Postgraduate Certificate of Business (PCBS) - PGradCertBus

CRICOS code (International applicants): 063623C

This program is offered only to continuing students. No new admissions will be accepted. Students who are interested in this study area should consider the Graduate Certificate of Business which will be offered from Semester 1, 2015.

<table>
<thead>
<tr>
<th>On-campus</th>
<th>External</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester intake:</td>
<td>No new admissions</td>
</tr>
<tr>
<td>Campus:</td>
<td>Springfield, Toowoomba</td>
</tr>
<tr>
<td>Fees:</td>
<td>Domestic full fee paying place</td>
</tr>
<tr>
<td></td>
<td>International full fee paying place</td>
</tr>
<tr>
<td>Standard duration:</td>
<td>1 semester full-time, up to 2 years part-time</td>
</tr>
<tr>
<td>Program articulation:</td>
<td>To: Master of Business Administration; Master of Management; Master of Project Management (ends 2014); Master of Business</td>
</tr>
</tbody>
</table>

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

Professional accreditation
USQ is registered with the Project Management Institute (PMI)® as a Global Registered Education Provider (R.E.P.). A study of project management at USQ earns professional development units towards certification with PMI including towards the Project Management Professional (PMP)®.

PMI, PMP and Project Management Professional (PMP) are registered marks of the Project Management Institute, Inc.

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 (ends 2014). 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 (ends 2014) 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 (ends 2014) 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**

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

- A tertiary qualification at bachelor degree or equivalent level from a recognised institution, and a minimum of three years full-time equivalent relevant professional work experience as deemed sufficient and appropriate on application. 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 three years full-time equivalent relevant professional work experience as deemed sufficient and appropriate on application. Students can only enrol in the Early Career Specialisation.
- A minimum of three years full-time equivalent relevant professional work experience as deemed sufficient and appropriate on application, but without a tertiary qualification at bachelor degree or equivalent level from a recognised institution. Students can only enrol in the Business Foundation Specialisation.

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 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. Students 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 (ends 2014).

**Early Career Specialisation**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester of offer Distance/Online</th>
<th>Semester of offer Toowoomba campus</th>
<th>Semester of offer Springfield campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select four courses from the following:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
A postgraduate course from Business and Commerce coursework Master programs excluding the Master of Business Administration. This option requires written approval from the Faculty of Business, Education, Law and Arts and may be subject to pre-requisite requirements.

**Note:** Subject to written approval from the Faculty of Business, Education, Law and Arts, students may also be able to choose a course from across the university.

### Business Foundation Specialisation

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester of offer</th>
<th>Semester of offer</th>
<th>Semester of offer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Distance/Online</td>
<td>Toowoomba campus</td>
<td>Springfield campus</td>
</tr>
<tr>
<td>MGT5000 Managing Organisational Behaviour</td>
<td>1, 3</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>ACC5502 Accounting and Financial Management</td>
<td>1, 3</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>ECO5000 Economics for Managers</td>
<td>2, 3</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>MKT5000 Marketing Management</td>
<td>2, 3</td>
<td>2</td>
<td>2</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 Faculty of Business, Education, Law and Arts 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 credit will be considered.

**Option 3**
- a 4-course specialisation from the Master of Project Management (ends 2014)

**Note:** students who wish to articulate into the Master of Project Management (ends 2014) must meet the admission requirements of the Master of Project Management program before credit will be considered.
Students are not able to undertake MGT8002 Strategic Management in this specialisation without the approval of the Faculty of Business, Education, Law and Arts.

* 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 the Academic Standing, Progression and Exclusion Procedure.

**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 (ends 2014).

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 (ends 2014).

**Exit points**

There are no exit points from the Postgraduate Certificate in 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 five 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 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 two units of credit for the Postgraduate Certificate in Business
- credit approved in this program will not automatically apply to other programs offered by the USQ.

**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 percent credit is granted, maximum and minimum duration will be reduced by one-half.
General/Named Specialisation

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.

<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) Year</td>
<td>On-campus (ONC) Sem</td>
</tr>
<tr>
<td>General/Specialisation course 1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>General/Specialisation course 2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>General/Specialisation course 3</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>General/Specialisation course 4</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

Students are not able to undertake MGT8002 Strategic Management without the approval of the Faculty of Business, Education, Law and Arts.

Early Career Specialisation

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.

<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) Year</td>
<td>On-campus (ONC) Sem</td>
</tr>
<tr>
<td>Students should refer to the program structure for Early Career above for a complete list of courses.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Students are not able to undertake MGT8002 Strategic Management in this 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) Year</td>
<td>On-campus (ONC) Sem</td>
</tr>
<tr>
<td>LAW5111 Advanced Australian Legal System</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>FIN5003 Decision Support Tools</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>LAW5201 Commercial Law</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>A postgraduate course from the Business and Commerce coursework Master programs excluding the Master of Business Administration. This option requires written approval from the Faculty of Business, Education, Law and Arts and may be subject to pre-requisite requirements.</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

Foundation Specialisation

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.

<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) Year</td>
<td>On-campus (ONC) Sem</td>
</tr>
<tr>
<td>MGT5000 Managing Organisational Behaviour</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>ACC5502 Accounting and Financial Management</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>ECOS500 Economics for Managers</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>MKT5000 Marketing Management</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>