**Introduction**

Sheridan College’s Diploma of Business provides first-year undergraduate education in business. The program covers foundational areas of knowledge — including management, marketing, accounting, microeconomics, business law, information systems and business reporting – serving as a pathway for further learning in business and management.

The units are grounded in a Christian ethical framework and examine Christian perspectives on business which uphold the dignity of human beings and our social responsibilities to one another. The course is enriched by the application of business knowledge and practice to the not-for-profit (NFP) sector. The NFP sector has much to contribute to the study of business administration, including the importance of a social vision for economic activity, and working to multiple bottom lines. Sheridan College’s specialist not-for-profit graduates will be well-equipped to serve in the large and growing global not-for-profit sector.

**Course Outline**

A total of 8 units, and an academic writing module, must be taken to complete the Sheridan College Diploma of Business program. Each unit is worth 3 credit points for a total of 24 credit points.

**Pre-Diploma Preparation (1 module)**
- Academic Writing

**Core Diploma of Business Subjects (7 units)**
- Principles of Marketing
- Principles of Management
- Principles of Financial Accounting
- Principles of Business Law
- Principles of Information Systems
- Introduction to Microeconomics
- Introduction to Business Reporting

**Common Core Subject (1 unit)**
- Introduction to Christianity

There are no electives. Students must complete all listed units to meet the graduation requirements for the Diploma of Business.

**Academic Calendar**

The Diploma of Business is a 12-month program. Units are delivered in 15-week trimesters. Each trimester comprises 12 weeks of teaching, two non-teaching study weeks, and an examination week.

**Trimester 1 (Jan–May) and Trimester 3 (Sep–Dec)**

Trimesters 1 and 3 are dedicated coursework trimesters for all students. Full-time students will take 4 units in Trimester 1 (12 contact hours per week), and 3 units in Trimester 3 (9 contact hours per week).

**Trimester 2 (May – Aug)**

Trimester 2 is a dedicated research trimester for all undergraduate students. Whether enrolled full-time or part-time, the only formal study during Trimester 2 will be a single research-related unit (3 contact hours per week).

The trimester provides a focused opportunity to acquire valuable research skills, and to practise applying those skills under the supervision of the College faculty. Each research-related unit can only be taken once a minimum of three (3) other business units have been completed in the relevant year of study.

The Trimester 2 schedule also offers some freedom to pursue personal, professional and learning goals outside of your formal coursework. The College provides a range of extra-curricular programs during this trimester for students to gain life experience and enhance their employability. These programs are described on the College website at [http://sheridan.edu.au/index.php/home/academic-calendar](http://sheridan.edu.au/index.php/home/academic-calendar).

In the sample schedule below, the student will complete the minimum requirements for the Diploma of Business.

**SAMPLE DipBus PROGRAM**

**Pre-Trimester Module: Academic Writing**

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<td>Introduction to Business Reporting (3cp)</td>
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<td>Principles of Business Law (3cp)</td>
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<td>Introduction to Christianity (3cp)</td>
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**Course Workload**

The Diploma of Business may be completed in one year if taken full time, or longer if taken part-time. Students are regarded as full-time when they are enrolled in seven (7) or more units per year. Students are regarded as part-time when they take less than seven (7) units per year.

A single Diploma of Business unit represents 168 hours of study over a trimester, including class contact hours and private study. The 168 hours typically consists of seminars for 36 hours (3 hours per week over 12 teaching weeks) and private study for 132 hours (9 hours per week over 12 teaching weeks plus 12 hours per week over 2 non-teaching weeks).

New students are required to take the two-week intensive module “Academic Writing” before their first trimester begins. The “Academic Writing” module will run in Trimester 1 and Trimester 3, allowing for two possible entry points to the Diploma of Business in an academic calendar year.

**Mode of Study and Assessment**

The Diploma of Business utilises a blended learning model which combines face-to-face teaching sessions with the use of the Canvas online course management platform.

Assessments typically consist of a combination of online forum discussions, essays, literature reviews, interactive case studies, tests, written reports, presentations and/or examinations.
Expected Learning Outcomes

Diplomas qualify individuals who apply integrated technical and theoretical concepts in a broad range of contexts to undertake advanced skilled or paraprofessional work, and provide a pathway for further learning.

Upon successful completion of their study students will be able to:

- Demonstrate theoretical and technical knowledge of specialised learning areas within the field of business.
- Exercise cognitive skills successfully to identify, analyse and synthesise information from a range of sources.
- Plan, propose and evaluate potential solutions to unpredictable problems relating to specialised learning areas within the field of business.
- Communicate understanding of knowledge and skills relating to specialised learning areas within the field of business to others in various contexts.
- Apply learned technical and creative tools from one or more specialised learning areas within the field of business to interpret and resolve unpredictable problems in a diverse range of scenarios.
- Demonstrate the capacity to seek knowledge and truth with persistence, independence, rigour, and integrity.
- Evaluate the relevance of Christian faith and practice to the pursuit of knowledge in the field of business.
- Model self-discipline, ethical decision-making, servant leadership and respect for the dignity of individuals and groups in various settings.

Each unit taken in the Diploma of Business program will contribute towards the fulfilment of these broader learning outcomes.

Location

All classes take place at the Perth CBD campus (Suite 18, 7 Aberdeen St Perth) during office hours.

Admission Requirements

Domestic Students

- A minimum ATAR score or its equivalent as determined by the Academic Council (for 2017 the score is set at 60), and
- Completion of WACE/HSC, or
- Completion of relevant VET Certificate IV.

Domestic admission pathways into DipBus

Credit Transfer to University

The Sheridan College Diploma of Business is a recognised higher education course, accredited by the Tertiary Education Quality and Standards Agency (TEQSA). Graduating students are able to present the Diploma of Business as evidence in applying for credit towards a Bachelor of Business program at any Australian university. The amount of credit granted will be dependent upon the rules and regulations of the university.

Tuition

Domestic students will pay $750 per unit, for a total cost of $6,000 for the Diploma of Business.

International students will pay $1,500 per unit, for a total cost of $12,000 for the Diploma of Business.

There are no additional expenses for textbooks and field trips. These items are fully covered by the tuition fees outlined above.

Tuition-Free Placements

Graduates and current staff of Baptist schools in Western Australia are invited to register for a selected number of tuition-free placements offered each year. Tuition-free placement students will only be required to meet the expenses of textbooks and field trips.

Further Information

If you would like to know more about the course or about Sheridan College, please visit sheridan.edu.au or contact the Registrar.

Contact Details

Sheridan College
Tel: (08) 9221 8170
Email: enquiries@sheridan.edu.au
Website: sheridan.edu.au
Address: 18/7 Aberdeen St Perth WA 6000
Postal Address: GPO Box D178 Perth WA 6849

International Students

- Successful completion of an assessable qualification from Australia or comparable qualification from selected countries, or
- IELTS 6.0 overall with no band lower than 6.0 OR equivalent.

For decisions of equivalence, or alternative admissions arrangements for students over the age of 19, please contact the Registrar.