



## Graduate Certificate in Business

<b>CRICOS Code</b>	106808A
<b>National Course Id</b>	CRS1401070
<b>Full Time Duration</b>	6 months
<b>Part Time Duration</b>	1 year
<b>Units</b>	4
<b>Campus</b>	Level 16, 233 Castlereagh Street, Sydney NSW 2000 Level 1, West, 237 Ryrie Street, Geelong Victoria 3220
<b>IELTS Academic</b>	6.5 (no band less than 6.0)
<b>Delivery mode</b>	Blended, Face to Face
<b>Outcome</b>	Graduate Certificate in Business

### Course Description

The Graduate Certificate in Business is the generalist post graduate qualification of our age, opening job opportunities in a wide range of businesses.

Graduates with a Graduate Certificate in Business are ready for many different positions in business. The Graduate Certificate gives you the business skills to commence your para-professional career in assisting in the engagement of clients.

Graduates will be prepared for success in contemporary organisations and prepared to take on the industry's trends, responsibilities, needs and opportunities.

### Career Outcomes

- ❖ Executive assistant
- ❖ Business para-professional roles
- ❖ Project/Operations Assistant

### Accreditation

The Graduate Certificate of Business is accredited by the [Tertiary Education Quality and Standards Agency](#).

### Course Learning Outcomes

<b>GC1</b>	Critically evaluate a range of core concepts and theories of organisations and their management
<b>GC2</b>	Analyse information and be able to review and effectively communicate in a business context
<b>GC3</b>	Apply concepts, theories, and experience to business problems and propose sustainable solutions demonstrating initiative, ethics and social responsibility
<b>GC4</b>	Develop awareness into the management of people and potential leadership development
<b>GC5</b>	Communicate professionally and proficiently to business and non-business audiences



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### Graduate attributes

<b>GA 1</b>	Communicate effectively in a diverse range of professional or community context
<b>GA 2</b>	Complete work tasks and assignments independently or as an effective member of multidisciplinary teams
<b>GA 3</b>	Engage in and value life-long learning leading to the enhancement of professional knowledge and skills
<b>GA 4</b>	Are information and technology literate
<b>GA 5</b>	Respond appropriately to a changing workforces, cultures and values reflecting a global work environment
<b>GA 6</b>	Demonstrate critical thinking, problem solving and decision-making abilities essential to contributing soundly to the resolution of issues confronting organisations
<b>GA 7</b>	Facilitate intellectual curiosity
<b>GA 8</b>	Act in an ethical manner in all aspects of professional life.

### Course Structure

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		Credit Points	Prerequisites
ACC500	Business Decision Making	6	Nil
BUS500	Business & Management in Context	6	Nil
ECO500	Economics for Managers	6	Nil
MKT500	Marketing for Managers	6	Nil
<b>TOTAL CREDIT POINTS</b>		<b>24</b>	

#### Please Note

- The program is available each intake but note that some units of study are subject to quotas and minimum enrolment requirements.
- Not all units of study are available every semester, and changes in course structure occur from time to time.



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### Exit Outcomes

To obtain a Graduate Certificate in Business, candidates are required to successfully complete all 4 units. Not all units are offered each semester.

### International Student Duration

The CRICOS-registered duration is 26 weeks or 6 months of full-time study (1 semester). Please note the part time mode is not available to a holder of a student visa, who is not a citizen of Australia or New Zealand, or who is not an Australian permanent resident, or who is a temporary resident of Australia.

### Domestic Student Duration

For domestic students, the course is 6 months full-time or 1 year part-time.

### Delivery Methods

Type	Explanation
<b>Blended</b>	Delivered partially on campus and partially online
<b>Face to Face</b>	This is delivered at level 16, 233 Castlereagh street Sydney and Level 1, West, 237 Ryrie Street, Geelong Victoria 3220

### Assessment Methods

The Institute uses authentic assessment principles that may include practical exercises, case studies, presentations, reports, online simulations, essays, and examinations. These may include being done under invigilation.

### General entry

A recognised Australian or equivalent Bachelor degree or higher

### Special or alternative admission arrangements

A minimum of five years' relevant work experience, which includes at least three years' management experience, or significant technical experience; OR

An Advanced Diploma or Associate Degree (AQF Level 6) or learning equivalent to an AQF Level 6 qualification and at least three years' relevant work experience; OR

Completion of the Graduate Certificate stage at the Institute (or equivalent at a recognised HEP or University)

### International students

Must satisfy the English Language Requirements.

AND

A recognised Australian or equivalent Bachelor degree or higher **OR**

An Advanced Diploma or Associate Degree (AQF Level 6) or learning equivalent to an AQF Level 6 qualification and at least three years' relevant work experience **OR**

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**Modified:** 07 February 2022

**Document Owner:** Dean

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OR

Completion of the Graduate Certificate stage at the Institute (or equivalent at a recognised HEP or University)

OR

A minimum of five years' relevant work experience, which includes at least three years' management experience, or significant technical experience

**Special and/or alternative entry: non-school leavers (mature-age applicants and/or those who do not hold their HSC or equivalent)**

A minimum of five years' relevant work experience, which includes at least three years' management experience, or significant technical experience

OR

An Advanced Diploma or Associate Degree (AQF Level 6) or learning equivalent to an AQF Level 6 qualification and at least three years' relevant work experience

OR

Completion of the Graduate Certificate stage at the Institute (or equivalent at a recognised HEP or University)

### Language requirements

Language proficiency

- IELTS Academic: 6.5 with no band less than 6.0; or
- TOEFL: 575 or better; or
- TOEFL IBT (International Benchmark Test): 91 or better; or
- TOEFL CBT (Computer Based Test): 235 or better; or
- Academic PTE (Pearson Test of English): 58 or better; or
- Cambridge English: CAE and CPE (from 2015): 176 or better; or
- General Certificate of Education (GCE): A Levels with a C or better in English; or
- KITE: all bands B2 with a result greater than 450 in each band; or
- Duolingo: overall 115 with no band less than 110.

English Language Test results are valid for two years from the date of the results up to the date of commencement at the Institute. The most recent test supersedes ALL previous tests.

### Attendance Requirements

The Institute has enforceable requirements in relation to attendance. Further details are provided at Item 20 of the Terms and Conditions.

### Fees

The course fees (per semester) are indicated below and are based on a standard full-time study load and duration. Your course fees and duration may vary if you have applied for and been granted Advanced Standing. Tuition fees may increase during your studies. Students are advised in advance of any increase in tuition fees being implemented.

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