

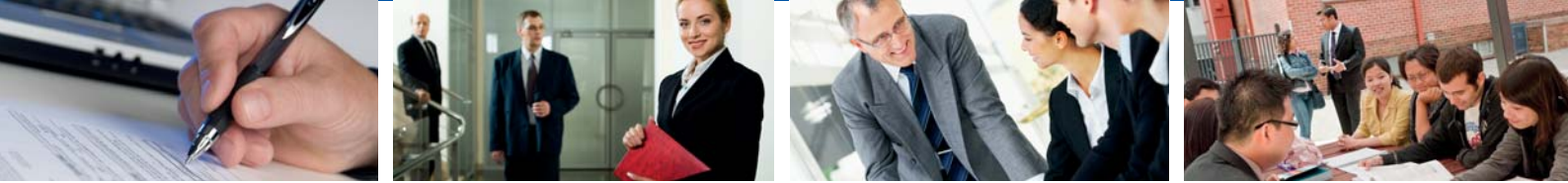


University of
South Australia

Administrative Management

+Graduate Certificate
+Graduate Diploma
+Masters Degree

Experience. The Difference.



UniSA's Administrative Management program will provide the knowledge, skills and attitude to function effectively in any organisation.

A flexible program for today's administrator

From sports organisations to large corporate businesses and government at all levels, skilled administrators are always in demand. UniSA's postgraduate program in Administrative Management has been designed to provide the knowledge necessary to meet the administrative challenges and responsibilities in modern organisations.

Why study at UniSA?

UniSA's Administrative Management program is the only one of its kind. UniSA offers the ideal combination of up-to-date theory and practical application of administrative models and methods to help administrators make better decisions and develop better strategies.

Students have the flexibility to choose courses that match their own area of interest. UniSA has designed courses to allow maximum flexibility for those working full-time. Students can also choose to undertake courses online.



The Division of Business is accredited by the European Quality Improvement System (EQUIS).

The program

UniSA's School of Management offers specialised courses in Administrative Management in conjunction with core business and management courses. These reflect the distinctive characteristics of industry and provide a comprehensive qualification designed to meet today's complex management challenges.

The program has been designed primarily for graduates from non-business backgrounds looking to redirect their careers into business and management, and for those currently working in business and administration looking to enhance their skills and knowledge.

The program will allow graduates to progress their career in all areas of business from administration to business strategy.

Students will develop skills in a variety of areas including people management, information management and verbal and written communication.

Graduates may find employment in areas such as financial planning, corporate governance, human resource management, marketing and a range of other areas.

Graduate Certificate in Management (Administrative Management)

Program Code: DCMT
Home Campus: City West
Program Duration: 0.5 year (full-time)
Entry requirements: A recognised university undergraduate or postgraduate degree or equivalent professional experience.

Graduate Diploma in Management (Administrative Management)

Program Code: DGMT
Home Campus: City West
Program Duration: 1 year (full-time)
Entry requirements: A recognised university undergraduate or postgraduate degree or completion of DCMT.

Master of Management (Administrative Management)

Program Code: DMMT
Home Campus: City West
Program Duration: 1.5 years (full-time)
Entry requirements: A recognised university undergraduate or postgraduate degree or completion of DGMT.

Further information

Domestic students

Kellie Willason
Student Administrator: Postgraduate
School of Management
City West campus
Telephone: (08) 8302 0935
Email: kellie.willason@unisa.edu.au
Website: www.unisa.edu.au/management

International students

International Prospective Students Office
University of South Australia
GPO Box 2471
Adelaide SA 5001
Telephone: +613 9627 4854
Facsimile: +613 9627 4864
Email: international.office@unisa.edu.au
Website: www.unisa.edu.au/international

The University of South Australia reserves the right to alter, amend or delete any program, fee, course, admission requirement, mode of delivery or other arrangement without prior notice.
Information correct at time of printing (October 2010)
CRICOS provider number 00121B

Study Schedule

Course	Graduate Certificate	Graduate Diploma	Master
People, Organisations and Leadership	•	•	•
Global Business Environment		*	•
Accounting for Management		*	•
Marketing Management		*	•
Impact of Technology	◦	•	•
Workplace Learning	◦	•	•
Resource Management	◦	•	•
Project Management for Business	◦	•	•
Elective	•	•	•
Elective		•	•
Elective			•
Elective			•

- Compulsory courses
- * Choose 1 from this list
- Choose 2 from this list

Fees

Domestic students may be eligible for the Commonwealth Government's Higher Education Loan Program (FEE-HELP).

Application

Applications can be made online at www.unisa.edu.au/applyonline

This program has four intakes per year. You can apply at any time for the following study periods:

Study Period 1	Commences January
Study Period 3	Commences April
Study Period 4	Commences July
Study Period 6	Commences September

Note: A minimum GPA may be required for entry to these programs.