

Diploma of Business Administration (DPBA) - DipBA

QTAC code (Australian and New Zealand applicants): Toowoomba campus: 904031; External: 904035;
Springfield campus: 924031

CRICOS code (International applicants): 066075B

This program is offered only to continuing students. No new admissions will be accepted. Students who are interested in this study area may wish to consider the [Associate Degree of Business and Commerce](#).

	On-campus ^{*^}	External
Semester intake:	No new admissions	No new admissions
Campus:	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	

Footnotes

* There is no semester 3 intake at Toowoomba campus.

^ There is no semester 3 intake for international on-campus students.

Contact us

Current students
Ask a question Freecall (within Australia): 1800 007 252 Phone (from outside Australia): +61 7 4631 2285 Email usq.support@usq.edu.au

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.

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:

- Year 12 English [4 SA] or equivalent.
- Admission to the Diploma of Business Administration is in accordance with [University's Admissions Policy](#) for undergraduate programs.

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.

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 Diploma of Business Administration is an 8-course program. Students must complete 4 core courses from [Bachelor of Business](#), [Bachelor of Business Administration](#), or [Bachelor of Commerce](#) listed below; plus a further 4 Business and Commerce courses

Course	Semester of offer Distance/Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus
Students must complete at least 4 core courses from the following list:			
ACC1101 Accounting for Decision-Making	1, 2, 3	1, 2	1, 2
CIS1000 Information Systems Concepts	1, 2, 3	1, 2	1, 2, 3
CMS1000 Communication and Scholarship	1,2,3	1,2	1

ECO1000 Economics	1, 2, 3	1	2, 3
FIN1101 Introduction to Corporate Finance	1, 2, 3	1	1, 2
LAW1101	1, 2, 3	1, 2	1, 2
MGT1000 Organisational Behaviour	1, 2, 3	1	1
MGT2002 Perspectives of Organisation	2, 3	2	2
MKT1001 Introduction to Marketing	1, 2, 3	1	1
POL1000 Government, Business and Society	1, 2	1	1
STA2300 Data Analysis	1, 2, 3	1, 2	2
plus a further 4 Business and Commerce courses			

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 the [Bachelor of Commerce](#), [Bachelor of Business](#), [Bachelor of Business Administration](#) or [Bachelor of Information Technology](#).

Exit points

There are no exit points for this program.

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.

Please refer to the program structure. Students requiring assistance should contact the Faculty of Business, Education, Law and Arts.