Alphacrucis University College

COURSE HANDBOOK

GRADUATE DIPLOMA OF BUSINESS ADMINISTRATION

School of Business and Leadership

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GRADUATE DIPLOMA OF BUSINESS ADMINISTRATION

Overview

Graduate Diploma of Business Administration (GDB)	Program Director	Pratima Durga
	AQF Level	AQF Level 8
	Qualification	Graduate Diploma
	Units	8
	Languages of Instruction	English
	CRICOS Code	
	ASCED Code	080301
	Accreditation	Self-accredited (October 2026)
	Course Length	1 year full-time; up to 2 years part-time
	Entry Requirements	*https://www.ac.edu.au/awards/graduate-diploma-of-business-administration/*

COURSE OVERVIEW

The Graduate Diploma of Business Administration (GDB) develops advanced knowledge and practical capabilities in contemporary business and organisational management. Integrating business theory, ethical principles, and Christian perspectives, the course strengthens students' ability to analyse complex organisational challenges, make informed strategic decisions, and lead responsibly in diverse professional environments. It is suited to professionals seeking to broaden their management expertise, enhance their leadership capabilities or progress to further postgraduate study through the Master of Business Administration (MBA).

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 two semesters (13 weeks duration) full-time equivalent: • Core Units (6) — 60 credit points • Elective Units (2) — 20 credit points To qualify for award of Graduate Diploma of Business Administration a candidate shall accrue an aggregate of 80 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 BUS505 People and Organisational Behaviour LEA511 Creativity and Entrepreneurship	6 x 10
Electives	20 credit points at 400-level or above	2 x 10
Rules of progression	Pass grade or above in all units. For students entering with graduate certificates in disciplines other than business or leadership, LEA or BUS units are strongly recommended as electives.	
Pre-requisites for specific units	Pre-requisites are noted on the 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	ELECTIVES

First Year			
Semester 1		**Semester 2**	
BUS401	Faith, Purpose, and Leadership	BUS505	People and Organisational Behaviour
BUS502	Financial Management, Governance and Risk	LEA511	Creativity and Entrepreneurship
BUS503	Strategic and Ethical Decision Making	400-level	Elective
BUS504	Communication for Global Leadership	400-level	Elective

Course Learning Outcomes

Graduates will be able to demonstrate:
• Critically analyse, evaluate and synthesise leadership, organisational, financial and entrepreneurial theories, evidence and practices undergirded by Christian values to address complex organisational challenges.
• Appraise and interpret organisational performance, governance, risk, stakeholder interests, and moral factors to inform responsible management and leadership decision-making.
• Develop and design innovative, sustainable, and evidence-informed strategies that create organisational, social, and stakeholder value.
• Integrate, evaluate, and reflect on ethical, Christian faith-informed and professional perspectives in leadership practice to promote stewardship, accountability, human dignity, and organisational effectiveness.

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-diploma-of-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 Diploma of Business Administration (GDB)

Student:	
Student ID number:	
Year of commencement:	

Graduate Diploma of Business Administration (GDB) requirements:

- Core x 6 (60cp)
- Electives x 2 (20cp)

Core x 6 (60cp) Unit Code and Name	**Unit Credit Points**	**Comments**

Electives x 2 (20cp) Unit Code and Name	**Unit Credit Points**	**Comments**