Alphacrucis University College

COURSE HANDBOOK

GRADUATE CERTIFICATE IN BUSINESS ADMINISTRATION

School of Business and Leadership

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Overview

Graduate Certificate in Business Administration (GCB)	Program Director	Pratima Durga
	AQF Level	AQF Level 8
	Qualification	Graduate Certificate
	Units	4
	Languages of Instruction	English
	CRICOS Code	
	ASCED Code	080301
	Accreditation	Self-accredited (October 2026)
	Course Length	6 months full-time; up to 1 year part-time
	Entry Requirements	*https://www.ac.edu.au/awards/graduate-certificate-in-business-administration/*

COURSE OVERVIEW

The Graduate Certificate in Business Administration (GCB) provides a foundation in contemporary business and management principles, integrating professional knowledge with Christian values and ethical perspectives. The course develops students' understanding of key areas of business administration, including leadership, strategic thinking, and organisational decision-making. Designed for professionals seeking to strengthen their management capabilities or transition into leadership roles, the course also provides a pathway to further postgraduate study in business administration.

Course Structure

Note: Contact the Student Support Team for access to previous course versions.

This course structure applies to student enrolled from Semester 1, 2027		
The course structure is based on one semester (13 weeks duration) full-time equivalent: • Core Units — 40 credit points To qualify for award of Graduate Certificate in Business Administration a candidate shall accrue an aggregate of 40 credit points.		
Content of the course of study		**Credit points**
Core units	BUS401 Faith, Purpose, and Leadership BUS502 Financial Management, Governance, and Risk BUS503 Strategic and Ethical Decision Making BUS504 Communication for Global Leadership	4 x 10
Pre-requisites for specific units	Pre-requisites are noted on the relevant unit outline. Students must have completed the pre-requisite to enrol in the unit.	

Recommended Course Progression

Based on a full-time study mode

CORE

Semester 1	
BUS401	Faith, Purpose, and Leadership
BUS502	Financial Management, Governance and Risk
BUS503	Strategic and Ethical Decision Making
BUS504	Communication for Global Leadership

Course Learning Outcomes

Graduates will be able to demonstrate:
• Analyse and synthesise leadership, governance, financial management and Christian faith-informed principles to examine complex organisational challenges and opportunities
• Assess and interpret organisational performance, risk, governance and stakeholder considerations, and moral implications to inform responsible managerial decision-making.
• Develop evidence-based strategies that integrate stewardship, accountability, human flourishing, and sustainable organisational practice.
• Articulate and apply reflective, Christian values-informed approaches to leadership and professional practice in diverse organisational contexts.

Work Integrated Learning

Work Integrated Learning may be undertaken through various Professional Practice and Professional Experience units at AC. These units seek to create a direct linkage between the learning, skills and values engaged in lectures, and the reflection which occurs when these are applied in real-life settings. These work-based training units are comprised of instruction, academic assessment and a placement in a workplace for each unit.

For further information related to Work-Integrated Learning, please see the Professional Practice Handbook on Moodle or contact our Student Support team.

Other Course Information

For other course information, such as information on Professional Accreditation and available intakes, visit the course web page:

https://www.ac.edu.au/awards/graduate-certificate-in-business-administration/

Useful Links

AC WEBSITE

https://www.ac.edu.au/

ACADEMIC CALENDAR

https://www.ac.edu.au/key-dates/

HOW TO ENROL

Please see the Timetable for available units and contact Student Support Team for tailored academic advice before completing the enrolment form.

AC POLICIES

https://ww1.ac.edu.au/ppm/

LEARNING MANAGEMENT SYSTEM

Enrolled students will have access to AC's LMS

FEES

https://www.ac.edu.au/fees-financing/

STUDENT FORMS

https://www.ac.edu.au/forms/

GRADUATE ATTRIBUTES

https://ww1.ac.edu.au/ppm/graduate-attributes-policy/

Student Support

The Student Support team are available if you need assistance. Email the team via: studentsupport@ac.edu.au or book a phone or video call via: Bookings

Phone: (02) 8893 9005

https://www.ac.edu.au/student-services/

For disability support please contact dso@ac.edu.au

Appendix 1

COURSE PROGRESSION TRACKING TEMPLATE

Graduate Certificate in Business Administration (GCB)

Student:	
Student ID number:	
Year of commencement:	

Graduate Certificate in Business Administration (GCB) requirements:

- Core x 4 (40cp)

Core x 4 (40cp) Unit Code and Name	Unit Credit Points	Comments