# **Graduate Certificate of Business (GCBU) - GradCertBus**

Business Administration, Master of Business and Innovation, Master of Information Systems, Master of Professional Accounting or Master of Project Management.

The selection of the courses or discipline specialisation chosen will be influenced by the demands of the work environment and the interests of the student. The entry requirements of articulating programs should be considered when choosing courses.

Students who have completed the Graduate Certificate of Business are not eligible to enter the Master of Business Administration or Master of Project Management until they satisfy the required minimum of two years' full-time relevant professional work experience in business.

# **Program objectives**

On successful completion of the Graduate Certificate of Business graduates should be able to:

- understand the concepts, theories and skills associated with a particular selected discipline area or areas related to business
- apply acquired knowledge associated with their studies to their work environments
- synthesise selected areas of managerial knowledge to produce meaningful assignments/reports

•

Domestic full fee paying students may be eligible to defer their fees through a Government loan called FEE-HELP provided they meet the residency and citizenship requirements.

Australian citizens, Permanent Humanitarian Visa holders, Permanent Resident visa holders and New Zealand citizens who will be resident outside Australia for the duration of their program pay full tuition fees and are not eligible for FEE-Help.

### International full fee paying place

International students pay full fees. Full fees vary depending on the courses that are taken and whether they are studied on-campus, via distance education/online. Students are able to calculate the fees for a particular course via the Course Fee Finder.

# **Program structure**

The Graduate Certificate of Business is comprised of four units or courses of study as follows:

Business

- Digital Transformation specialisation
- Enterprise Leadership specialisation
- Finance specialisation
- General specialisation
- International Business specialisation
- Professional Communication specialisation
- Sustainable Business specialisation.

#### Master of Project Management

- Business Leadership (new specialisation available from semester 2 2017)
- Digital Marketing Analytics (new specialisation available from semester 2 2017)
- Emergency and Disaster Communication specialisation (new specialisation available from semester 2 2017)
- General specialisation
- Project Leadership specialisation
- Property Development and Management specialisation
- Master of Business Administration specialisations (excluding Project Management)
- Master of Business and Innovation specialisations.

Students intending to gain entry to the Master of Business Administration or Master of Project Management on completion of the Graduate Certificate of Business should choose 4 core courses from their intended program.

Students intending to gain entry to the Master of Business and Innovation on completion of the Graduate Certificate of Business should choose a 4-unit specialisation from the program.

Students who wish to articulate into the Master of Business Administration, Master of Business and Innovation, Master of Information Systems, Master of Professional Accounting or Master of Project Management must meet the program admission requirements before applications for credit will be considered.

Students who wish to gain maximum credit for courses completed in the Graduate Certificate of Business upon entry to the Master of Business Administration should consider the Business Administration specialisation.

Students who have completed the Graduate Certificate of Business and do not have a minimum of two years' full-time relevant professional work experience in business are not eligible to apply for entry to the Master of Business Administration or Master of Project Management until they have satisfied this work experience entry requirement.

#### IT requirements

For information technology requirements please refer to the minimum computing standards.

### Other program requirements

Students must maintain good standing in this program. Please refer to the Academic Standing, Progression and Exclusion Procedure.

#### **Articulation**

Upon successful completion of the Graduate Certificate of Business with a minimum GPA of 4.0, a student may articulate into the Master of Business Administration, Master of Business and Innovation or Master of Project Management provided they meet other program entry requirements, including a minimum of two years' full-time relevant professional work experience in business for the Master of Business Administration and the Master of Project Management.

Students who complete the Graduate Certificate of Business and maintain satisfactory academic standing (GPA 3.5) but do not achieve a GPA of 4.0 can articulate into the Graduate Diploma of Business. On successful completion of the Graduate Diploma of Business, students can articulate into the Master of Business Admin

istration, Master of Business and Innovation or Master of Project Management provided they meet other program entry requirements.

Graduates of the NDIS Studies specialisation should seek specialist program advice.

There is no other articulation pathway from the Graduate Certificate of Business.

# **Exit points**

There are no exit points from the Graduate Certificate of Business.

#### Credit

Credit may be granted on the basis of equivalent courses undertaken at postgraduate level. In order for credit to be granted, the claim must meet the following specific requirements:

- the course passed was taken at least at Masters or equivalent level
- the course was passed within 5 years prior to the application (courses up to 10 years old may be considered if evidence is provided that the applicant has been employed in that field)
- the course passed is equivalent in objectives, content and weightings to a course prescribed in the Graduate Certificate of Business, or alternatively, the course is suitable as an elective
- where the student has taken out an award from a recognised tertiary institution and is claiming credit on the basis of courses completed to meet the requirements of that program, the maximum credit on the basis of such courses shall be no greater than 2 courses for the Graduate Certificate of Business
- credit approved in this program will not automatically apply to other programs offered by the University of Southern Queensland.

**Note**: Where credit is granted, maximum and minimum duration will be adjusted in the same proportion as the credit, for example, where the maximum of 50 per cent credit is granted, maximum and minimum duration will be reduced by one-half.

# Recommended enrolment pattern

Students are able to enrol in any offered mode of a course (on-campus, external or online), regardless of the program mode of study they enrolled in.