

Diploma of Business Administration (DPBA) - DipBA

CRICOS code (International applicants): 066075B

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

Contact us

Future Australian and New Zealand students	Future International students	Current students
Ask a question Freecall (within Australia): 1800 640 678 Phone (from outside Australia): +61 7 4631 5315 Email: studybus@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 usqassist@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.

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 understanding of the general business concepts, processes and principles relevant to the functioning of various types of organisations
- demonstrate a foundation knowledge of the relevant principles in making decisions about matters that relate to the resources used by organisations, such as financial, human and information-related resources

- demonstrate a foundation knowledge of the relevant principles in managing various systems, processes and functions in organisations, such as communications, marketing, and people
- demonstrate effective communication and interpersonal capabilities
- demonstrate an understanding of the importance of high ethical standards and socially responsible organisational practices and processes.

Admission requirements

Candidates for admission into this program must satisfy the normal USQ entry requirements for undergraduate programs. Please refer to [Academic Regulation 5.4.2](#) of the University Calendar, Section 1 (for Australian students) and Section 3 (for international students).

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

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. You should ensure you submit your application by the [closing dates](#).

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](#).

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 as follows:

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)
CIS1000 Information System 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)
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)
STA2300 Data Analysis	S1 (ONC, EXT), S2 (ONC, EXT), S3 (EXT)	S2 (ONC)	S2 (ONC), S3 (ONC)
Select two of the following courses:			
FIN1101 Introduction to Financial Management	S1 (ONC, EXT), S3 (EXT)	S1 (ONC)	S1 (ONC), S3 (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), S3 (EXT)	S2 (ONC)	S1 (ONC)

Required time limits

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

Exit points

There are no exit points for this program.

Recommended enrolment pattern - Toowoomba campus

Course	Year of program and semester in which course is normally studied						Enrolment requirements
	On-campus (ONC)		External (EXT)		Online (WEB)		
	Year	Sem	Year	Sem	Year	Sem	
POL1000 Government, Business and Society	1	1	1	1			OE
MGT1000 Organisational Behaviour	1	1	1	1			OE
ECO1000 Economics	1	1	2	1			OE
FIN1101 Introduction to Financial Management	1	1	2	1			OE
LAW1101 Introduction to Law	1	2	1	2			OE
STA2300 Data Analysis	1	2	1	2			OE
CIS1000 Information System Concepts	1	2	2	2			OE
ACC1101 Accounting for Decision-Making	1	2	2	2			OE

Footnotes

OE Before enrolling in this course students must check that they have satisfied the 'Recommended prior study' or 'Other enrolment' requirements set out in the Other requisites section of the course specification.

Recommended enrolment pattern - Springfield campus

Course	Year of program and semester in which course is normally studied						Enrolment requirements
	On-campus (ONC)		External (EXT)		Online (WEB)		
	Year	Sem	Year	Sem	Year	Sem	
ACC1101 Accounting for Decision-Making	1	1					OE
MGT1000 Organisational Behaviour	1	1					OE
CIS1000 Information System Concepts	1	1					OE
FIN1101 Introduction to Financial Management	1	1					OE
LAW1101 Introduction to Law	1	2					OE

Course	Year of program and semester in which course is normally studied						Enrolment requirements
	On-campus (ONC)		External (EXT)		Online (WEB)		
	Year	Sem	Year	Sem	Year	Sem	
STA2300 Data Analysis	1	2					OE
ECO1000 Economics	1	2					OE
MKT1001 Introduction to Marketing	1	2					OE

Footnotes

OE Before enrolling in this course students must check that they have satisfied the 'Recommended prior study' or 'Other enrolment' requirements set out in the Other requisites section of the course specification.