Diploma of Business Foundations (DOBF) - DipBF

This program will be offered from Semester 1, 2011.

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<th>Online#</th>
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| **Semester intake:** | Semester 1 (March)  
| | Semester 2 (July)  |
| **Fees:** | Commonwealth supported place  
| | Domestic full fee paying place  
| | International full fee paying place  |
| **Standard duration:** | 1 year full-time, 3 years part-time  |
| **Program articulation:** | To: Bachelor of Business, ; Bachelor of Business Administration, ; Bachelor of Commerce  |

**Notes:**
The Faculty of Business and Law courses are available on-campus and by distance education. Details on these faculty-specific offerings can be found from the undergraduate Business programs.

**Footnotes**
# The first four courses are compulsory and are only available online.

**Contact us**

<table>
<thead>
<tr>
<th>Future Australian and New Zealand students</th>
<th>Future International students</th>
<th>Current students</th>
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| Ask a question  
Freecall (within Australia): 1800 269 500  
Phone (from outside Australia): +61 7 4631 5315  
Email: study@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 Foundations equips students with the necessary skills to successfully respond to the numeracy, literacy, and e-literacy demands of higher education studies and the professional workplace, as well as assisting students to successfully manage the complexities of life/work balance. The diploma program provides you with a broad introduction to study in Business disciplines and programs and an enhanced understanding and knowledge of foundational issues and principles in the business environment. The program will appeal to those who want to enhance and develop their broad study skills prior to sampling a range of business courses and determining whether to embark on a more specialised degree program in the Faculty of Business and Law.

**Career opportunities**
Completion of this program will allow you to apply for entry to the Bachelor of Business, Bachelor of Business Administration, Bachelor of Commerce. These programs will provide opportunities to develop a career in business, government and the non-profit sector. Additional careers areas include: accounting, business forensics, financial management marketing, supply chain management, administrative management, information systems, policy development and sustainable business management.

**Program aims**
This is a generalist and collaborative program offered by the Open Access College and the Faculty of Business and Law. The first four courses provide students with the necessary skills and knowledge that are essential
for success at the university level of study. The remaining courses from the Faculty of Business and Law provide foundation business knowledge and skills in the series of business courses studied.

Program objectives
On the successful completion of the Diploma of Business Foundations graduates will have:

- demonstrated effective communication and interpersonal skill and an ability to successfully pursue an undergraduate program of study in the Faculty of Business and Law
- acquired sufficient knowledge about the discipline of business, and business programs of study, to make an informed choice about further undergraduate study in the Faculty of Business and Law
- developed an enhanced awareness of the nature of study in the Faculty of Business and Law
- developed foundation business knowledge, skills and competencies in a series of first year business courses

Admission requirements
International applicants must have a minimum entry level of IELTS 6.0 or equivalent.

There is no specified minimum educational achievement entrance standard.

Normally, to be eligible for enrolment in the program a person will have attained an age of at least 18 years in the year of the proposed enrolment.

Students will need to complete the online application form for entry to the Diploma Programs. All applicants are also required to complete online diagnostic tests in Mathematics, e-literacy, and English Communication Skills. Applicants will then be given advice detailing whether the Diploma Program is the most appropriate pathway for them to undertake. Some students may be advised to undertake the Tertiary Preparation Program.

How to apply
Domestic students
Application for the Foundation Diplomas may be made directly to USQ.

International students
This program is available 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
This program consists of four core courses followed by four courses of specialisation. Students must successfully complete the four core courses before they will be enrolled in the four courses of specialisation.

Core courses
There are four compulsory courses:
- DIP1000 E-Literacy for Contemporary Society
- DIP1001 Academic and Professional English
- DIP1002 Strategies for Successful Study
- DIP1003 Essential Mathematics

DIP1000 E-Literacy for Contemporary Society and DIP1002 Strategies for Successful Study are co-requisites: they must be studied together, and they must be the first courses undertaken.

For part-time students, DIP1001 Academic and Professional English and DIP1003 Essential Mathematics must be studied after DIP1000 and DIP1002. All four courses can be taken in a single semester for those pursuing full-time studies.

Foundation studies in Business courses
After completing the four compulsory courses students can select four Faculty of Business and Law courses from the following selection:
- ACC1101 Accounting for Decision-Making
- CIS1000 Information Systems Concepts
- LAW1101 Introduction to Law
- MGT1000 Organisational Behaviour
- MKT1000
- MKT1001 Introduction to Marketing

Program completion requirements
To successfully complete the Diploma of Business Foundations students must successfully complete the four compulsory core courses, and also four courses of specialisation.

Required time limits
Students have a maximum of three years to complete this program.

IT requirements
Students must have reliable and ready access to email and the Internet. Broadband access is required for the four compulsory core courses. Students should have access to a scanner for DIP1003 Essential Mathematics. For information technology requirements, please see the recommended hardware specifications.

Students undertaking the Diploma of Business Foundations must complete the four compulsory courses first. The recommended enrolment pattern for the four compulsory core courses is as follows:

**Diploma of Business Foundations (DOBF) - DipBF (2011)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Year of program and semester in which course is normally studied</th>
<th>Enrolment requirements</th>
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<tbody>
<tr>
<td></td>
<td>On-campus (ONC)</td>
<td>External (EXT)</td>
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<tr>
<td>DIP1001 Academic and Professional English</td>
<td>1</td>
<td>1,2</td>
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<tr>
<td>DIP1002 Strategies for Successful Study</td>
<td>1</td>
<td>1,2</td>
</tr>
<tr>
<td>DIP1003 Essential Mathematics</td>
<td>1</td>
<td>1,2</td>
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**Plus the four Business courses referred to in the Program Structure.**