

Postgraduate Cer

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.

- 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 F

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~

Course	Semester/mode of offer Toowoomba campus	Semester/mode of offer Springfield campus
Select four courses from the following:		
PRL5002 Strategic Issues and Crisis Management	For current year offerings, please refer to the course specification website	
PRL8004 Financial Communication		
PRL8005 Management Communication		
FIN5003 Decision Support Tools	S1 (ONC, EXT, WEB), S3 (EXT, WEB)	S1 (ONC)
LAW5201 Commercial Law	S1 (ONC, EXT, WEB), S2 (EXT), S3 (EXT)	S2 (ONC)
LAW5501 Advanced Legal Process and Research	S1 (ONC, EXT), S2 (ONC, EXT)	S1, (ONC), S2 (ONC)
LAW5502 Advanced Law in Context	S2 (ONC, EXT)	S2 (ONC)
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

Course	Semester/mode of offer Toowoomba campus	Semester/mode of offer Springfield campus
MGT5000 Managing Organisational Behaviour	S1 (ONC, EXT, WEB), S3 (EXT, WEB)	S1 (ONC)
ACC5502 Accounting and Financial Management	S1 (ONC, EXT, WEB), S3 (EXT, WEB)	S1 (ONC)
ECO5000 Economic	S1 (ONC, EXT, WEB), S2 (EXT, WEB)	S1 (ONC)

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.

