



Sheridan Course Outline

Bachelor of Business

The Sheridan Bachelor of Business has been accredited by the Tertiary Education Quality and Standards Agency (TEQSA) as meeting the standards set by the Australian Qualifications Framework (AQF). Bachelor Degrees qualify individuals who apply a broad and coherent body of knowledge in a range of contexts to undertake professional work, and provide a pathway for further learning.

Bachelor of Business Learning Outcomes

Upon successful completion of the Bachelor of Business you will be able to:

- Demonstrate your understanding of a broad and coherent body of knowledge, with an emphasis on the underlying principles and concepts of one or more disciplines within the field of business.
- Exercise your cognitive skills successfully to critically analyse, synthesise, and consolidate information, concepts, and theories from multi-disciplinary perspectives.
- Critically evaluate the scholarship and professional practice of one or more disciplines within the field of business in the light of contemporary research, of workplace practice, and of perspectives grounded in Christian scholarship.
- Communicate your understanding of current knowledge and professional practice of one or more disciplines to others through structured assignments, projects, and presentations in a variety of learning contexts.
- Demonstrate your intellectual independence through creative intellectual contributions to the study and/or practice of one or more disciplines within the field of business.
- Apply research-based knowledge, skills, and concepts from one or more disciplines within the field of business to analyse problems and propose creative solutions across a diverse range of scenarios.
- Demonstrate your 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 you take in the Bachelor of Business program will contribute towards the fulfilment of these broader learning outcomes.

Graduate Attributes

Study does more than equip you with knowledge in a specific academic discipline. It can also have a transformational effect on your own nature. The higher education sector in Australia describes these kinds of outcomes as “Graduate Attributes” (GAs). GAs don't necessarily follow in a direct line from learning outcomes (LOs) but are shaped by the learning process itself. Sheridan GAs, displayed in the following table, are integrated into the assessments and cultivated in all the learning activities. They describe the kind of personal characteristics we hope you will exhibit when you graduate. If in future your referees use these kinds of descriptors when writing about you, we will consider this a sign of a successful higher education.

Sheridan Graduate Attributes (GAs)

VISION STATEMENT		
To offer higher education to those who are seeking to live an extraordinary life. To this end, Sheridan will inspire its students to love truth, seek wisdom, embrace innovation and be instruments of peace in the world.		
	GRADUATE ATTRIBUTES In keeping with this Vision Statement, Sheridan graduates will be...	METHODS OF EVALUATION <i>See unit assessment schedule for alignment with specific assessments.</i>
... love truth...	1. Lovers of truth who: <ol style="list-style-type: none"> Pursue knowledge, understanding, and insight with persistence, independence, rigour, critical thinking, and academic integrity. Attain a comprehensive understanding of the body of knowledge and professional skills within a specialised learning area or discipline. Can identify and analyse the presuppositions that underpin the relevant theoretical frameworks and perspectives within a specialised learning area or discipline. 	<ul style="list-style-type: none"> ▪ Assignments ▪ Projects ▪ Tests & Exams ▪ Research ▪ Workplace Learning ▪ Academic Integrity Policy
... seek wisdom...	2. Seekers of wisdom who: <ol style="list-style-type: none"> Recognise the limits of their knowledge and understanding, receiving and evaluating correction or advice with grace and humility. Exercise sound, fair, and ethical judgment in study and workplace learning environments. Carefully consider their life's purpose and make the most of opportunities as they emerge. 	<ul style="list-style-type: none"> ▪ Assignments ▪ Projects ▪ Tests & Exams ▪ Research ▪ Workplace Learning ▪ Academic Integrity Policy ▪ Peer review
... embrace innovation...	3. Innovative thinkers who: <ol style="list-style-type: none"> Identify research gaps and make original contributions that extend the body of knowledge, both independently and in collaboration with others. Synthesise, analyse, and interpret information drawn from diverse sources using diverse mechanisms. Adapt effectively to changing circumstances, take appropriate risks, and solve problems in new situations. 	<ul style="list-style-type: none"> ▪ Assignments ▪ Projects ▪ Tests & Exams ▪ Research ▪ Workplace Learning ▪ Peer review
... and become instruments of peace in the world.	4. Effective communicators who: <ol style="list-style-type: none"> Demonstrate the ability to communicate clearly and effectively to a range of audiences and across a range of mediums/technologies. Build classmates and colleagues up according to their needs and for their benefit. Avoid slanderous speech. Promote respect, hospitality, and understanding towards cultures and groups. 	<ul style="list-style-type: none"> ▪ Assignments ▪ Projects ▪ Tests & Exams ▪ Research ▪ Workplace Learning ▪ Peer review
	5. Independent learners who: <ol style="list-style-type: none"> Perform tasks to the best of their own abilities and strive for a high academic standard. Set reasonable goals, determine personal boundaries, and drive set tasks to completion. Take responsibility for their own learning and research. 	<ul style="list-style-type: none"> ▪ Assignments ▪ Projects ▪ Tests & Exams ▪ Research ▪ Workplace Learning
	6. Servant leaders who: <ol style="list-style-type: none"> Model respectful and ethical behaviour in team environments. Serve the local, national, and global community. Understand and support Australian democratic traditions, including pluralism, freedom of speech, freedom of association, and equality of opportunity. 	<ul style="list-style-type: none"> ▪ Assignments ▪ Projects ▪ Research ▪ Workplace Learning ▪ Peer review ▪ Student-led activities

Course Structure

A minimum of 23 units must be taken to complete the Bachelor of Business. Each unit is worth three credit points (with the exception of the required Business research Project which is worth six credit points) for a total of 72 credit points.

Core Units (Ten units)

- AC101 Principles of Financial Accounting
- EC100 Introduction to Economics
- MA220 Univariate Statistical Analysis
- FN201 Principles of Finance
- IS101 Principles of Information Systems
- LW120 Principles of Business Law
- MK101 Principles of Marketing
- MN101 Principles of Management
- MN371 Foundations of Strategic Management

Elective Units (choose six units)

- AC210 Management Accounting
- EC370 Introduction to Managerial Economics
- FN210 Fundamentals of Personal Finance Planning
- LW210 Employment law
- MA220 Univariate Statistical Analysis
- MA320 Statistical Inference and Multivariate Analysis
- MK221 Social Media Marketing
- MN210 Managing Human Resource Management
- MN212 Employment Relations
- MN220 Risk Management
- MN262 Cross-cultural management
- MN311 Recruitment and Selection
- MN352 Managing Social Enterprises
- MN361 International Business
- MN374 Leadership

Core Research Subjects (three units)

- RS191 Academic and Professional Communication Skills
- RS292 Research Methods
- RS394 Research Project

Common Core Subjects (three units)

- CS100 Introduction to Christianity
- CS200 Survey of the Bible
- CS300 Christianity as a Worldview

General Elective (choose two units)

- Selected from a range of units from Business and/or other faculties (see the Course Guide for a full unit list)

Academic Calendar

The Bachelor of Business is a three-year program. Units are delivered in 15-week semesters. Each semester comprises 12 weeks of teaching, two non-teaching study weeks, and an examination week.

Seminars

You will meet with the instructors for one three-hour session each week. Please arrive with a willingness to learn, reflect, and contribute to class discussions. It is essential that you prepare thoroughly for each class by reading the assigned chapters and/or journal articles.

Private Study Expectations

For each unit you have enrolled in you should expect to spend an additional nine hours per week of private study, immersing yourself in the course material and completing the assessment requirements.

Reading and preparation should be done prior to each seminar. You may choose to keep a journal of insights and questions to contribute during the week's discussion.

Canvas

Canvas is the Learning Management System (LMS) used at Sheridan. You must log on at regular intervals to access the resources there and be kept up to date with the latest announcements. Canvas allows you to view your courses, communicate with staff and other students, access assessment scores, participate in online discussions, and much more.

Consultation

At Sheridan, instructors make themselves available during office hours for individual consultations for a minimum of 25% of the total time spent teaching the unit. Be sure to email your instructor ahead of time to book an appointment.

IT Resources

The Internet is an extraordinary resource for students and using it effectively contributes to the nurturing of Sheridan's graduate attributes in each student. We encourage you to bring your electronic devices (personal tablets, mobile phones, laptops) into the class as a learning resource. As a courtesy to your classmates, please keep these learning devices on "silent" and do not take phone calls during class hours.

Wireless Internet access will be available for all students at the Aberdeen Street campus if you wish to meet there in study groups or for private study. You can also access printers, scanners, and photocopiers on campus.

Sheridan Library Resources

To borrow books from the Sheridan library you will need to scan the barcode on your Student Card and on the selected item/s. You can search for books available in the library via the Online Catalogue, and request item/s from the Librarian using this link <http://library.sheridan.edu.au>

You also have direct access through this Library login <https://sheridan.edu.au/index.php/library> to major academic database collection providers, granting you direct onsite (IP) and remote access. Contact the Sheridan Librarian to set up remote or offsite access to each of these databases.

Reserve Collection

A growing physical reserve library of books will be maintained at Sheridan for resources specifically chosen by lecturers for individual units. These resources will be nominated by the lecturers and purchased if there are no online options available.

Other Libraries

You are encouraged to join your local public library and make use of their free resources and services. These include the State Library of WA (SLWA) and the National Library of Australia (NLA). The e-resources of SLWA and NLA are available online for library members (free to members of the public with an Australian residential address), including thousands of peer-reviewed journals across the full range of academic disciplines. You may also borrow materials from Notre Dame University Library at no charge <https://library.nd.edu.au/borrow/reciprocal>

Inter-Library Loans (ILLs)

Sheridan Library offers inter-library loans for staff and students (one a month per person). Contact the librarian for more details.

Community Memberships

Community memberships are available at Perth higher education institutions. Postgraduate students wishing to join the libraries of Perth's universities will be fully reimbursed by Sheridan for their membership costs. Details about community memberships are available on the Sheridan website.

Community members who wish to access online resources at some of these institutions may only be able to access those resources while logging in from a terminal within the library itself.

Learning Support

Any student who feels they may need special provisions for extra-ordinary support should make an appointment to see the Academic Principal to consider the development of an Equal Opportunity in Education plan.

Explanation of Assessments

Sheridan assessments are designed both to measure your successful demonstration of the full range of learning outcomes for the unit and to cultivate the Sheridan graduate attributes.

You must submit all assessments in order to satisfy the unit requirements.

Guidelines for Written Assignments

These general guidelines will assist you in preparing and writing your assignments. Your instructor will discuss these in greater detail before you commence your assignment. If you have any questions, please ask your instructor to assist you. Do not ask other students as they may not give you the correct information.

Presentation

Your assignment should be grammatically correct and well punctuated. A high standard of written English is expected and your assignments should be clear, concise, neatly presented, and easy to read. Failure to comply with these requirements may result in a significant loss of marks.

Academic Integrity

Your assignment must be your own original piece of work, not that of another student or previously submitted work for another subject. There are serious penalties for plagiarism, that is, work that has been copied from another source. This is considered a form of cheating. For more details refer to Sheridan Academic Integrity Policy on the Sheridan website.

You are expected to acknowledge the source of your ideas and expressions used in your written work. Students at Sheridan are required to use the APA Referencing style. Refer to this link of the Sheridan website http://sheridan.edu.au/files/APA_References_v_4.pdf

As a general guideline it is recommended at undergraduate level at least one (1) source (in-text cited references) be used per 300 words.

Submission

Your assignment should be submitted to your instructor by the date specified.

Your instructor will confirm the specifics of how to make the submission (generally through Canvas and generally using Turnitin).

Late submissions incur a penalty of 5% deduction per day of the maximum mark possible.

Students may receive a score of 0 if work is submitted more than one week late.

If you require an extension of time you must submit an Application for Extension form prior to the due date. The form should be available on Canvas. The lecturer will determine if an extension is warranted.

You must keep a copy of the completed assignment when you submit the original document for marking.

Assessment Moderation

Your major assessment may also be marked by an external examiner, in addition to your instructor. This is common practice in higher education and is designed to ensure that your marks are equivalent to students being assessed at comparable higher education institutions.