Postgraduate Certificate in Business (PCBS) - PGradCertBus
CRICOS code (International applicants): 063623C

<table>
<thead>
<tr>
<th></th>
<th>On-campus</th>
<th>Distance education</th>
<th>Online</th>
</tr>
</thead>
</table>
| **Semester intake:**| Semester 1 (February)  
                     Semester 2 (July)  
                     Semester 3 (November) |
|                     | Semester 1 (February)  
                     Semester 2 (July)  
                     Semester 3 (November) |
| **Campus:**         | Springfield, Toowoomba |
|                     | - |
| **Fees:**           | Domestic full fee paying place  
                     International full fee paying place |
|                     | Domestic full fee paying place  
                     International full fee paying place |
|                     | Domestic full fee paying place  
                     International full fee paying place |
| **Standard duration:** | 1 semester full-time, up to 2 years part-time |
| **Program articulation:** | To: Master of Business Administration; Master of Management; Master of Project Management; Master of Business |

**Notes:**
Not all courses are available on-campus.
Depending on specialisation undertaken, this program may not be able to be undertaken in full-time mode.
The Business Foundation specialisation is not available to international on-campus students.
No semester 3 intake for international on-campus students.

**Contact us**

**Future Australian and New Zealand students**
Ask a question
Free call (within Australia): 1800 269 500
Phone (from outside Australia): +61 7 4631 5315
Email: studybusiness@usq.edu.au

**Future International students**
Ask a question
Phone: +61 7 4631 5543
Email: international@usq.edu.au

**Current students**
Ask a question
Free call (within Australia): 1800 007 252
Phone (from outside Australia): +61 7 4631 2285
Email: usq.support@usq.edu.au

**Program focus**
The Postgraduate Certificate in Business is an enabling program that provides pathways into a range of postgraduate studies in the Faculty of Business and Law by providing students with either foundation or advanced business knowledge and skills. Students can choose an appropriate specialisation to meet their particular needs and interests to facilitate educational and career development.

**Professional accreditation**
The Postgraduate Certificate in Business (Project Management) is delivered by USQ as a Global Registered Education Provider with the US-based Project Management Institute (PMI). USQ is endorsed as a National Provider of Project Management education by the Australian Institute of Project Management (AIPM).

**Program aims**
**Postgraduate Certificate in Business (General Specialisation)**
The aim of the General Specialisation is to enable students with an undergraduate degree and a minimum of 3 years full-time equivalent relevant professional work experience to undertake postgraduate study across a range of disciplines to meet their specific workplace needs. Students can select from a wide range of courses...
that can be tailored to suit their immediate needs, or to lay a platform for further study in a Master’s program such as the Master of Business Administration, Master of Management, Master of Business or Master of Project Management. Where applicable the entry requirements of those programs should be considered when choosing courses.

Postgraduate Certificate in Business (Early Career)

The aim of this specialisation is to provide students with some of the essential knowledge and skills that would normally be acquired during 3 years full-time equivalent relevant professional work experience. The Early Career specialisation is the only specialisation available to students who have an undergraduate degree or equivalent from a recognised institution but do not have 3 years full-time equivalent relevant professional work experience. This specialisation enables students to choose 4 specific postgraduate courses to facilitate entry into the Master of Business Administration, Master of Business or Master of Project Management programs.

Postgraduate Certificate in Business (Business Foundation)

The aim of this specialisation is to provide a platform for future study in a Master’s program for mature-age students who have workplace experience but who have not previously studied at university. The Business Foundation specialisation is designed for students who have a minimum of 3 years full-time equivalent relevant professional work experience, but do not have a tertiary qualification at bachelor degree or equivalent level from a recognised institution. This specialisation requires a student to undertake 4 specified postgraduate courses to facilitate entry into the Master of Business Administration, Master of Management, Master of Business or Master of Project Management programs.

Postgraduate Certificate in Business (Named Specialisation)

The aim of the Named Specialisation is to enable students with an undergraduate degree and a minimum of 3 years full-time equivalent relevant professional work experience to undertake postgraduate study within a defined discipline area, either to provide advanced workplace knowledge and skills, or as a platform for further study in a Master’s degree. The selection of the discipline specialisation will be influenced considerably by the demands of the work environment and the interests of the student.

Program objectives

Postgraduate Certificate in Business (General Specialisation)

The objectives of the specialisation are to produce graduates who are able to:

- understand selected basic theories and skills associated with a select number of management discipline areas
- apply acquired knowledge associated with their studies to their work environments
- synthesise selected areas of managerial knowledge to produce meaningful assignments/reports
- display competencies in a limited selected number of postgraduate discipline areas.

Postgraduate Certificate in Business (Early Career)

The objectives of this specialisation are to produce graduates who are able to:

- understand the concepts and essential skills associated with business management
- apply acquired skills to the practical work environment
- display a range of competencies relating to business management
- articulate both written and orally, the principles, concepts and applications associated with business management.

Postgraduate Certificate in Business (Business Foundation)

The objectives of this specialisation are to produce graduates who are able to:

- understand essential business knowledge and skills
- apply acquired business skills to the practical work environment
- display a range of competencies needed in business foundation
• articulate both written and orally, the principles, theories, concepts and applications of business foundations.

**Postgraduate Certificate in Business (Named Specialisation)**

The objectives of this specialisation are to produce graduates who are able to:

• understand the concepts and essential basic theories and skills associated with a particular selected discipline specialisation related to business
• apply acquired discipline-directed skills to the practical work environment
• display a range of competencies in a selected business-related discipline area
• articulate both written and orally, the principles, theories, concepts and applications associated with a selected business discipline area.

**Admission requirements**

Candidates for entry into the Postgraduate Certificate in Business, must meet one of the following criteria to the satisfaction of the Director of Coursework Studies:

• A tertiary qualification at bachelor degree or equivalent level from a recognised institution, and a minimum of 3 years full-time equivalent relevant professional work experience. Students can enrol in a General, Business Foundation (normally for students without a business or business-related bachelor degree) or a Named Specialisation.
• An undergraduate degree or equivalent from a recognised institution but without 3 years full-time equivalent relevant professional work experience. Students can only enrol in the Early Career Specialisation.
• A minimum of 3 years full-time equivalent relevant professional work experience, but without a tertiary qualification at bachelor degree or equivalent level from a recognised institution. Students can only enrol in the Business Foundation Specialisation.

International applicants must have met the University's English language requirements or have completed the University's ELICOS/EAP programs.

**How to apply**

**Domestic students**

Application for postgraduate programs may be made directly to USQ.

**International students**

This program is offered to international students. An international student is a person who is not an Australian or New Zealand citizen and not an Australian permanent resident. Please refer to USQ International for information about entry requirements, visa arrangements and how to apply.

**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. You are able to calculate the fees for a particular course via the Course Fee Finder.

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. You are able to calculate the fees for a particular course via the Course Fee Finder.
Program structure
The Postgraduate Certificate in Business is comprised of four units of postgraduate courses as follows:

General Specialisation*^*
Any four courses from the Master of Business Administration, Master of Management, Master of Business and Master of Project Management.

Early Career Specialisation—

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester/mode of offer Toowoomba campus</th>
<th>Semester/mode of offer Springfield campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRL5002 Strategic Issues and Crisis Management</td>
<td>For current year offerings, please refer to the course specification website</td>
<td></td>
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<tr>
<td>PRL8004 Financial Communication</td>
<td></td>
<td></td>
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<tr>
<td>PRL8005 Management Communication</td>
<td></td>
<td></td>
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<tr>
<td>FIN5003 Decision Support Tools</td>
<td>S1 (ONC, EXT, WEB), S3 (EXT, WEB)</td>
<td>S1 (ONC)</td>
</tr>
<tr>
<td>LAW5201 Commercial Law</td>
<td>S1 (ONC, EXT, WEB), S2 (EXT), S3 (EXT)</td>
<td>S2 (ONC)</td>
</tr>
<tr>
<td>LAW5501 Advanced Legal Process and Research</td>
<td>S1 (ONC, EXT), S2 (ONC, EXT)</td>
<td>S1, (ONC), S2 (ONC)</td>
</tr>
<tr>
<td>LAW5502 Advanced Law in Context</td>
<td>S2 (ONC, EXT)</td>
<td>S2 (ONC)</td>
</tr>
</tbody>
</table>

A postgraduate course from the Faculty of Business and Law coursework Master programs excluding the Master of Business Administration. This option requires written approval from the Director of Coursework Studies and may be subject to pre-requisite requirements.

Note: Subject to written approval from the Director of Coursework Studies, students may also be able to choose a course from across the university.

Business Foundation Specialisation

<table>
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<tr>
<th>Course</th>
<th>Semester/mode of offer Toowoomba campus</th>
<th>Semester/mode of offer Springfield campus</th>
</tr>
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<tbody>
<tr>
<td>MGT5000 Managing Organisational Behaviour</td>
<td>S1 (ONC, EXT, WEB), S3 (EXT, WEB)</td>
<td>S1 (ONC)</td>
</tr>
<tr>
<td>ACC5502 Accounting and Financial Management</td>
<td>S1 (ONC, EXT, WEB), S3 (EXT, WEB)</td>
<td>S1 (ONC)</td>
</tr>
<tr>
<td>ECO5000 Economics for Managers</td>
<td>S2 (ONC, EXT, WEB), S3 (EXT, WEB)</td>
<td>S2 (ONC)</td>
</tr>
<tr>
<td>MKT5000 Marketing Management</td>
<td>S2 (ONC, EXT, WEB), S3 (EXT, WEB)</td>
<td>S2 (ONC)</td>
</tr>
</tbody>
</table>

Named Specialisation*^*
Students can choose a named specialisation from the following study areas.

Option 1
- 3 courses from a Master of Business Administration specialisation
- plus one discipline-related course from the 8 Master of Business Administration core courses.

Note: Students must consult with the Director of Coursework Studies in choosing their fourth course.
Option 2

- a four-course specialisation from the Master of Management

**Note:** students who wish to articulate into the Master of Management must meet the admission requirements of the Master of Management program before exemptions will be considered.

Option 3

- a 4-course specialisation from the Master of Project Management

**Note:** students who wish to articulate into the Master of Project Management must meet the admission requirements of the Master of Project Management program before exemptions will be considered.

* Students are not able to undertake MGT8002 Strategic Management in this specialisation without the approval of the Director of Coursework Studies.

^ Courses in some areas of study may have prerequisites.

~ Students are not able to undertake MGT8002 Strategic Management in this specialisation.

**Required time limits**

Students have a maximum of 2 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 Section 2 of the Academic Standing, Progression and Exclusion Policy.

**Articulation**

Upon successful completion of the Postgraduate Certificate in Business (Business Foundation, General or Specialisation) with a minimum GPA of 4.0, a student may articulate into the Master of Business Administration, Master of Management, Master of Business or Master of Project Management.

Upon successful completion of the Postgraduate Certificate in Business (Early Career) with a minimum GPA of 4.0, a student may apply for entry into the Master of Business Administration or Master of Project Management.

**Exit points**

There are no exit points from the Postgraduate Certificate in Business.

**Exemptions**

Exemptions may be granted on the basis of equivalent courses undertaken at postgraduate level. In order for an exemption 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 Postgraduate Certificate in Business course, 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 exemptions on the basis of courses completed to meet the requirements of that program, the maximum exemptions on the basis of such courses shall be no greater than 2 courses for the Postgraduate Certificate in Business
- exemptions approved in this program will not automatically apply to other programs offered by the USQ.

**Note:** Where exemptions are granted, maximum and minimum duration will be adjusted in the same proportion as the exemptions, for example, where the maximum of 50 per cent exemptions is granted, maximum and minimum duration will be reduced by one-half.
Consult the Handbook on the Web at http://www.usq.edu.au/handbook/current for any updates that may occur during the year.
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General/Named Specialisation

<table>
<thead>
<tr>
<th>Course</th>
<th>Year of program and semester in which course is normally studied</th>
<th>Enrolment requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>On-campus (ONC)</td>
<td>External (EXT)</td>
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<tr>
<td></td>
<td>Year</td>
<td>Sem</td>
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Students are not able to undertake MGT8002 Strategic Management without the approval of the Director of Coursework Studies.

General/Specialisation course 1 1 1 1 1
General/Specialisation course 2 1 1 1 1
General/Specialisation course 3 1 1 1 2
General/Specialisation course 4 1 1 1 2

Early Career Specialisation

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<tr>
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<th>Enrolment requirements</th>
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</tr>
<tr>
<td></td>
<td>Year</td>
<td>Sem</td>
</tr>
</tbody>
</table>

Students should refer to the program structure for Early Career above for a complete list of courses.

Students are not able to undertake MGT8002 Strategic Management in this specialisation.

LAW5501 Advanced Legal Process and Research 1 1 1 1 Pre-requisite: Students must be enrolled in the Juris Doctor or Postgraduate Certificate in Business (Early Career) programs
FIN5003 Decision Support Tools 1 1 1 1
LAW5201 Commercial Law 1 1 1 2
A postgraduate course from the Faculty of Business and Law coursework Master programs excluding the Master of Business Administration. This option requires written approval from the Director of Coursework Studies and may be subject to pre-requisite requirements.

Footnotes
* Offered at Springfield campus in semester 2.

Foundation Specialisation

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<th>Year of program and semester in which course is normally studied</th>
<th>Enrolment requirements</th>
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<td></td>
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</tr>
<tr>
<td></td>
<td>Year</td>
<td>Sem</td>
</tr>
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MGT5000 Managing Organisational Behaviour 1 1 1 1
ACC5502 Accounting and Financial Management 1 1 1 1
ECO5000 Economics for Managers 1 2 1 2
MKT5000 Marketing Management 1 2 1 2