

## Graduate Certificate of Business (GCBU) - GradCertBus

QTAC code (Australian and New Zealand applicants): Toowoomba campus: GCBU01; Online: GCBU03;  
Springfield campus: GCBU04

CRICOS code (International applicants): 110845F

	On-campus	Online
<b>Start:</b>	Block 2 (March) Block 4 (July) Trimester 1 (January) Trimester 2 (May) Trimester 3 (September)	Block 2 (March) Block 4 (July) Trimester 1 (January) Trimester 2 (May) Trimester 3 (September)
<b>Campus:</b>	Springfield, Toowoomba	-
<b>Fees:</b>	Domestic full fee paying place International full fee paying place	Domestic full fee paying place International full fee paying place
<b>Standard duration:</b>	1 semester full-time, up to 2 years part-time	
<b>Program articulation:</b>	To: <a href="#">Master of Business</a>	

### Notes:

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

Where a specialisation is offered on-campus, it may not be offered in that mode at all campuses. The Business Foundations specialisation is available on-campus at Toowoomba and Springfield. The Digital Marketing, Leadership, and People and Culture specialisations are only available on-campus at Toowoomba. The Finance, Information Management Systems, Managing Cyber Risk, and Organisational Project Management specialisations are only available on-campus at Springfield.

Depending on specialisation undertaken, this program may not be able to be undertaken in full-time mode.

There are limited courses available in Trimester 1.

## Contact us

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

## Professional accreditation

UniSQ's [Graduate Certificate of Business](#) is pending endorsement with the [Australian Institute of Project Management \(AIPM\)](#).

Students who complete the People and Culture specialisation successfully meet the criteria for accreditation with the [Australian HR Institute AHRI](#)

## Program aims

The aim of the Graduate Certificate of Business is to enable students to undertake postgraduate study across a range of disciplines to meet their specific work-place needs or to study a discipline specialisation to either

provide advanced work-place knowledge and skills or to lay a platform for further study in the [Master of Business](#) or [Master of Information Systems](#).

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 do not have a cognate undergraduate degree but have completed the Graduate Certificate of Business are not eligible to enter the [Master of Business](#) 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:

- design solutions to dynamic issues by applying established theories in an area of expertise
- interpret informational inputs to ensure that the interests of others (including organisational, cultural/ societal, and environmental) are considered
- evaluate available digital technologies and automation relevant in the domain of specialist expertise
- communicate knowledge to audiences to build professional credibility
- cultivate a professional identity and career trajectory by exhibiting the human capabilities and knowledge demanded by modern organisations.

## 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](http://www.aqf.edu.au).

## Admission requirements

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

- Completion of an approved Bachelor degree in any area, or equivalent.  
**OR**  
A minimum of three years' professional work experience.
- English Language Proficiency requirements for Category 3.
- 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

For candidates who have a Bachelor degree (AQF level 7) or equivalent in a non-business related discipline from a recognised institution, UniSQ's [Graduate Certificate of Business](#) provides an articulation pathway into the [Graduate Diploma of Business](#).

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 is comprised of four units of postgraduate courses as follows:

- Business Foundations (this specialisation is available on-campus at Toowoomba and Springfield).
- Digital Marketing (this specialisation is available on-campus at Toowoomba).
- Finance (this specialisation is available on-campus at Springfield).
- General
- Information Management Systems (this specialisation is available on-campus at Springfield).
- Leadership (this specialisation is available on-campus at Toowoomba).
- Managing Cyber Risk (this specialisation is available on-campus at Springfield).
- Organisational Project Management (this specialisation is available on-campus at Springfield).
- People and Culture (this specialisation is available on-campus at Toowoomba).

## Required time limits

Students have a maximum of 2 years to complete this program.

## Business Foundations specialisation

The Business Foundations specialisation is recommended for students who do not have a cognate undergraduate degree and want to articulate into the [Master of Business](#).

This specialisation is available on-campus at Toowoomba and Springfield.

Course	Trimester of offer Online	Trimester of offer Toowoomba campus	Trimester of offer Springfield campus	Block of offer Online	Block of offer Toowoomba Campus	Block of offer Springfield campus	Enrolment Requirements
<a href="#">MGT5101 Adaptive Leadership</a>				Block 4	Block 4	Block 4	
<a href="#">MKT5001 Service Experience</a>				Block 2	Block 2	Block 2,6	Anti-requisites: MKT5000
<a href="#">MGT5103 Talent Strategy</a>	Tri 3	Tri 3	Tri 3				

<a href="#">ECO5000 Managerial Economics</a>	Tri 2	Tri 2	Tri 2				Anti-requisites: ECO5000 Economics for Managers
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## Digital Marketing specialisation

This specialisation is only available on-campus at Toowoomba.

Course	Block of offer Online	Block of offer Toowoomba Campus	Enrolment Requirements
MKT6001 Consumer Behaviour*	Block 2,3		Anti-requisites: MKT8001
MKT6100 Digital Marketing Analytics*	Block 4	Block 4	
MKT6101 Marketing Tools and Technologies*	Block 5	Block 5	
MKT6012 Marketing Strategy*	Block 6		Anti-requisites: MKT8012

### Footnotes

\* First offer of these courses is in 2024

## Finance specialisation

This specialisation is only available on-campus at Springfield.

Course	Trimester of offer Online	Trimester of offer Springfield campus	Enrolment Requirements
<a href="#">FIN6101 FinTech Innovation</a>	Tri 3	Tri 3	
FIN6201 Financial Decision Making in Organisations*	Tri 1,2		Anti-requisites: <a href="#">FIN8201</a>
FIN6100 Financial Risk*	Tri 2	Tri 2	Anti-requisites: <a href="#">FIN8202</a>
<a href="#">FIN6102 Investor Psychology and Portfolio Management</a>	Tri 3		Anti-requisites: FIN8204 & <a href="#">FIN8203</a>

### Footnotes

\* First offer of these courses is in 2024

## Information Management Systems specialisation

This specialisation is only available on-campus at Springfield.

Course:	Trimester of offer Online	Trimester of offer Springfield campus	Enrolment Requirements
CIS5102 Navigating the Digital Revolution	Tri 1,2	Tri 2	Anti-requisites: <a href="#">CIS5100</a>

<a href="#">CIS6100 Leadership in Digital Services</a>	Tri 3		Anti-requisites: <a href="#">CIS5308</a>
<a href="#">CIS6001 Technology Entrepreneurship</a>	Tri 2,3	Tri 3	Anti-requisites: <a href="#">CIS8001</a>
CIS6008 Business Intelligence	Tri 2		Anti-requisites: <a href="#">CIS8008</a>

## Leadership specialisation

This specialisation is only available on-campus at Toowoomba.

Course:	Trimester of offer Online	Trimester of offer Toowoomba campus	Trimester of offer Springfield campus	Enrolment Requirements
<a href="#">MGT6133 Leading Organisational Change</a> **	Tri 1,3	Tri 3	Tri 3	Anti-requisites: <a href="#">MGT8033</a>
MGT6138 Leading Leaders (Leading Ethically)*	Tri 2	Tri 2		Anti-requisites: <a href="#">MGT8038</a>
MGT6137 Leading Successful Teams*	Tri 2			Anti-requisites: <a href="#">MGT8037</a>
<a href="#">MGT6147 The Leader's Mind</a>	Tri 3			Anti-requisites: <a href="#">MGT8047</a>

### Footnotes

\*\* The first offer of this course is in Trimester 3 2023

\* First offer of these courses is in 2024

## Managing Cyber Risk specialisation

This specialisation is only available on-campus at Springfield.

Course:	Trimester of offer Online	Trimester of offer Springfield campus	Enrolment Requirements
CIS6707 Cyber Incident Management and Response*	Tri 1,2	Tri 2	Anti-requisites: <a href="#">CIS8707</a>
<a href="#">CIS6709 Cyber Governance and Leadership</a>	Tri 3		Anti-requisites: <a href="#">CIS8709</a>
CIS6712 Information Assurance and Risk Management*	Tri 2		Anti-requisites: <a href="#">CIS8712</a>
<a href="#">CIS6714 Cyber Resilience</a>	Tri 3	Tri 3	

### Footnotes

\* First offer of these courses is in 2024

## Organisational Project Management specialisation

This specialisation is only available on-campus at Springfield.

Course:	Trimester of offer Online	Trimester of offer Springfield campus	Enrolment Requirements
<a href="#">MGT6002 Organisational Project Management Futures</a> *	Tri 1,3	Tri 3	Anti-requisites: <a href="#">MGT8022</a>
MGT6004 Delivering Benefits to Stakeholders*	Tri 3		Anti-requisites: <a href="#">MGT8074</a>
MGT6005 Delivering Organisational Project Management*	Tri 2		Anti-requisites: <a href="#">MGT8075</a>
Select 1 course from the <a href="#">Master of Business</a> core <b>OR</b> receive credit for 1 x industry certificate for either: AXELOS (Practitioner level); AIPM (CPPM Level or above); PMI (PMP level or above)			

#### Footnotes

\* First offer of these courses is in 2024

## People and Culture specialisation

This specialisation is only available on-campus at Toowoomba.

Course:	Trimester of offer Online	Trimester of offer Toowoomba campus	Enrolment Requirements
MGT6134 People and Culture*	Tri 1,3	Tri 2	Anti-requisites: <a href="#">MGT8034</a>
MGT6149 Building an Engaged Workforce*	Tri 2	Tri 2	Anti-requisites: <a href="#">MGT8049</a>
MGT6143 Contemporary HR Issues for Managers*	Tri 3		Anti-requisites: <a href="#">MGT8043</a>
Select 1 course from the 'Human Resource Leadership' advanced specialisation in the <a href="#">Master of Business</a> .			

#### Footnotes

\* First offer of these courses is in 2024

## General specialisation

To discuss which courses to study within the General specialisation, please [contact UniSQ](#). All course pre-requisites must be met, and all courses chosen are subject to the approval of the Program Coordinator.

Students who do NOT have a cognate undergraduate degree and who are intending to gain entry to the [MBIZ Master of Business](#) on completion of the Graduate Certificate of Business should choose 4 core courses the 'Business Foundations' specialisation

Students who wish to articulate into the [MBIZ Master of Business](#) or [MISP Master of Information Systems](#) must meet the program admission requirements before applications for credit will be considered.

Students wanting to study a course/s from other programs across the University must seek approval from the Faculty of Business, Education, Law and Arts.

## 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](#), or [Master of Information Systems](#) provided they meet other program entry requirements.

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](#).

## 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.

For credit to be granted in the Organisational Project Management advanced specialisation, on the basis of professional accreditation, the claim must meet one of the following requirements:

- For accreditation by the [Australian Institute of Project Management \(AIPM\)](#) Certified Practicing Portfolio Executive (CPPE) credit may be approved for two unspecified electives
- For accreditation by [Project Management Institute \(PMI\)](#) The Project Management Professional (PMP)® Certification, credit may be approved for one unspecified elective
- For accreditation by PRINCE2 Practitioner, credit may be approved for one unspecified elective

**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 who wish to accelerate their progression through the program should consider enrolling in up to 4 courses in each Trimester. Please note only select courses are available in block mode. Please check the course specification for the year of study.

Course	Year of program and trimester in which course is normally studied						Enrolment requirements
	On-campus (ONC)		External (EXT)		Online (ONL)		
	Year	Tri	Year	Tri	Year	Tri	
Specialisation/Elective (1) course 1	1	1			1	1, 2	
Specialisation/Elective (1) course 2	1	1, 2			1	1, 2	
Specialisation/Elective (1) course 3	1	2, 3			1	2, 3	
Specialisation/Elective (1) course 4	1	2, 3			1	2,3	