

# GRADUATE CERTIFICATE IN BUSINESS (2765)

**Approved Abbreviation:** GradCertBus  
**Western Sydney University Program Code:** 2765

**CRICOS Code:** 044818E

This program applies to students who commenced in 2017 or later.

Students should follow the program structure for the session start date relevant to the year they commenced.

Commencement Year 2015 and 2016 - 2765.2 - Graduate Certificate in Business (<http://handbook.westernsydney.edu.au/hbook/course.aspx?course=2765.2>)

The Graduate Certificate of Business provides a foundation in business knowledge for emerging managers and those with leadership aspirations who have not previously studied business. Covering the key areas of people and organisational management, marketing, economics and finance, this program develops readily applicable skills in key aspects of business and prepares graduates for expanded opportunities in a range of work settings. Graduates may also choose to undertake this qualification in preparation for further study. The program is co-created with diverse industry partners, ensuring the learning is relevant and applied to real-world challenges.

## Study Mode

Six months full-time or one year part-time.

## Program Advice

Dr Laurel Jackson (<https://directory.westernsydney.edu.au/search/profile/12178/>)

Prospective students should visit the following websites for general enquiries about this program.

Enquire about this program (<https://enquiry.westernsydney.edu.au/courseenquiry/>) | Local Admission (<https://www.westernsydney.edu.au/future/>) | International Admission (<https://www.westernsydney.edu.au/international/home/apply/admissions/>) |

## Location

| Campus                                   | Attendance | Mode     | Advice   |
|--|------------|----------|--|
| Parramatta City Campus- Macquarie Street | Full Time  | Internal | Laurel Jackson ( <a href="https://directory.westernsydney.edu.au/search/profile/8843/">https://directory.westernsydney.edu.au/search/profile/8843/</a> ) |
| Parramatta City Campus- Macquarie Street | Part Time  | Internal | Laurel Jackson ( <a href="https://directory.westernsydney.edu.au/search/profile/8843/">https://directory.westernsydney.edu.au/search/profile/8843/</a> ) |

## Admission

Applicants must have successfully completed an undergraduate degree, or higher, in any discipline

Or

Have a minimum of five years full-time equivalent managerial/professional work experience

Or

Have an advanced diploma in a business discipline and have a minimum of eight years general work experience.

Applicants seeking admission on the basis of work experience must support their application with a Statement of Service for all work experience listed on the application.

Statement of Service form ([https://www.westernsydney.edu.au/content/dam/digital/pdf/Statement\\_of\\_Service.PDF](https://www.westernsydney.edu.au/content/dam/digital/pdf/Statement_of_Service.PDF))

Applications from Australian and New Zealand citizens and holders of permanent resident visas may be made via the Universities Admissions Centre (UAC) or directly through the Western Portal. Use the links below to apply via UAC or Western Sydney University. Applications made directly to Western Sydney do not have an application fee.

<http://www.uac.edu.au/>  
<https://westernsydney.uac.edu.au/ws/>

Applicants who have undertaken studies overseas may have to provide proof of proficiency in English. Local applicants who are applying through the Universities Admissions Centre (UAC) will find details of minimum English proficiency requirements and acceptable proof on the UAC website. Local applicants applying directly to the University should also use the information provided on the UAC website.

<http://www.uac.edu.au/>

All other International applicants must apply directly to the University via the International Office.

International students applying to the University through the International Office can find details of minimum English proficiency requirements and acceptable proof on their website.

International Office (<http://www.westernsydney.edu.au/international/>)

Overseas qualifications must be deemed by the Australian Education International - National Office of Overseas Skills Recognition (AEI-NOOSR) to be equivalent to Australian qualifications in order to be considered by UAC and Western Sydney University.

## Program Structure Current

This structure applies to students who commenced in 2025 or later. If you commenced prior to 2025, please refer to the relevant Structure tab for details.

Qualification for this award requires the successful completion of 40 credit points which includes all subjects listed below.

Students in the Master of Business Administration must complete 40 credit points as specified below.

| Subject                    | Title                          | Credit Points |
|----------------------------|--------------------------------|---------------|
| BUSM 7018                  | Contemporary People Management | 10            |
| ECON 7001                  | Economics                      | 10            |
| MKTG 7019                  | Marketing Systems              | 10            |
| FINC 7023                  | Introduction to Finance        | 10            |
| <b>Total Credit Points</b> |                                | <b>40</b>     |

Alternatively, students may complete 40 credit points of subjects (excluding capstone subjects) from any postgraduate business program. This requires approval from the Director of Academic Program.

## Program Structure 2017 - 2024

This structure applies to students who commenced in 2017 - 2024. If you commenced in 2025 or later, please refer to the relevant Structure tab for details.

Qualification for this award requires the successful completion of 40 credit points which includes all subjects listed below.

Students in the Master of Business Administration must complete 40 credit points as specified below. Master of Business Administration students are expected to complete 20 credit points of study before undertaking BUSM 7050 Integrated Business Experience.

| <b>Subject</b>              | <b>Title</b>                             | <b>Credit Points</b> |
|-----------------------------|--|----------------------|
| BUSM 7007                   | Business Communication Skills            | 10                   |
| BUSM 7050                   | Integrated Business Experience           | 10                   |
| BUSM 7099                   | Understanding Contemporary Organisations | 10                   |
| Select one of the following |  | 10                   |
| MKTG 7019                   | Marketing Systems                        |                      |
| BUSM 7094                   | The Contemporary Business Environment    |                      |
| <b>Total Credit Points</b>  |  | <b>40</b>            |

Alternatively, students may complete 40 credit points of subjects (excluding capstone subjects) from any postgraduate business program. This requires approval from the Director of Academic Program.