

Graduate Certificate in Business Administration (Government) (MGC102.1)

Please note these are the 2027 details for this course

Domestic students

| | |
|--------------------------------------|--|
| Selection rank | |
| Delivery mode | Online |
| Location | UC - Canberra, Online |
| Duration | 0.7 years |
| Faculty | Faculty of Business, Government & Law |
| Discipline | Canberra Business School |
| UAC code | |
| English language requirements | An IELTS Academic score of 6.5 overall, with no band score below 6.0 (or equivalent). View IELTS equivalences |

International students

| | |
|------------------------------------|---|
| Selection rank | |
| Academic entry requirements | To study at UC, you'll need to meet our academic entry requirements and any admission requirements specific to your course. Please read your course admission requirements below. To find out whether you meet UC's academic entry requirements, visit our academic entry requirements page. View UC's academic entry requirements |
| Delivery mode | Online |
| Location | UC - Canberra, Online |
| Duration | 0.7 years |
| Faculty | Faculty of Business, Government & Law |

Discipline Canberra Business School

CRICOS code

English language requirements An IELTS Academic score of 6.5 overall, with no band score below 6.0 (or equivalent).

[View IELTS equivalences](#)

About this course

The Graduate Certificate in Business Administration (Government) is designed to introduce you as managers and aspiring leaders to the core functions of management and business administration within the government context. The course develops your knowledge of legal frameworks, the policy process and strategic communication, and also explores the theory and practice of government procurement. Designed for those working within government or government-focused organisations, this course offers a foundational pathway to management and leadership roles and for advanced professional studies.

Admission requirements

Applicants must have:

- an Australian Bachelor qualification or equivalent, in a related field, OR
- an Australian Bachelor qualification in an unrelated field AND three years' relevant work experience, OR,
- an Australian Graduate Certificate (AQF 8) in any field (or higher)

Assumed knowledge

None.

Periods course is open for new admissions

| Year | Location | Teaching period | Teaching start date | Domestic | International |
|------|-----------------------|-----------------|---------------------|----------|---------------|
| 2027 | UC - Canberra, Online | Study Block 1 | 18 January 2027 | ✓ | ✓ |
| 2027 | UC - Canberra, Online | Study Block 2 | 15 March 2027 | ✓ | ✓ |
| 2027 | UC - Canberra, Online | Study Block 3 | 10 May 2027 | ✓ | ✓ |
| 2027 | UC - Canberra, Online | Study Block 4 | 05 July 2027 | ✓ | ✓ |
| 2027 | UC - Canberra, Online | Study Block 5 | 30 August 2027 | ✓ | ✓ |

| | | | | | |
|------|-----------------------|---------------|-----------------|--|--|
| 2027 | UC - Canberra, Online | Study Block 6 | 25 October 2027 | | |
|------|-----------------------|---------------|-----------------|--|--|

Credit arrangements

There are currently no formal credit transfer arrangements for entry to this course. Any previous study or work experience will only be considered as part of the application process in accordance with current [course rules and university policy](#).

Course requirements

Graduate Certificate in Business Administration (Government) (MGC102) | 12 credit points

Required Units - Must pass 12 credit points as follows

[Expand All](#) | [Collapse All](#)

Foundations of Public Policy G (11790) | 3 credit points — Level G

Strategic Influence and Advocacy PG (12295) | 3 credit points — Level P

Public Sector Budgets and Procurement PG (12299) | 3 credit points — Level P

Contemporary Legal Frameworks G (12301) | 3 credit points — Level G

In addition to course requirements, in order to successfully complete your course you must meet the inherent requirements. Please refer to the [inherent requirements statement](#) applicable to your course

Typical study pattern

Course information

Course duration

The standard duration for this course is 8 months (4 Study Blocks). The maximum duration is 3 years from date of enrolment to date of course completion.

Learning outcomes

| Learning outcomes | Related graduate attributes |
|--|--|
| 1. Research, analyse and apply discipline-relevant concepts and theories to an increasingly complex global business environment. | <p>UC graduates are professional: Employ up-to-date and relevant knowledge and skills; communicate effectively; use creativity, critical thinking, analysis and research skills to solve theoretical and real-world problems; work collaboratively as part of a team, negotiate, and resolve conflict; take pride in their professional and personal integrity.</p> <p>UC graduates are global citizens: Think globally about issues in their profession; adopt an informed and balanced approach across</p> |

professional and international boundaries; communicate effectively in diverse cultural and social settings; make creative use of technology in their learning and professional lives; behave ethically and sustainably in their professional and personal lives.

UC graduates are lifelong learners: Reflect on their own practice, updating and adapting their knowledge and skills for continual professional and academic development; be self-aware; adapt to complexity, ambiguity and change by being flexible and keen to engage with new ideas.

UC graduates are able to demonstrate Aboriginal and Torres Strait Islander ways of knowing, being and doing: Use local Indigenous histories and traditional ecological knowledge to develop and augment understanding of their discipline; communicate and engage with Indigenous Australians in ethical and culturally respectful ways.

2. Critique and reflect on skills and experiences in the management of work and organisations, demonstrating adaptability, creativity and initiative in situations.

UC graduates are professional: Employ up-to-date and relevant knowledge and skills; communicate effectively; use creativity, critical thinking, analysis and research skills to solve theoretical and real-world problems; work collaboratively as part of a team, negotiate, and resolve conflict; take pride in their professional and personal integrity.

UC graduates are global citizens: Think globally about issues in their profession; adopt an informed and balanced approach across professional and international boundaries; communicate effectively in diverse cultural and social settings; make creative use of technology in their learning and professional lives; behave ethically and sustainably in their professional and personal lives.

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ways.

3. Consolidate and synthesise learning to evaluate or advise on organisational solutions and business decisions.

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UC graduates are global citizens: Think globally about issues in their profession; adopt an informed and balanced approach across professional and international boundaries; make creative use of technology in their learning and professional lives; behave ethically and sustainably in their professional and personal lives.

UC graduates are lifelong learners: Reflect on their own practice, updating and adapting their knowledge and skills for continual professional and academic development; be self-aware; adapt to complexity, ambiguity and change by being flexible and keen to engage with new ideas.

4. Effectively communicate in business and management contexts.

UC graduates are professional: Employ up-to-date and relevant knowledge and skills; communicate effectively; use creativity, critical thinking, analysis and research skills to solve theoretical and real-world problems; work collaboratively as part of a team, negotiate, and resolve conflict; take pride in their professional and personal integrity.

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UC graduates are lifelong learners: Reflect on their own practice, updating and adapting their knowledge and skills for continual professional and academic development; be self-aware; adapt to complexity, ambiguity and change by being flexible and keen to engage with new ideas; evaluate and adopt new technology.

UC graduates are able to demonstrate Aboriginal and Torres Strait Islander ways of knowing, being and doing: Communicate and

engage with Indigenous Australians in ethical and culturally respectful ways.

Awards

| Award | Official abbreviation |
|--|-----------------------|
| Graduate Certificate in Business Administration (Government) | GradCert(Gov) |

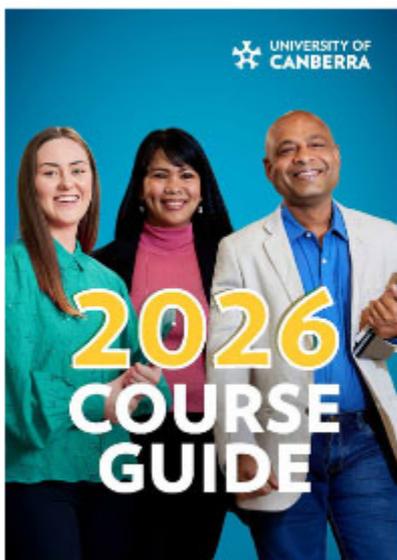
Enquiries

| Student category | Contact details |
|----------------------|---|
| Prospective Students | Email: study@canberra.edu.au or Phone: 1800 UNI CAN (1800 864 226) |

Current and Commencing Students

Email: BGLStudent@canberra.edu.au

Download your course guide



Scholarships

Find the scholarship that's the right fit for you

University of Canberra, Bruce ACT 2617 Australia

+61 2 6201 5111

ABN 81 633 873 422

CRICOS 00212K

TEQSA Provider ID: PRV12003 (Australian University)

UC acknowledges the Ngunnawal people, traditional custodians of the lands where Bruce campus is situated. We wish to acknowledge and respect their continuing culture and the contribution they make to the life of Canberra and the region. We also acknowledge all other First Nations Peoples on whose lands we gather.