

GD-BA Graduate Diploma in Business Administration

Year and Campus:	2014 - Parkville											
Fees Information:	Subject EFTSL, Level, Discipline & Census Date, http://enrolment.unimelb.edu.au/fees											
Level:	Graduate/Postgraduate											
Duration & Credit Points:	112.50 credit points taken over 12 months full time. This course is available as full or part time.											
Coordinator:	Jim Frederickson											
Contact:	<p>Melbourne Business School Admissions Office 200 Leicester Street Carlton Victoria 3053 Australia</p> <p>Tel: + 61 3 9349 8200 Email: study@mbs.edu (mailto:study@mbs.edu)</p>											
Course Overview:	The main aim of the program is to assist students to prepare for careers in management in a wide range of private, public and government organisations.											
Learning Outcomes:	<p>The main aim of the program is to assist students to prepare for careers in management in a wide range of private, public and government organisations.</p> <p>Students undertaking the program should:</p> <ul style="list-style-type: none"> # learn the fundamental analytical skills, concepts and knowledge of management from the fields of accounting, economics, finance, information management, marketing, operations and the behavioural sciences; # gain practice at recognising managerial problems, analysing data, finding solutions and making decisions; # appreciate the wide and varied range of issues which can be involved in implementing management decisions in practice; # gain experience in using interpersonal skills while working with small and large groups; # be involved in the learning process by sharing work experience which they have had, thereby helping to understand theory in a practical context, to broaden the experience of the program as a whole and to build self-confidence; # participate in the academic and social life of the School and the University, thereby building lifelong associations and a foundation for further learning. 											
Course Structure & Available Subjects:	<p>The Graduate Diploma of Business Administration is offered on a part-time basis only and can be completed over four terms of study – that is approximately 12 months. The course must be completed within eight terms of study or two years.</p> <p>Students must complete a total of nine compulsory subjects: two units (or half subjects), plus eight subjects. The standard part-time study load is two subjects per term and the scheduling of core subjects is based on a standard study load.</p> <p>Students may vary their study load to suit their particular needs but should consult the timetable when making decisions about enrolment to ensure they achieve their optimal study plan. Both increased and reduced study loads are permitted.</p>											
Subject Options:	<p>Compulsory Subjects</p> <table border="1"> <thead> <tr> <th>Subject</th> <th>Study Period Commencement:</th> <th>Credit Points:</th> </tr> </thead> <tbody> <tr> <td>BUSA90480 Leadership</td> <td>January, April, June, August, September</td> <td>6.25</td> </tr> <tr> <td>BUSA90481 Social Responsibility and Ethics</td> <td>January, March, April, June, August, September</td> <td>6.25</td> </tr> </tbody> </table>			Subject	Study Period Commencement:	Credit Points:	BUSA90480 Leadership	January, April, June, August, September	6.25	BUSA90481 Social Responsibility and Ethics	January, March, April, June, August, September	6.25
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BUSA90001 Financial Accounting	Term 1, Term 2, Term 3, Term 4	12.50
BUSA90224 Managing People	Term 1, Term 2, Term 3, Term 4	12.50
BUSA90060 Data Analysis	Term 1, Term 2, Term 3, Term 4	12.50
BUSA90243 Marketing	Term 1, Term 2, Term 3, Term 4	12.50
BUSA90193 Managerial Economics	Term 1, Term 2, Term 3, Term 4	12.50
BUSA90093 Financial Management	Term 1, Term 2, Term 3, Term 4	12.50
BUSA90489 Decision Making	March, Term 1, Term 2, Term 3, Term 4	12.50

Selective Core Subjects

Students will choose one of the following three subjects as their selective cores:

Subject	Study Period Commencement:	Credit Points:
BUSA90074 Global Business Economics	Term 1, Term 2, Term 3, Term 4	12.50
BUSA90227 Operations	Term 1, Term 2, Term 3, Term 4	12.50
BUSA90026 Business Strategy	Term 1, Term 2, Term 3, Term 4	12.50

Entry Requirements:

1. In order to be considered for entry, applicants must have completed:

- an undergraduate degree; and
- two years of documented work experience; and

a personal statement outlining why they wish to be considered for the course.

Applicants are also required to nominate referees.

Meeting these requirements does not guarantee selection.

2. In ranking applications, the Selection Committee will consider:

- prior academic performance; and
- the work experience; and
- the personal statement; and
- the referee reports.

3. The Selection Committee may seek further information to clarify any aspect of an application in accordance with the Admission and Selection into Course Policy [\[link\]](#).

4. Applicants are required to satisfy the university's English language requirements for postgraduate courses [\[link\]](#). For those applicants seeking to meet these requirements by one of the standard tests approved by the Academic Board, performance band 6.5 [\[link\]](#) is required.

Note.

- These programs are only available part-time and direct admission to the Master of Business Administration is not permitted. Students who successfully complete the Graduate Diploma in Business Administration may be eligible to progress to the Master of Business Administration with 112.5 points credit.

	<ul style="list-style-type: none">• Students who discontinue from the Master of Business Administration but have successfully completed the requirements of the Graduate Diploma in Business Administration will be eligible to receive the Graduate Diploma in Business Administration as an exit award.
Core Participation Requirements:	<p><p>For the purposes of considering request for Reasonable Adjustments under the Disability Standards for Education (Cwth 2005), and Student Support and Engagement Policy, academic requirements for this subject are articulated in the Subject Overview, Learning Outcomes, Assessment and Generic Skills sections of this entry.</p> <p>It is University policy to take all reasonable steps to minimise the impact of disability upon academic study, and reasonable adjustments will be made to enhance a student's participation in the University's programs. Students who feel their disability may impact on meeting the requirements of this subject are encouraged to discuss this matter with a Faculty Student Adviser and Student Equity and Disability Support: http://services.unimelb.edu.au/disability</p></p>