



THE UNIVERSITY OF NOTRE DAME AUSTRALIA

Graduate Certificate in Business Administration

Graduate Certificate in Business Administration

School of Law & Business

The Graduate Certificate in Business Administration introduces students to the foundational concepts of business management and leadership, empowering participants with the knowledge, skills and expertise to make informed financial decisions, implement strategic marketing initiatives, and optimise business operations using data-driven insights. The integration of theory and practice serves as a springboard for personal and professional growth, equipping students with the tools and confidence to tackle complex business challenges.

Why study this degree?

Whether you're dreaming of starting your own venture, climbing the corporate ladder or contributing to the non-profit sector, a Graduate Certificate in Business Administration can open a multitude of doors for you.

At Notre Dame, we offer a comprehensive Graduate Certificate in Business Administration program that intertwines theoretical knowledge with hands-on experience, readying you for the ever-changing business landscape.

Professionals in this field are responsible for making critical decisions, managing budgets, overseeing projects, and implementing strategies to drive growth and profitability. Through this introductory Business Administration course, you will gain invaluable knowledge and skills that can be applied across a range of industries and roles, and lead to further qualification should you choose.

You can complete the Graduate Certificate in Business Administration online or face-to-face, making it a flexible pathway to career growth and advancement.

Program summary

Students are required to study:

- BUSN5005 Data Analytics and Modelling
- BUSN5740 Contemporary Strategic Workforce
- BUSN5100 Accounting for Managers
- BUSN5500 Digital Marketing Strategy

Full details of the program requirements are contained in the Program Requirements

(https://www.notredame.edu.au/__data/assets/pdf_file/0016/421of-Business-Administration.pdf).

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More information regarding courses can be found at the course descriptions pages Fremantle (<https://www.notredame.edu.au/about/schools/fremantle/business-descriptions>) Sydney (<https://www.notredame.edu.au/about/schools/sydney/business-descriptions>).

Please note: The availability of these courses is indicative only and may be subject to change.

Entry requirements

To be eligible for admission to The University of Notre Dame Australia, all applicants must meet the University's minimum requirements for admission for postgraduate programs (<https://www.notredame.edu.au/study/admission-requirements>).

Specific Program Requirements for Admission

To be eligible for admission to the Graduate Certificate in Business Administration program, applicants must hold:

- an AQF Level 7 qualification; or
- studies sufficient to meet the requirements of an AQF Level 7 Award; or
- informal/non-formal learning equivalent to an AQF Level 7 qualification plus evidence of the skills necessary to complete postgraduate studies.

Applicants who have successfully completed subjects at another University, which are relevant to the selected program of study, may be eligible for Advanced Standing (<https://www.notredame.edu.au/study/applications-and-admissions/recognition-of-prior-learning>).

Learning outcomes

Upon successful completion of the Graduate Certificate in Business Administration graduates will be able to:

1. Apply management skills necessary to lead a team in business settings.
2. Apply management skills necessary to manage a financially sustainable organisation.
3. Develop processes and practices needed to meet the regulatory environment under which an organisation operates.
4. Create community and stakeholder engagement strategies.
5. Apply technology to leadership management and decision making.

Career opportunities

A Graduate Certificate in Business Administration can lead to careers in management-level positions in industry or government, Office Administrator, Administration Manager, Office Manager or Project Assistant.

Real-world experience

You will learn from our academics, who are leaders in their field. There are no practicum requirements for this program.

Fees and costs

This Program has the following loan scheme(s) available for eligible students:

Domestic Fee-Paying

A domestic fee-paying place is a place at university where the student is responsible for the full cost the program.

Eligible domestic fee-paying students may apply for the FEE-HELP loan scheme

(<https://www.studyassist.gov.au/preview-link/node/108/a39069a0-c0d9-4ed5-ad8e-1df4d43a987a>) which assists eligible fee-paying students with the payment of all, or part, of their tuition fees, not including additional study costs such as accommodation or textbooks. Your FEE-HELP debt will be indexed each year in line with the Consumer Price Index.

International Full-Fee Paying

Tuition costs depend on an international student's study load and discipline. Fees are payable each semester at least four weeks prior to the commencement of your program.

For indicative fees and information on how to pay, including Government loan schemes and our online calculator, visit our Fees, costs and scholarships page (<https://www.notredame.edu.au/study/fees-costs-and-scholarships>).

More information

Considering your uni options?

Talk to one of our career advisors for a personalised advice session (<https://calendly.com/d/dmr-5gg-c2h>). Our advisors provide support while choosing a program of study and completing our application process. **Book my session. (<https://calendly.com/d/dmr-5gg-c2h>)**

For more information, please contact our Prospective Students Office.

Fremantle and Broome

Phone: +61 8 9433 0533

Email: future@nd.edu.au
(<mailto:future@nd.edu.au>)

Sydney and Melbourne

Phone: +61 2 8204 4404

Email: sydney@nd.edu.au
(<mailto:sydney@nd.edu.au>)

All international enquiries should contact the International Students Office on international@nd.edu.au
(<mailto:international@nd.edu.au>).

APPLY DIRECT ↗

Need help? Ask Notre Dame

(08) 9433 0533 - WA

(02) 8204 4404 - NSW

Duration: 0.5 years full-time or equivalent part-time

Duration type: Full time; Part time

Campus: Fremantle; Sydney

Study mode: External; Online; On campus; Blended

Commencement: Semester 1; Semester 2

Program code: 4197

Fee: Domestic Full Fees; International Full Fees

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