

STUDENT ORIENTATION

Postgraduate Programs Trimester 3, 2026

A very warm welcome to our New
Students from the GCA Staff

Today's Topics

- ◆ Overview
- ◆ Commitments
- ◆ Master of Business Administration
- ◆ Unit Selection
- ◆ Unit Exemptions (Recognised Prior Learning)
- ◆ Business Networks

Overview

Postgraduate Program

Master of Business Administration (MBA)

- Fully accredited and internationally recognised, the GCA MBA builds the leadership qualities and specialised skills that give you a competitive edge globally.
- Core subjects span corporate strategy, project and financial management, economics, accounting and business law.
- Real-world simulations and industry mentoring keep you current. Choose a major in:
 - **Entrepreneurship**
 - **Accounting**
 - **IT Management**
 - **Marketing**



GCA

Group Colleges Australia



UNIVERSAL
BUSINESS SCHOOL

Our key UBSS Staff (Postgraduate)



Associate Professor Wayne Smithson
Academic Programs Director
Wayne.Smithson@gca.edu.au



Wajeeha Butt
Senior Administration Coordinator
Wajeeha.Butt@gca.edu.au

Academic Staff Roles

The **Lecturer** will be responsible for:

- Direct teaching on their specialist unit
- Creating teaching materials

The **Tutor (your first port of contact)** will be responsible for:

- Delivering the tutorial materials
- Marking all assessments
- Enhancing the learning and understanding

The **Academic Success Manager** will be responsible for:

- Supporting student's academic growth and success
- Providing academic support and tailored learning assistance



Professional Accreditation- Accounting

- Certified Practicing Accountants Australia and New Zealand
- Chartered Accountants Australia and New Zealand
- Institute of Management Accountants



Commitments

Postgraduate Program

Our Commitment

It is GCA's objective to prepare you to be work ready in the business world after completion of your degree.

This means we need a commitment from you!

Your Commitment

- Attend all classes. Attendance records are taken each week and will be monitored.
- Complete and submit all assessments.
- Be respectful and attentive in class.
- Participate in class – asking questions is key to learning.
- Undertake at least 9 hours study outside of the face-to-face teaching hours for **each** unit.
- Buy the textbook for your subject as identified in the subject outline.
- Use the e-library.

Postgraduate Courses

Overview of MBA

Why Study an MBA?

- Management skills
- Developing business expertise
- Starting your own business
- Competitive advantage
- Career Advancement
- Job security

GCA MBA

Entrepreneurial Focus

- ❖ We provide a learning environment for future entrepreneurs.
- ❖ We offer specially designed entrepreneurship courses for students interested in starting their own business.
- ❖ We also allow students to experiment and test their entrepreneurship skills through our Strategic Business Simulation Game.

MBA Program Structure

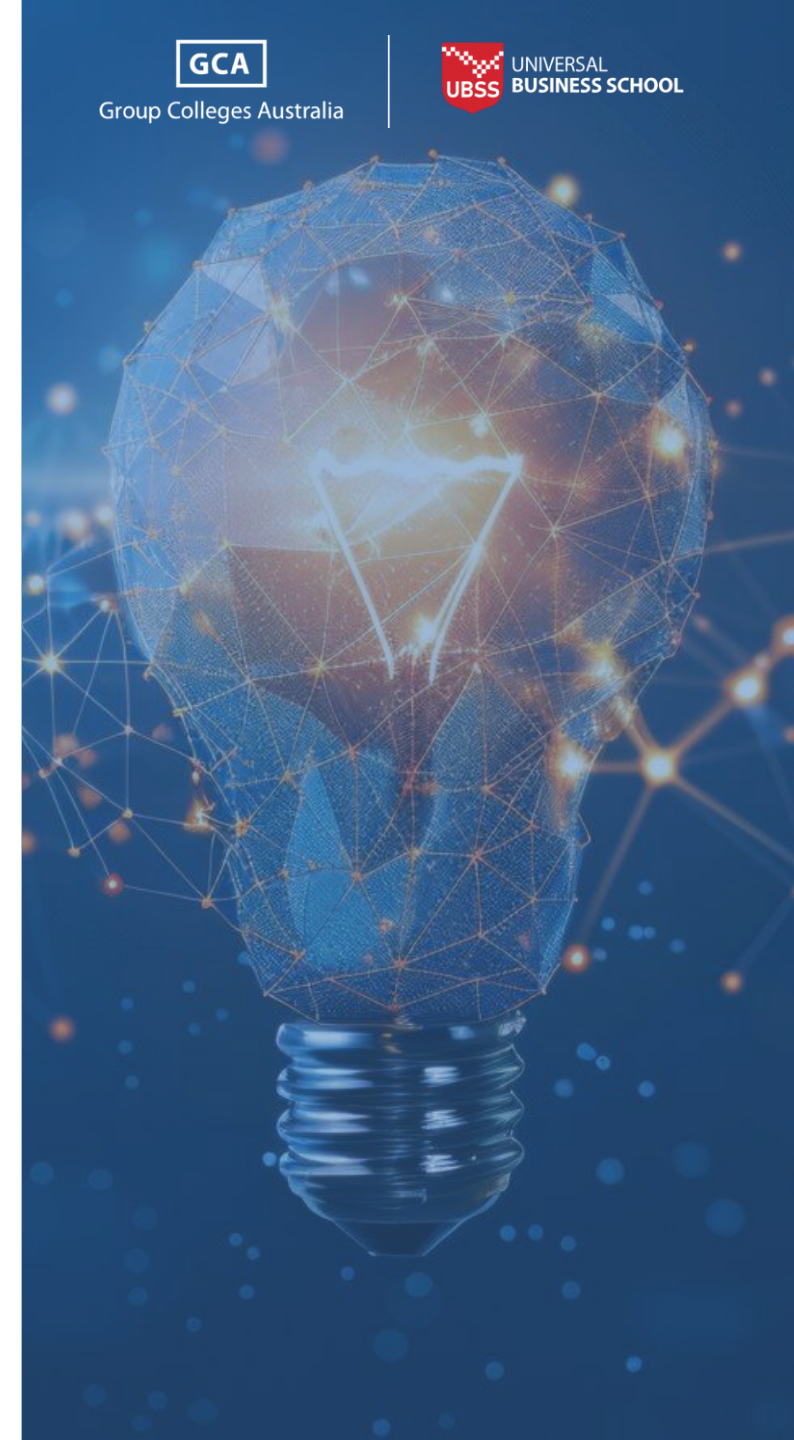
8 Core units + **8** specialised major units = **16** units (MBA degree)

Core units (8) – required to be completed by all Students:

- ECO801 Economics ([Online](#))
- MGT802 Management Attributes & Skills ([Online](#))
- PRO801 Project Management ([Online](#))
- MGT803 Corporate Strategy ([Online](#))
- MGT801 Organisational Behaviour (F2F)
- ACC801 Accounting Systems & Processes (F2F)
- ACC802 Financial Management (F2F)
- LAW801 Business Law (F2F)

Major in Entrepreneurship – All face to face

- MKT901 Marketing Management
- MGT905 Governance, Risk Management & Social Responsibility
- ENT902 Innovation & Commercialisation
- ENT904 Entrepreneurship Research Report
- ENT901 Design Thinking and Innovation
- ENT903 Leading Innovation and Change
- SCM901 Conceptualising Supply Chains & Operations
- MGT906 Strategic Business Simulation



Major in Accounting – All face to face sessions

- ACC901 Financial Accounting & Reporting
- ACC904 Audit and Assurance
- ACC905 Advanced Financial Accounting & Reporting
- ACC902 Accounting Information System
- ACC903 Management Accounting
- ACC906 Strategic Management Accounting
- DAT901 Quantitative Methods
- LAW901 Taxation Law

Major in IT Management – All face to face

- ICT917 Business Analysis
- ICT804 Networks and Cybersecurity Foundations
- ICT903 Information Technology Innovation and Entrepreneurship
- ICT914 Artificial Intelligence and Enterprise Applications
- ICT915 Knowledge Management and Analytics
- ICT916 IT Strategic Management
- ICT801 Information Technology Management
- MCX010 IT Industry Research Project



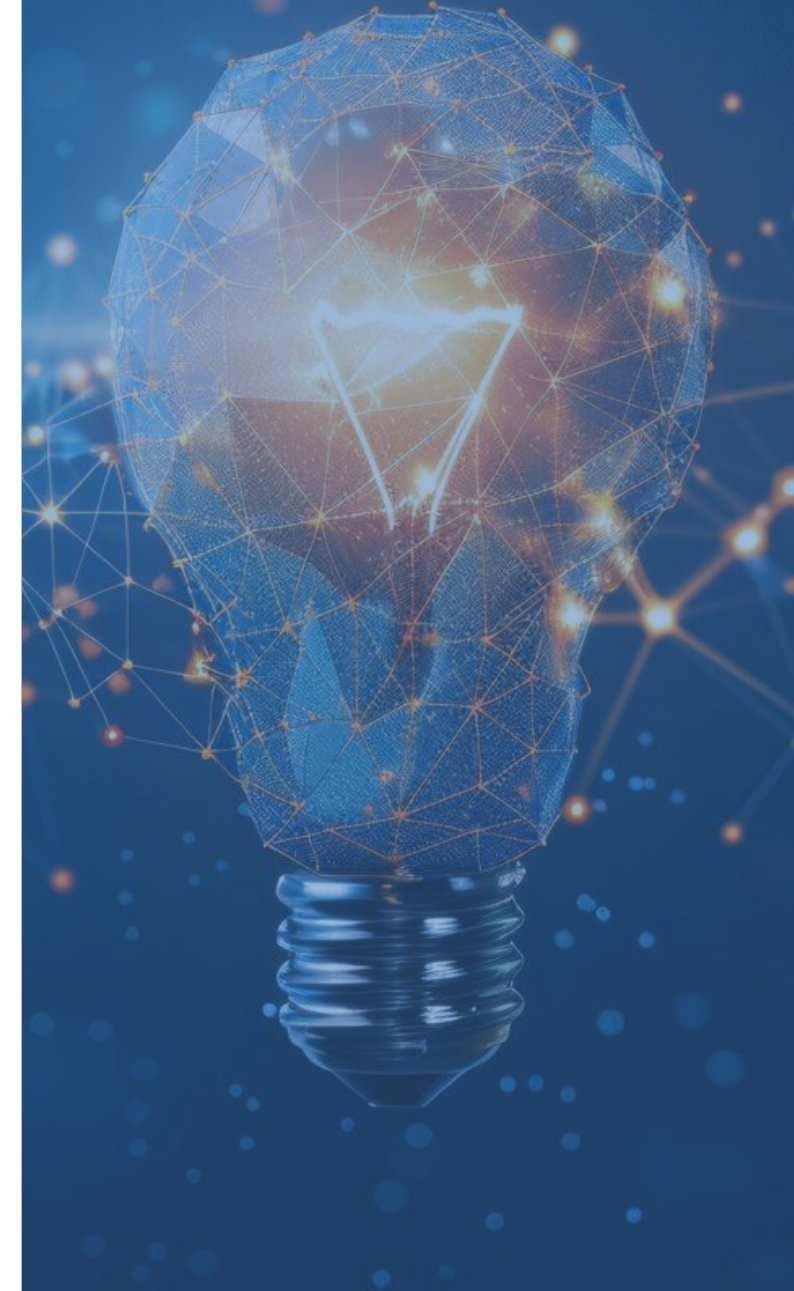
MBA – Major in Marketing – All face to face

- ENT901 Design Thinking and Innovation
- MKT901 Marketing Management
- MKT902 Consumer Behaviour
- MKT903 Customer Analytics & Relationship Management
- MKT904 Marketing Research
- MKT905 Digital Marketing
- MKT906 Services Marketing
- MKT907 Brand Management



MBA – Generalist - All face to face sessions

- 8 electives from any major
 - Accounting
 - Marketing
 - IT Management
 - Entrepreneurship



Unit Outlines

Vital Information

Unit Outline

All the information about the unit

It is important you read this for each unit for which you are enrolled.

It will be in the first section of each unit on your Moodle page

1. Unit Outlines contain information about:

- Assessments
- Details of each week study
- Textbooks
- Information on readings in the e-learning data base



Assessment

Important Information

Assessments

There are 3 assessments for each subject, typically

- Class Quiz - individual
- Individual assessments or quizzes
- Group or Individual Assignment

Assessments

- All grade reviews are to be referred to **your Tutor** in the first instance
- In assessments that are held in class you will not be admitted after 10 minutes from the start time.
- If you leave early, you must show the completion of assessment.

Online Quizzes

- Assessment quizzes completed on Moodle provide two areas which are used by lecturers to detect academic misconduct.
- A link to Turnitin for similarity / AI detection.
- A report on the response history on each question for each student.
- The lecturers use this to monitor the time taken to complete each question and the quiz in total.

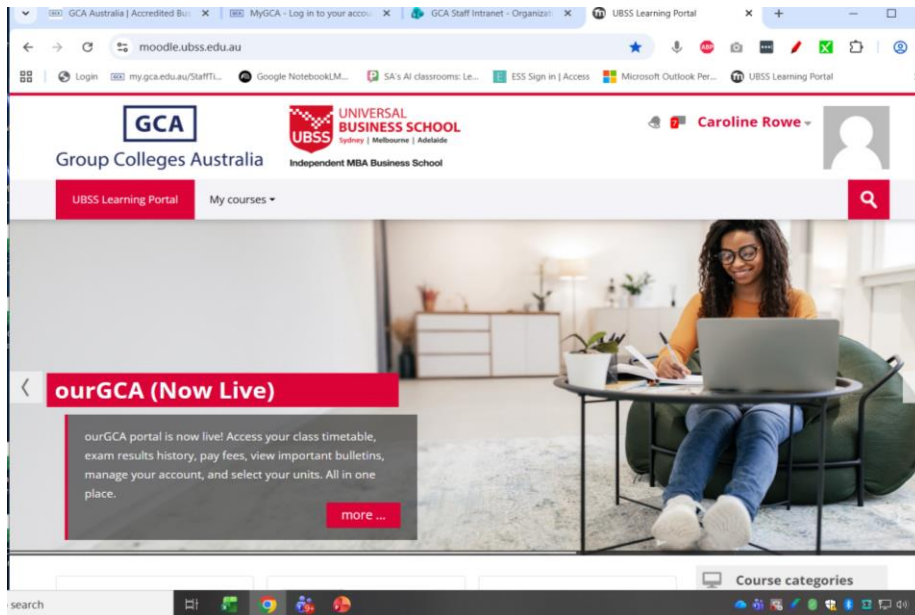
Online Quizzes - Digital Recognition

- GCA can identify the IP address being used by students completing assessments
- The IP address is unique to the computer access point on the internet
- If two students use the same computer at the same time, it can be proven that the students colluded on the assessment.
- This means that if other identification methods indicate that there is a potential collaboration between students, this is a potential issue of academic misconduct and penalties will apply.

Facilities and Resources

Aids to Your Study

Moodle



UBSS Student Central

Easy access to all your student resources.

Moodle is a learning platform designed to provide educators, administrators and learners with a single robust, secure and integrated system to create personalised learning environments.

Moodle

The Moodle database provides you with access to majority of the unit information including:

- Weekly Lecture slides
- Practice Question and Answers
- Advice from the Lecturer
- Readings placed there by your Lecturer
- Unit Outlines
- Assessments and assessment information

Please ensure you open the Moodle site for each unit, if you do not, you will not be formally registered in the course.

Moodle

Moodle will give you access to:

- Unit Outlines
- Readings and Lecture recordings
- Submission of assignments
- Grades and Marks
- E-library

Moodle

Please be aware that Moodle can only be accessed from within Australia.

Any unauthorised connections to Moodle from outside of Australia will be blocked.

Therefore, please **do NOT attempt to use a VPN** when accessing Moodle.

Office 365

BYOD - Make sure you have your own device as there are no computers for student use on campus.

Ensure that your technology is up to date.

Current GCA students have full access to the Microsoft Office 365 platform, which includes:

- Webmail
- Teams
- Word
- Excel
- PowerPoint



Students can use these applications via the web, or they can download and install the full copy of Office onto their own personal PC/Mac.

Access Office 365 from portal.office.com

E-Libraries

Complete and optimised research solution

To access the GCA e-Libraries, log into your MyGCA Account

The e-Libraries can be accessed from anywhere in the world, at any time. All you need is an internet connection.

<https://www.gca.edu.au/learning-resources/>



Study Load

Managing Your Study

Suggested Study Load

Three trimesters a year

A preferable model we recommend for your study load: **3 + 3 + 2**

Example:

Trimester 1: 3 units

Trimester 2: 3 units

Trimester 3: 2 units

It is required that students select and complete the core units first before moving to a major . A full-time study load requires **8** units per year

Important Dates – Trimester 3 2026

Dates	Trimester Activity
31 August – 27 November	Trimester Period
31 August – 4 September	26 T3 Orientation Week
25 September	Census Date
7 September – 27 November	Teaching, Review and Assessment Period
30 November – 15 January	Trimester Break

Unit Selection

Our GCA

Unit Selection

Log into your **myGCA** account **today** and select your units.

Visit the GCA website for more information on **Unit Selection** and **Courses**.

<https://www.gca.edu.au>

Step 1 : Log into your **ourGCA** student account

Step 2 : On your **Student Home Page**, click on **Student Services Online**

Step 3: Click on **Subject Selection**

Course Structure

Check the course structure of the Masters of Business Administration

Follow the proper sequence of units as some units have pre-requisites.

Ensure that you choose first year units only in your first trimester.

Recognition of Prior Learning

Unit Exemptions

Recognition of Prior Learning

Credit and Recognition of Prior Learning is where you receive recognition for previous study where that study is the same as the course you are going to be doing.

To be eligible for Recognition of Prior Learning (RPL), some conditions need to be met. The previous study must have:

1. Same/similar content
2. Same/similar duration
3. Same/similar level of institution, i.e. higher education/university or vocational education at an appropriate level of study.
4. Application must be made by end of Census Day of the beginning of your first trimester of study.
5. Granting credit for courses that are unrelated to the course for which you are enrolled will not receive the same amount of credit as a related course.

Unit Exemptions

Review the units in your degree to see if you potentially have any possible unit (subject) exemptions

In order to obtain an exemption for one or more units, you must:

- Identify the unit, you believe you are entitled to receive exemption.
- Complete the online submission and upload it to the correct area, if unsure, make an appointment to see Student Services to seek assistance.
- Provide supporting evidence that you have undertaken prior study in that unit.

Unit Exemptions

You must provide evidence so that this can be assessed properly

If the documents are copies, they must be certified as true records, or the originals must be sighted

You can only apply for exemptions in ***your first trimester***

Please note:

- You cannot ask for exemptions for 2nd year units unless you have completed a similar unit with an Australian Higher Education provider
- The **maximum** exemptions you may be entitled to are **8** units. This will depend on the previous units you have successfully completed

Please complete ***Within 2 weeks*** of the commencement of the trimester.

The deadline for Credit Transfer applications is **Census Date**.

Business Networks

Bring it All Together

Business Networks

- GCA has an association with the Australian Computer Society (ACS)
- ACS has a student membership program which provides a number of benefits to student members
 - Access to the materials on the ACS Website
 - Invitation to networking events
- Free Student Memberships are available to **all** GCA students

THANK YOU!

Welcome to GCA !