

Graduate Certificate of Business Administration (GCBA) - GCBAAdmin

	Online
Start:	Teaching Period 1 (January) Teaching Period 2 (March) Teaching Period 3 (May) Teaching Period 4 (June) Teaching Period 5 (August) Teaching Period 6 (October)
Fees:	Domestic full fee paying place International full fee paying place
Standard duration:	2 teaching periods (4 months) full-time, up to 2 years part-time
Program articulation:	To: Graduate Diploma of Business Administration ; Master of Business Administration

Notes:

In 2023 the programs follows the Blocks calendar. The [Academic Calendar and Important Dates](#) Academic Calendar and Important Dates webpage will allow you to view and download a copy of the important dates for the Blocks calendar.

Contact us

Future Australian and New Zealand students	Future International students	Current students
Ask a question Freecall (within Australia): 1800 269 500 Phone (from outside Australia): +61 7 4631 5315 Email: study@usq.edu.au	Ask a question Phone: +61 7 4631 5543 Email: international@usq.edu.au	Ask a question Freecall (within Australia): 1800 007 252 Phone (from outside Australia): +61 7 4631 2285 Email usq.support@usq.edu.au

Program aims

This is a pathway program, designed to provide students who do not yet meet the entry requirements of the [Master of Business Administration](#) (MBA) program, to still engage with the courses and learning experiences provided by the MBA. Upon completion of this program, students who meet all entry requirements will be offered the option to articulate to the Master of Business Administration. Students who do not meet the entry requirements for the MBA will be offered the opportunity to articulate to the Graduate Diploma of Business Administration (GDBA) to allow them more time to meet the MBA entry requirements. The program is offered in intensive 8-week blocks of study with 6 teaching periods per year.

Program objectives

On completion of this program students will be able to:

- (1) Synthesise contemporary and advanced bodies of knowledge to transform business.
- (2) Critically analyse complex data to drive innovative and sustainable business performance.
- (3) Communicate with impact to influence internal and external stakeholders, both locally and globally.
- (4) Leverage personal attributes and skills to respond creatively to business challenges.
- (5) Exercise professional judgement informed by reflection and responsible ethical practice to make evidence-based decisions.
- (6) Mobilise complex networks of people, systems and/or resources to respond to challenges and capitalise on emergent local and global opportunities.

Australian Qualifications Framework

The Australian Qualifications Framework (AQF) is a single national, comprehensive system of qualifications offered by higher education institutions (including universities), vocational education and training institutions and secondary schools. Each AQF qualification has a set of descriptors which define the type and complexity of knowledge, skills and application of knowledge and skills that a graduate who has been awarded that qualification has attained, and the typical volume of learning associated with that qualification type.

This program is at AQF Qualification Level 08. Graduates at this level will have advanced knowledge and skills for professional or highly skilled work and/or further learning.

The full set of levels criteria and qualification type descriptors can be found by visiting www.aqf.edu.au.

Admission requirements

To be eligible for admission, applicants must satisfy the following requirements:

- Completion of an Australian University three (3) year Bachelor degree with a GPA of at least 4.0 out of 7.0, and at least three years' full-time relevant professional work experience in business at management or supervisory level. **or**
- With no formal University qualifications, you will require at least five years' relevant professional work experience at management or supervisory level which is the equivalent of an Australian AQF Level 7.
- English Language Proficiency requirements for Category 3.

Candidates who have not completed an Australian university three (3) year Bachelor degree, but have a minimum of five (5) years professional work experience in business with at least one years' management or supervisory level experience, or equivalent, may apply for entry and be assessed on a case by case basis.

All students are required to satisfy the applicable [English language requirements](#).

If students do not meet the English language requirements they may apply to study a University-approved [English language program](#). On successful completion of the English language program, students may be admitted to an award program.

Program fees

Domestic full fee paying place

Domestic full fee paying places are funded entirely through the full fees paid by the student. Full fees vary depending on the courses that are taken. Students are able to calculate the fees for a particular course via the [Course Fee Schedule](#)

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, external or online. Students are able to calculate the fees for a particular course via the [Course Fee Schedules](#).

Program structure

The Graduate Certificate of Business Administration consists of four units of postgraduate courses. Courses are offered in intensive teaching periods of 8 weeks with 6 teaching periods per year. Students can commence their studies in any teaching period.

MBA8001 Leveraging Your Leadership Identity and MBA8002 Approaching Decision-Making Strategically must be taken in the first or second Teaching Period of study. Students can elect to take the remaining 2 courses in any order with the choice of course dependant on the period of teaching a student wishes to enrol in.

Course:	Teaching period of offer — Online :
Core courses:	
MBA8001 Leveraging Your Leadership Identity	1, 2, 3, 4, 5, 6
MBA8002 Making Decisions Strategically	1, 2, 3, 4, 5, 6
Complete two of the following:	
MBA8003 Analysing Business Data	3, 5
MBA8004 Leading a High-Performance Culture	4, 6
MBA8005 Shaping Organisational Policy	1, 5
MBA8006 Balancing Drivers of Business Performance	2, 6
MBA8007 Designing Systems for Impact	1, 3
MBA8008 Communicating Strategically	2, 5
MBA8009 Mobilising Your People	3, 4
MBA8010 Leading through a Crisis	4, 6

** For further information on Teaching Periods please see the [MBA entry in our Program Guide](#) (Apply section).

Please refer to the current [UniSQ Course Specifications page](#) for further information surrounding particular courses.

Required time limits

Students have a maximum of two years to complete this program.

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 Administration with a minimum GPA of 4.0 out of 7.0, a student may articulate into the [Master of Business Administration](#) provided they meet other program entry requirements, including a minimum of three years' professional work experience in business with at least one years' management or supervisory level experience.

Exit points

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

Credit

Credit may be granted on the basis of completed equivalent postgraduate study from a recognised university. 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).
- 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 Administration.
- Credit approved in this program will not automatically apply to other programs offered by the UniSQ.

Claims for credit should be submitted prior to or at the time of enrolment in a course. Each claim will be assessed on individual merit in line with UniSQ policy. Credit approved in this program will not automatically apply to other programs offered by UniSQ. Please contact the Faculty of Business, Education, Law and Arts for further information.

Teaching Period 1 recommended enrolment pattern

Courses	Requisite required:	Recommended enrolment pattern:
Core courses:		
MBA8001 Leveraging Your Leadership Identity		Teaching Period 1
MBA8002 Making Decisions Strategically	MBA8001	Teaching Period 2
Complete two of the following:		
MBA8003 Analysing Business Data	MBA8001 & MBA8002	Teaching Period 3
MBA8004 Leading a High-Performance Culture	MBA8001 & MBA8002	Teaching Period 4
MBA8005 Shaping Organisational Policy	MBA8001 & MBA8002	Teaching Period 5
MBA8006 Balancing Drivers of Business Performance	MBA8001 & MBA8002	Teaching Period 6
MBA8007 Designing Systems for Impact	MBA8001 & MBA8002	Teaching Period 1
MBA8008 Communicating Strategically	MBA8001 & MBA8002	Teaching Period 2
MBA8009 Mobilising Your People	MBA8001 & MBA8002	Teaching Period 3
MBA8010 Leading through a Crisis	MBA8001 & MBA8002	Teaching Period 4