for all, or part of, your course fees. Repayments commence via the tax system once your income rises above a minimum threshold. Just like with any other debt, a FEE-HELP debt is a real debt that impacts your credit rating.	<b>Payment Options – International students</b>	<b>Upfront payment</b> This means tuition fees will be invoiced each semester and payment is required on or before the due date.
<b>Course study requirements</b>	Each subject involves 10 hours of study per week, comprising 3 hours of facilitated study and 7 hours self-directed study.	<b>Assessment</b>	Subjects have a range of assessment options to suit the students’ requirements and circumstances.  Methods of assessment may include individual assignments, group assignments, project reports, presentations, research reports, scenarios and case studies.
<b>Locations</b>	Brisbane, Sydney, Melbourne, Adelaide Online	<b>Delivered by</b>	Torrens University Australia
<b>Provider</b>	Torrens University Australia Ltd is registered as a self-accrediting Australian university by the Tertiary Education Quality and Standards Agency (TEQSA).	<b>CRICOS Course Code</b>	095349G
<b>Provider obligations</b>	Torrens University is responsible for all aspects of the student experience,	<b>Accrediting body</b>	Torrens University Australia Limited ABN 99 154 937 005,

	including the quality of course delivery, in compliance with the <a href="#">Higher Education Standards 2015</a>		CRICOS Provider Code: 03389E. RTO No. 41343
<b>Course Fees</b>	For details, refer to the <a href="#">website</a> .	<b>Any other fees</b>	For details, refer to the <a href="#">website</a> .

## 2. Essential requirements for admission

The general admission criteria that apply to Torrens University Australia courses can be located by visiting the Torrens University Australia website - <https://www.torrens.edu.au/general-admission-information-for-torrens-university-australia-ltd>.

## 3. Admission Criteria

<b>Title of course of study</b>	Graduate Certificate of Business Administration
<b>Applicants with higher education study</b>	Successful completion of a Bachelor degree (AQF Level 7) in any discipline.
<b>Applicants with vocational education and training (VET) study</b>	N/A
<b>Applicants with work and life experience</b>	Applicants without formal qualifications are eligible to apply if they have seven (7) years of professional, administrative or managerial work experience. Applications will be assessed on a case by case basis.
<b>English Language Proficiency</b> (applicable to international students, and in addition to academic or special entry requirements noted above)	IELTS 6.0, with no sub score less than 5.5 (or equivalent)
<b>Applicants with recent secondary education (within the past two years) with ATAR or equivalent*</b> (for applicants who will be selected wholly or partly on the basis of ATAR)	N/A

## 3. How to apply

Via direct application to the institution

- o <https://apply.torrens.edu.au/>

## 4. Advanced standing/academic credit/recognition of prior learning (RPL)

You may be entitled to credit for prior learning, whether formal or informal. Formal learning can include previous study in higher education, vocational education, or adult and community education. Informal learning

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can include on the job learning or various kinds of work and life experience. Credit can reduce the amount of study needed to complete a degree.

Applicants admitted based on prior higher education study may be eligible for Advanced Standing in the form of credit and/or recognition of prior learning (RPL) under the Torrens University Australia [Credit Policy - \(https://www.torrens.edu.au/policies-and-forms\)](https://www.torrens.edu.au/policies-and-forms).

- Students with completed subjects may be eligible for specified credit and/or elective exemptions
- Students who have completed a qualification at AQF level 5 (diploma) or above may be eligible for block credit (where a block credit agreement exists)
- Students with a mix of formal study and informal and/or non-formal learning may be eligible for recognition of prior learning in addition to any credit approved.

Credit will not be applied automatically. Applicants must apply for credit and/or RPL as early as possible prior to each study period, with applications not accepted after week 2.

For further information about credit and recognition of prior learning please see <http://www.torrens.edu.au/apply-online/course-credits>.

## 5. Where to get further information

- Torrens University Australia (TUA) Website
  - <https://www.torrens.edu.au/>
- Universities Admissions Centre (UAC) Website
  - <http://www.uac.edu.au/>
- Quality Indicators for Learning and Teaching (QILT) Website
  - <https://www.qilt.edu.au/>

## 6. Additional Information

### Course Structure

The Graduate Certificate of Business Administration course structure comprises 4 subjects (40 credit points).

The course of study is made up of:

- Core subjects: There are 4 core subjects (40 credit points) found within the Graduate Certificate award

### Course Rules

To qualify for the award of Graduate Certificate of Business Administration, the candidate must complete satisfactorily a course of study that comprises four core subjects (40 credit points).

### Subjects

SUBJECT DETAILS
SUBJECT TITLE, DESCRIPTOR
<p><b>MKT600 Marketing</b></p> <p>21st Century professionals who aspire to hold a leadership position must have a clear understanding and appreciation of the importance of marketing. This subject is designed to develop a comprehensive understanding of marketing theories and the practical application of marketing concepts and marketing strategies in various contexts including profit and not-for-profit organisations, including government. This subject equips students with marketing strategy formulation and the use of strategic marketing mix elements in developing and maintaining a market orientation and assessing organisational performance in relation to ethical and socially acceptable business practices.</p>
<p><b>FIN600 Financial Management</b></p> <p>This subject is focused on how to use accounting and financial information for decision-making purposes. It is designed for the leader/manager who will be using, rather than producing accounting and financial information. This subject also addresses the various types of financial decisions that leaders must make, and the strategies necessary to anticipate the alternatives, evaluate the advantages and disadvantages of each and recognise the tradeoffs inherent in each alternative. The objective of this subject is for students to learn how to apply accounting and finance theory and principles to the analysis of important business problems, further developing their skills at using numerical analysis and research to support a line of argument.</p>
<p><b>MGT501 Business Environment</b></p> <p>This subject introduces the student to the foundations of business. The focus of this subject is on providing fundamental concepts and context for students to enrich their mastery in subsequent studies while developing as a reflective practitioner. Students will examine the functional operations of business and the environments in which it operates. This may include analysing the economic, social, political, legal, technological and ethical influences on contemporary businesses. Students will also examine the viewpoints of internal and external stakeholders.</p>
<p><b>MGT502 Business Communications</b></p> <p>This subject introduces students to the concepts of business communications and transferrable academic skills. This subject presents an analysis of the types of communication processes, which occur in the internal and external business environment, including an examination of the theoretical underpinnings of communication in business. Emphasis is placed on writing skills, reports and presentations and on using technology to communicate. The subject introduces students to research skills, information literacy, critical analysis, writing and language techniques. The aims of this subject are to provide knowledge and skills needed for success in Higher Education, to help students manage their own success and to assist them in reaching their academic potential.</p>



## Locations

The Graduate Certificate of Business Administration can be studied fully online or at the below Torrens University Campuses:

- Queensland (Brisbane)
- New South Wales (Sydney)
- Victoria (Melbourne)
- South Australia (Adelaide)

## Campus Facilities and Services

All campuses are designed to provide students with professional spaces in which to learn and work. They have been planned with student study needs in mind with well-equipped accessible learning spaces as well as student breakout areas for group work and spending time with friends.

## A positive student experience

Torrens University Australia values the importance of a positive student experience, and therefore has robust processes to resolve student complaints. The Student Complaints Policy, and associated procedures, can be accessed from the [website](https://www.torrens.edu.au/policies-and-forms) (<https://www.torrens.edu.au/policies-and-forms>).

## Paying for your qualification

We offer two payment options for this course:

- **Upfront payment**  
If you want to complete your qualification debt-free you can choose to pay as you go. This means tuition fees will be invoiced each semester and payment is required on or before the due date using EFTPOS, credit card or direct transfer.
- **FEE-HELP (Domestic students only)**  
FEE-HELP is Australian Government's loan scheme for higher education degree courses. It can assist you in paying for all, or part of, your course fees. Repayments commence via the tax system once your income rises above a minimum threshold (\$45, 881 in 2019-20). Just like with any other debt, a FEE-HELP debt is a real debt that impacts your credit rating.

Further information about FEE-HELP, including eligibility, is available at:

- **FEE-HELP website:**  
<http://studyassist.gov.au/sites/studyassist/help-payingmyfees/fee-help/pages/fee-help->
- **FEE-HELP booklets:**  
<http://studyassist.gov.au/sites/studyassist/helpfulresources/pages/publications>

## Austudy and Abstudy

Students enrolled in this course may be eligible for government assistance, such as [Austudy](#) or [Abstudy](#).