

## Associate Degree of Business and Commerce (ADBC) - ADegBusCom

QTAC code (Australian and New Zealand applicants): Toowoomba campus: 904571; Online: 904575; Springfield campus: 924571

CRICOS code (International applicants): 093267C

	On-campus*	Online
<b>Start:</b>	Semester 1 (February) Semester 2 (July) Semester 3 (November)	Semester 1 (February) Semester 2 (July) Semester 3 (November)
<b>Campus:</b>	Springfield, Toowoomba	-
<b>Fees:</b>	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
<b>Standard duration:</b>	2 years full-time, up to 4 years part-time	
<b>Program articulation:</b>	To: <a href="#">Bachelor of Business and Commerce</a>	

### Notes:

Students can commence study in Semester 3 at Springfield campus or Online only.

### Footnotes

\* Not all courses are available at all campuses.

## Contact us

Future Australian and New Zealand students	Future International Students	Current Students
<a href="#">Ask a question</a> Freecall (within Australia): 1800 640 678 Phone (from outside Australia): +61 7 4631 5315 Email: <a href="mailto:study@usq.edu.au">study@usq.edu.au</a>	<a href="#">Ask a question</a> Phone: +61 7 4631 5543 Email: <a href="mailto:international@usq.edu.au">international@usq.edu.au</a>	<a href="#">Ask a question</a> Freecall (within Australia): 1800 007 252 Phone (from outside Australia): +61 7 4631 2285 Email: <a href="mailto:usq.support@usq.edu.au">usq.support@usq.edu.au</a>

## Program aims

The Associate Degree of Business and Commerce program is designed to prepare graduates to undertake para-professional work in business and commerce and as a pathway for further learning. Graduates will be able to apply underpinning technical and theoretical knowledge in a range of relevant contexts in both the public and private sectors.

## Program objectives

At the completion of the Associate Degree of Business and Commerce, students should be able to:

- (1) synthesise underpinning business knowledge, concepts, theories, principles and processes
- (2) think constructively and logically about business-related issues and problems
- (3) communicate clearly and concisely in presenting business-related knowledge and ideas to a range of audiences
- (4) apply business-related knowledge and technical skills to resolve routine problems and make ethical decisions across a range of contexts

- (5) use initiative and judgement to plan and implement para-professional projects
- (6) work autonomously and collaboratively as part of ongoing learning and para-professional practice.

## Australian Qualifications Framework

The Australian Qualifications Framework (AQF) is a single national, comprehensive system of qualifications offered by higher education institutions (including universities), vocational education and training institutions and secondary schools. Each AQF qualification has a set of descriptors which define the type and complexity of knowledge, skills and application of knowledge and skills that a graduate who has been awarded that qualification has attained, and the typical volume of learning associated with that qualification type.

This program is at AQF Qualification Level 06. Graduates at this level will have broad knowledge and skills for paraprofessional/highly skilled work and/or further learning.

The full set of levels criteria and qualification type descriptors can be found by visiting [www.aqf.edu.au](http://www.aqf.edu.au).

## Program Information Set

View USQ's admission criteria, student profiles and a summary of all offers made under [Course Admission Information Set](#) via the QTAC website.

## Admission requirements

To be eligible for admission, applicants must satisfy the following requirements:

- Have achieved a minimum Overall Position (OP) **17**, tertiary entrance rank **65** or equivalent qualification.<sup>^</sup>
- English Language Proficiency requirements for Category 2.

Applicants are advised to also note the following:

- [Assumed knowledge](#) expectations: English and Mathematics A .

All students are required to satisfy the applicable [English language requirements](#).

If students do not meet the English language requirements they may apply to study a University-approved [English language program](#). On successful completion of the English language program, students may be admitted to an award program.

<sup>^</sup> These are determined by the University for specific programs each Semester. The 2019 OP and tertiary entrance ranks are based on agreed QTAC schedules which assess formal study at Year 12 or [equivalent level](#), tertiary, preparatory, professional or vocational qualifications or work experience, as detailed in the QTAC Assessment of Qualifications Manual and QTAC Assessor Guidelines.

Special admissions may help you get into the program of your choice by increasing your Selection Rank. The additional points don't apply to all applicants or all programs. Please read the information about USQ's [Special Admissions](#) carefully to find out what you may be eligible for.

## Program fees

### Commonwealth supported place

A Commonwealth supported place is where the Australian Government makes a contribution towards the cost of a students' higher education and students pay a [student contribution amount](#), which varies depending on the courses undertaken. Students 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. Students are able to calculate the fees for a particular course via the [Course Fee Finder](#).

Domestic full fee paying students may be eligible to defer their fees through a Government loan called [FEE-HELP](#) provided they meet the residency and citizenship requirements.

Australian citizens, Permanent Humanitarian Visa holders, Permanent Resident visa holders and New Zealand citizens who will be resident outside Australia for the duration of their program pay full tuition fees and are not eligible for [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. Students are able to calculate the fees for a particular course via the [Course Fee Finder](#).

### Program structure

The Associate Degree of Business and Commerce is comprised of 16 units as follows:

Area of Study	Number of units
Core Courses	8
2 x 4–unit minors from the Associate Degree of Business and Commerce or 1 x 4–unit minor and 4 other courses selected from the Associate Degree of Business and Commerce. Students may complete no more than ten (10) level 1 courses. Available minors include:	8
<ul style="list-style-type: none"> <li>● Accounting</li> <li>● Advertising</li> <li>● Aviation Management and Safety</li> <li>● Banking and Financial Services</li> <li>● Business Administration</li> <li>● Business Economics</li> <li>● Business Law</li> <li>● Communication and Media Studies</li> <li>● e-Commerce</li> <li>● Economics and Politics</li> <li>● Finance</li> <li>● Global Political Economy</li> <li>● Human Resource Management</li> <li>● International Business</li> <li>● Information Technology Management</li> <li>● Journalism</li> <li>● Management and Leadership</li> <li>● Marketing</li> <li>● Politics and International Relations</li> <li>● Public Relations</li> <li>● Sustainable Business</li> <li>● Tourism Management</li> </ul>	
<b>Total</b>	<b>16</b>

**Please note:** Subject to meeting prerequisite requirements and with the approval of the Program Coordinator, up to four courses may be taken from other undergraduate programs offered at the University of Southern Queensland.

Students in the [Bachelor of Business and Commerce](#) who wish to exit with the Associate Degree of Business and Commerce (ADBC) may apply to do so upon successful completion of the 8 core courses and 8 other courses from the [Bachelor of Business and Commerce](#) program, subject to the approval of the Program Coordinator.

## Required time limits

The standard duration for completion of this program is 2 years full-time, 4 years part-time. Students have a maximum of 6 years to complete this program.

## Core courses

All students are required to complete a core of eight single-unit courses. The purpose of the core courses is to expose business and commerce students to fundamental concepts and methods and the diversity of subject matter that they will encounter in their studies. The functional areas of business and commerce are identified and elementary tools underpinning specialist study areas are developed. Students are able to enrol in any offered mode of a course (on-campus, external or online), regardless of the program mode of study they enrolled in.

Course	Semester of offer Distance/Online	Semester of offer Toowoomba campus	Semester of offer Springfield Campus
<a href="#">ACC1101 Accounting for Decision-Making</a>	1, 2, 3	1, 2	1, 2
<a href="#">CIS1000 Information Systems Concepts</a>	1, 2, 3	1, 2	1, 2, 3
<a href="#">ECO1000 Economics</a>	1, 2, 3	1, 2	2
<a href="#">FIN1101 Introduction to Corporate Finance</a>	1, 2, 3	1	1, 2
<a href="#">LAW1500 Introduction to Business and Company Law<sup>+</sup></a>	1, 2, 3	1, 2	1, 2
<a href="#">MGT1000 Organisational Behaviour</a>	1, 2, 3	1	1
<a href="#">STA2300 Data Analysis</a>	1, 2, 3	1, 2	2
<a href="#">MKT1001 Introduction to Marketing</a>	1, 2, 3	1	1

### Footnotes

+ Students who have successfully completed LAW1101 Introduction to Law should not complete [LAW1500 Introduction to Business and Company Law](#)

## Minor Studies

Accounting minor

Course	Semester of offer Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus
<a href="#">ACC1105 Accounting Principles</a>	1, 2, 3	2	2
<a href="#">ACC2102 Financial Accounting</a>	1, 2	1	1
<a href="#">ACC2113 Management Accounting I</a>	1, 2	2	2

<a href="#">ACC3300 Accounting Major Capstone</a>	2		
---	---	--	--

#### Advertising minor

Course	Semester of offer Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus
<a href="#">ADV1001 Introduction to Advertising</a>	1, 3	1	1
<a href="#">ADV2000 Advertising, Regulation and Ethics</a>	1		
<a href="#">ADV2001 Advertising as Communication</a>	1	1	
<a href="#">ADV2002 Advertising: Copywriting and Concept Design</a>	2	2	

#### Aviation Management and Safety minor

Course	Semester of offer Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus
<a href="#">AVN1105 Introduction to Aviation Business</a>			2
<a href="#">AVN1106 Aviation Safety Systems</a>			2
<a href="#">AVN2101 Airport Operations and Management</a>	1		1
<a href="#">AVN2103 Airline Operations Management</a>	2		2

#### Banking and Financial Services minor

This minor is based on Australian financial regulations and may not be suitable for some international students.

Course	Semester of offer Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus
<a href="#">FIN1103 Financial Markets</a>	2, 3	2	2
<a href="#">FIN2108 Credit Analysis and Lending Management</a>	2	2	2
<a href="#">FIN2106 Personal Financial Planning</a>	1	1	1
<a href="#">FIN3109 Managing Financial Institutions</a>	1	1	1

#### Business Administration minor

Course	Semester of offer Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus
<b>Select one of the following two courses:</b>			
<a href="#">CIS1101 Business Online</a> *	2, 3	2	2

MGT2002 Perspectives of Organisation	2, 3	2	2
<b>Compulsory courses:</b>			
MGT2001 Risk Mitigation, Work Health and Safety	1	1	1
MGT3005 Workforce Design	1	1	1
MGT3201 Organisational Administration	2		

**Footnotes**

\* Students who do not have regular internet access must complete MGT2002 instead of CIS1101.

**Business Economics minor**

Course	Semester of offer Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus
<b>Compulsory courses:</b>			
FIN1103 Financial Markets	2, 3	2	2
ECO2000 The Macro-economy and Business	2		
ECO2001 Business Economics	1		
<b>Select one of the following courses:</b>			
ECO3010 International Economics and Trade	1		
ECO3030 Sustainable Economies	2		

**Business Law minor**

Course	Semester of offer Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus
LAW2500 Commercial Property Law	1	1	
LAW3464 International Trade Law	2, 3	2	2
LAW3442 Employment Law	2, 3		
LAW3444 Competition and Consumer Law	1		

**Communication and Media Studies minor**

Course	Semester of offer Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus
<b>Select four of the following courses:</b>			
CMS1010 Introduction to Communication Studies	1	1	1
CMS2009 Celebrity and Society	2		
CMS2017 Television: History, Texts and Industry	1		

<a href="#">CMS2018 Cultural Industries - Cultural Economies</a>	2		
<a href="#">CMS2020 Electronic Media: Histories, Industries, Users</a>	2		

#### e-Commerce minor

Course	Semester of offer Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus
<a href="#">CIS1101 Business Online</a>	2, 3	2	2
<a href="#">ACC1105 Accounting Principles</a>	1, 2, 3	2	2
<a href="#">ACC2102 Financial Accounting</a>	1, 2	1	1
<a href="#">CIS3009 Enterprise Systems in Practice</a>	2, 3	2	2

#### Economics and Politics minor

Course	Semester of offer Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus
<a href="#">POL1000 Government, Business and Society</a>	1, 2	1	1
<a href="#">POL2000 Political and Economic Ideas</a>	1	1	
<a href="#">ECO2001 Business Economics</a>	1		
<a href="#">POL2001 Politics and International Business</a>	2	2	

#### Finance minor

Course	Semester of offer Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus
<b>Compulsory course:</b>			
<a href="#">FIN1103 Financial Markets</a>	2, 3	2	2
<b>Select three of the following courses:</b>			
<a href="#">FIN2105 Portfolio Management</a>	2, 3	2	2
<a href="#">FIN2106 Personal Financial Planning</a>	1	1	1
<a href="#">FIN2108 Credit Analysis and Lending Management</a> *	2	2	2
<a href="#">FIN2302 Financial Economics</a>	1	1	1

#### Footnotes

\* This course is based on Australian financial regulations and may not be suitable for some international students.

### Global Political Economy minor

Course	Semester of offer Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus
<a href="#">INR1000 International Relations in a Globalizing Era</a>	1	1	
<a href="#">POL2001 Politics and International Business</a>	2	2	
<a href="#">ECO2000 The Macro-economy and Business</a>	2		
<a href="#">POL2000 Political and Economic Ideas</a>	1	1	

### Human Resource Management minor

Course	Semester of offer Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus
<a href="#">MGT1001 Foundations of Human Resource Management</a>	1	1	1
<a href="#">MGT2001 Risk Mitigation, Work Health and Safety</a>	1	1	1
<a href="#">MGT2004 Enhancing Performance</a>	2	2	2
<a href="#">MGT3006 Employment Relations</a>	2	2	2

### International Business minor

Course	Semester of offer Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus
<a href="#">INR1000 International Relations in a Globalizing Era</a>	1	1	
<a href="#">MKT2014 Global Marketing</a>	2	2	2
<a href="#">POL2001 Politics and International Business</a>	2	2	
<a href="#">MGT3010 Business Strategy in a Global Environment</a>	1, 3		

### Information Technology Management minor

Course	Semester of offer Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus
<a href="#">CIS1101 Business Online</a>	2, 3	2	2
<a href="#">CIS2000 Systems Analysis and Design</a>	1, 3	1	1
<a href="#">CIS2002 Database Design and Implementation</a>	1, 3	1	1
<a href="#">CIS2005 Principles of Information Security</a>	2	2	2



### Journalism minor

Course	Semester of offer Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus
<b>Select four of the following courses:</b>			
<a href="#">JRN1020 Journalism Practice</a>	2, 3	2	2
<a href="#">JRN2000 News Reporting</a>	1	1	1
<a href="#">JRN2001 Photojournalism and Editorial Design</a>	1	1	1
<a href="#">JRN2006 Media Law and Ethics</a>	2		
<a href="#">JRN3003 Feature Writing</a>	1		

### Management and Leadership minor

Course	Semester of offer Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus
<a href="#">MGT2002 Perspectives of Organisation</a>	2, 3	2	2
<a href="#">MGT2007 Leadership</a>	1		
<a href="#">MGT3001 Global Management</a>	1, 3	1	1
<a href="#">MGT3002 Managing Change</a>	2, 3	2	2

### Marketing minor

Course	Semester of offer Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus
<a href="#">MKT1002 Consumer Behaviour</a>	1, 2	1	1
<a href="#">MKT2001 Marketing Communications</a>	2, 3	2	2
<a href="#">MKT2013 Digital Marketing and Branding</a>	1, 3	1	1
<a href="#">MKT3001 Marketing Research</a>	1, 2	2	

### Politics and International Relations minor

Course	Semester of offer Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus
<a href="#">INR1000 International Relations in a Globalizing Era</a>	1	1	
<a href="#">INR1001 Global Transitions and Human Security</a>	2	2	
<a href="#">INR2000 Issues in a Globalizing World</a>	1	1	
<a href="#">POL2001 Politics and International Business</a>	2	2	

## Public Relations minor

Course	Semester of offer Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus
<b>Select four of the following courses:</b>			
<a href="#">PRL1002 Principles and Practice of Public Relations</a>	1	1	1
<a href="#">PRL1005 Social Media Engagement</a>	2	2	2
<a href="#">PRL2001 Issues and Crisis Management</a>	2		
<a href="#">PRL2002 Community Consultation and Development</a>	1	1	
<a href="#">PRL2003 Writing for Public Relations</a>	1	1	

## Sustainable Business minor

Course	Semester of offer Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus
<a href="#">REN1201 Environmental Studies</a>	1	1	1
<a href="#">LAW2107 Environmental Law</a>	1		1
<a href="#">ECO3030 Sustainable Economies</a>	2		
<a href="#">REN3302 Sustainable Resource Use</a>	2	2	

## Tourism Management minor

Course	Semester of offer Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus
<a href="#">TOU1003 Tourism Management</a>	1		1
<a href="#">TOU2008 Ecotourism</a>	1		
<a href="#">TOU2009 Cultural Tourism</a>	2		2
<a href="#">TOU3010 Event Management</a>	2		2

## IT requirements

For information technology requirements please refer to the [minimum computing standards](#).

## Other program requirements

Students must maintain good standing in this program. Please refer to the [Academic Standing, Progression and Exclusion Procedure](#).

## Articulation

To articulate into USQ's [Bachelor of Business and Commerce](#) program candidates must have successfully completed 8 courses from the Associate Degree of Business and Commerce and maintained satisfactory academic standing in the program. Students planning to articulate should choose the 8 core courses.

## Exit points

Students must maintain good standing in this program (see other program requirements section). Students not wishing to complete the Associate Degree of Business and Commerce program may be permitted to exit with

a Diploma of Business and Commerce (DPBC) if they have completed eight courses with a minimum of four core courses, and four other courses from the Associate Degree of Business and Commerce.

## Credit

Credit may be granted on the basis of completed equivalent study from a recognised institution. In order for credit to be granted, the claim must meet the following specific requirements:

- the course was passed within five years prior to the application (courses up to 10 years old may be considered if evidence is provided that the applicant has been employed in that field)
- the course passed is sufficiently equivalent in objectives, content and weighting to a course prescribed in the Associate Degree of Business and Commerce course, or alternatively, the course is suitable as an elective
- where the student has taken out an award from a recognised institution and is claiming credit on the basis of courses completed to meet the requirements of that program, the maximum credit allowable on the basis of such courses will be no greater than eight courses for the Associate Degree of Business and Commerce
- credit approved in this program will not automatically apply to other programs offered by the USQ.

Claims for credit should be submitted prior to or at the time of enrolment in a course. Each claim will be assessed on individual merit in line with USQ policy. Please contact the Faculty of Business, Education, Law and Arts for further information.

Please refer to the Program Structure for course details.

## Recommended enrolment pattern - full-time enrolment

Students are able to enrol in any offered mode of a course (on-campus, external or online), regardless of the program mode of study they enrolled in.

Course	Year of program and semester in which course is normally studied						Enrolment requirements
	On-campus (ONC)		External (EXT)		Online (ONL)		
	Year	Sem	Year	Sem	Year	Sem	
Core course	1	1			1	1	
Core course	1	1			1	1	
Core course	1	1			1	1	
Core course	1	1			1	1	
Core course	1	2			1	2	
Core course	1	2			1	2	
Minor/selective course	1	2			1	2	
Minor/selective course	1	2			1	2	
Core course	2	1			2	1	
Core course	2	1			2	1	
Minor/selective course	2	1			2	1	
Minor/selective course	2	1			2	1	
Minor/selective course	2	2			2	2	
Minor/selective course	2	2			2	2	
Minor/selective course	2	2			2	2	
Minor/selective course	2	2			2	2	

## Recommended enrolment pattern - part-time enrolment

Students are able to enrol in any offered mode of a course (on-campus, external or online), regardless of the program mode of study they enrolled in.

Course	Year of program and semester in which course is normally studied						Enrolment requirements
	On-campus (ONC)		External (EXT)		Online (ONL)		
	Year	Sem	Year	Sem	Year	Sem	
Core course	1	1			1	1	
Core course	1	1			1	1	
Core course	1	2			1	2	
Core course	1	2			1	2	
Core course	2	1			2	1	
Core course	2	1			2	1	
Minor/selective course	2	2			2	2	
Minor/selective course	2	2			2	2	
Core course	3	1			3	1	
Core course	3	1			3	1	
Minor/selective course	3	2			3	2	
Minor/selective course	3	2			3	2	
Minor/selective course	4	1			4	1	
Minor/selective course	4	1			4	1	
Minor/selective course	4	2			4	2	
Minor/selective course	4	2			4	2	