

Diploma of Business Administration (DPBA) - DipBA

QTAC code (Australian and New Zealand applicants): Toowoomba campus: 904031; Distance education: 904035; Fraser Coast campus: 914031; Springfield campus: 924031

CRICOS code (International applicants): 066075B

	On-campus*	Distance education
Semester intake:	Semester 1 (February) Semester 2 (July) Semester 3 (November)	Semester 1 (February) Semester 2 (July) Semester 3 (November)
Campus:	Fraser Coast, Springfield, Toowoomba	-
Fees:	Commonwealth supported place Domestic full fee paying place International full fee paying place	Commonwealth supported place Domestic full fee paying place International full fee paying place
Standard duration:	1 year full-time, up to 3 years part-time	
Program articulation:	To: Bachelor of Business Administration ; Bachelor of Business ; Bachelor of Commerce ; Bachelor of Information Technology	

Notes:

An agreement between the University of Southern Queensland and the [Australian National University \(ANU\)](#) gives students the opportunity, upon successful completion of the Diploma of Business Administration, to directly articulate into the ANU Bachelor of Commerce or Bachelor of Business Administration.

Footnotes

* There is no semester 3 intake at Fraser Coast or Toowoomba.

Contact us

Future Australian and New Zealand students	Future International students	Current students
Ask a question Freecall (within Australia): 1800 269 500 Phone (from outside Australia): +61 7 4631 5315 Email: studybusiness@usq.edu.au	Ask a question Phone: +61 7 4631 5543 Email: international@usq.edu.au	Ask a question Freecall (within Australia): 1800 007 252 Phone (from outside Australia): +61 7 4631 2285 Email usq.support@usq.edu.au

Program focus

The Diploma of Business Administration equips students with foundation knowledge of business and a basic understanding of the competitive environment in which private and public sector organisations operate.

Career opportunities

Provides students with general business knowledge in preparation for careers in a number of areas within public or private sector national or global organisations. Depending on courses selected, career opportunities may be sought within the disciplines of human resources, marketing, administration, information technology, supply chain management, tourism, small business management, international business or commerce.

Australian National University (ANU) pathway

By enrolling in the Diploma of Business Administration, and successfully completing the 8-course ANU pathway recommended enrolment pattern, you have the opportunity to directly articulate into The Australian

National University's Bachelor of Commerce or Bachelor of Business Administration – with full credit. This pathway is only open to domestic students.

Program aims

This is a generalist program aimed at equipping students with foundation understanding of how organisations operate in different environmental contexts, private, and public. It exposes students to a range of issues and challenges faced by business as it strives to make organisations successful, sustainable and responsible stakeholders in society.

Program objectives

On the successful completion of the Diploma of Business Administration graduates will be able to:

- demonstrate foundation knowledge of the general business concepts, processes and principles relevant to the functioning of various types of organisations
- demonstrate effective communication, interpersonal skills, and foundation knowledge of the relevant principles in making decisions in a business environment
- demonstrate an understanding of the importance of high ethical standards and socially responsible organisational practices and processes.

Admission requirements

Candidates for admission to this program must satisfy the normal USQ entry requirements for undergraduate programs. Please refer to [Section 2.2 of the Admissions Policy](#), Section 2.2.1 (for Australian students) and Section 2.2.3 (for international students).

International applicants must have met the [University's English language requirements](#) or have completed the [University's ELICOS/EAP programs](#).

How to apply

Domestic students

[Application for undergraduate programs](#) may be made through the Queensland Tertiary Admissions Centre (QTAC). The same procedure applies whether you plan to study on-campus or by distance education.

If you completed Year 12 at a Queensland secondary school you will be assessed for entry on the basis of your Overall Position (OP) or equivalent score. Year 12 students from other states or territories are considered for entry on the basis of their UAI, ENTER or TER and the subject prerequisites indicated. Other applicants will be based on their overall Rank.

International students

This program is offered to international students. An international student is a person who is not an Australian or New Zealand citizen and not an Australian permanent resident. Please refer to [USQ International](#) for information about entry requirements, visa arrangements and how to apply.

Program fees

Commonwealth supported place

A Commonwealth supported place is where the Australian Government makes a contribution towards the cost of your higher education and you as a student pay a [student contribution amount](#), which varies depending on the courses undertaken. You are able to calculate the fees for a particular course via the [Course Fee Finder](#). Commonwealth Supported students may be eligible to defer their fees through a Government loan called [HECS-HELP](#).

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. You are able to calculate the fees for a particular course via the [Course Fee Finder](#).

Permanent Humanitarian Visa holders, Permanent Resident visa holders and New Zealand citizens who reside outside Australia pay full tuition fees.

Domestic full fee paying students may be eligible to defer their fees through a Government loan called [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. You are able to calculate the fees for a particular course via the [Course Fee Finder](#).

Program structure

The Diploma of Business Administration is an 8-course program. Students must complete one of the following:

- 4 core courses from [Bachelor of Business](#), [Bachelor of Business Administration](#), or [Bachelor of Commerce](#) listed below; plus a further 4 Faculty of Business and Law courses
- 8 courses prescribed for the ANU degree pathway (domestic students only).

Domestic students who wish to be eligible to complete a business program at ANU should choose the ANU degree pathway courses.

USQ degree pathway courses

Course	Semester/mode of offer Toowoomba campus	Semester/mode of offer Fraser Coast campus	Semester/mode of offer Springfield campus
Students must complete at least 4 core courses from the following list:			
ACC1101 Accounting for Decision-Making	S1 (ONC, EXT), S2 (ONC, EXT), S3 (EXT)	S1 (ONC)	S1 (ONC)
CIS1000 Information Systems Concepts	S1 (ONC, EXT), S2 (ONC, EXT), S3 (EXT)	S1 (ONC)	S1 (ONC), S3 (ONC)
ECO1000 Economics	S1 (ONC, EXT), S2 (EXT), S3 (EXT)	S1 (ONC)	S2 (ONC), S3 (ONC)
FIN1101 Introduction to Corporate Finance	S1 (ONC, EXT), S3 (EXT)	S1 (ONC)	S1 (ONC), S3 (ONC)
LAW1101 Introduction to Law	S1 (ONC, EXT), S2 (ONC, EXT), S3 (EXT)	S2 (ONC)	S2 (ONC)
MGT1000 Organisational Behaviour	S1 (ONC, EXT), S2 (EXT), S3 (EXT)	S2 (ONC)	S1 (ONC)
MKT1001 Introduction to Marketing	S1 (ONC, EXT), S2 (EXT), S3 (EXT)	S1 (ONC)	S1 (ONC), S2 (ONC)
POL1000 Government, Business and Society	S1 (ONC, EXT), S2 (EXT)	S2 (ONC)	S1 (ONC)
STA2300 Data Analysis	S1 (ONC, EXT), S2 (ONC, EXT), S3 (EXT)	S2 (ONC)	S2 (ONC), S3 (ONC)
plus a further 4 Faculty of Business and Law courses			

ANU degree pathway courses for domestic students

Course	Semester/mode of offer Toowoomba campus	Semester/mode of offer Fraser Coast campus	Semester/mode of offer Springfield campus
ACC1101 Accounting for Decision-Making*	S1 (ONC, EXT), S2 (ONC, EXT), S3 (EXT)	S1 (ONC)	S1 (ONC)
ACC1102 Financial Accounting	S1 (ONC, EXT), S2 (ONC, EXT), S3 (EXT)	S2 (ONC)	S2 (ONC)
CIS1000 Information Systems Concepts	S1 (ONC, EXT), S2 (ONC, EXT), S3 (EXT)	S1 (ONC)	S1 (ONC), S3 (ONC)
LAW1101 Introduction to Law	S1 (ONC, EXT), S2 (ONC, EXT), S3 (EXT)	S2 (ONC)	S2 (ONC)
MGT1000 Organisational Behaviour	S1 (ONC, EXT), S2 (EXT), S3 (EXT)	S2 (ONC)	S1 (ONC)
MGT1200 Business Communication[^]	S2 (ONC, EXT)		S2 (ONC)
MKT1001 Introduction to Marketing	S1 (ONC, EXT), S2 (EXT), S3 (EXT)	S1 (ONC)	S1 (ONC), S2 (ONC)
STA2300 Data Analysis	S1 (ONC, EXT), S2 (ONC, EXT), S3 (EXT)	S2 (ONC)	S2 (ONC), S3 (ONC)

Footnotes

* [ACC1101 Accounting for Decision-Making](#) is a pre-requisite for [ACC1102 Financial Accounting](#) and must be completed before [ACC1102](#).

[^] [MGT1200 Business Communication](#) is not available on-campus at Fraser Coast. Students may enrol in [MGT1200](#) by distance.

Required time limits

Students have a maximum of 3 years to complete this program.

Articulation

Upon successful completion of the Diploma of Business Administration you have the opportunity to articulate directly into bachelor degree programs at either USQ or the ANU.

To articulate to ANU's Bachelor of Commerce or Bachelor of Business Administration, a candidate must be a domestic student, have successfully completed the 8-course ANU pathway recommended enrolment, and have a Grade Point Average (GPA) of 5.5 or more.

To articulate to USQ's Bachelor of Commerce, Bachelor of Business, Bachelor of Business Administration or Bachelor of Information Technology, candidates must have successfully completed the Diploma of Business Administration.

Exit points

There are no exit points for this program.

Please refer to the program structure. Students requiring assistance should contact the Senior Administration Officer (Student Support).