

Associate Degree of Business (ADBZ) - ADegBusCom New

QTAC code (Australian and New Zealand applicants): Toowoomba campus: 904131; Online: 904135;
Springfield campus: 924131

CRICOS code (International applicants): 093267C

	On-campus*	Online
Start:	Semester 1 (February) Semester 2 (July)	Semester 1 (February) Semester 2 (July) Semester 3 (November)
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:	2 years full-time, up to 4 years part-time	
Program articulation:	To: Bachelor of Business	

Notes:

In 2023 the program follows the Semester Calendar. The [Academic Calendar and Important Dates](#) webpage will allow you to view and download a copy of the important dates for the Semester calendar.

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
Ask a question Freecall (within Australia): 1800 640 678 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: usq.support@usq.edu.au

Program aims

The Associate Degree of Business program is designed to prepare graduates to undertake paraprofessional 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, students should be able to:

- (1) Work collaboratively to contribute to organisational initiatives by selecting and applying relevant theory to generate solutions to dynamic issues and changing landscapes.
- (2) Consider inputs from various sources and stakeholders to ensure that the interests of others, including organisational, societal, environmental, and professional expectations, are recognised.

- (3) Leverage digital technologies, mechanisation, computerisation, and/or automation to support current and future business processes in the relevant domain of specialist expertise.
- (4) Communicate with others to build professional credibility.
- (5) Exercise professional judgement using reflective thinking to continue developing as a self-reliant, ethical, and responsible professional.
- (6) Leverage a professional identity by exhibiting the human capabilities and knowledge demanded by modern organisations.

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.

Program Information Set

View UniSQ'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 Australian Tertiary Admission Rank (ATAR) of **61.15**, or equivalent qualification.[^]
- English Language Proficiency requirements for Category 2.

Applicants are advised to also note the following:

- [Assumed knowledge](#) expectations: English (Units 3 & 4, C) and General Mathematics (Units 3 & 4, C).

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.

[^] These are determined by the University for specific programs each Semester. The 2023 ATAR 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.

Adjustment factors may help you get into the program of your choice by increasing your entrance rank. The additional points don't apply to all applicants or all programs. Please read the information about UniSQ's [Adjustment Factors](#) 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 Schedules](#).

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 Schedule](#)

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, external or online. Students are able to calculate the fees for a particular course via the [Course Fee Schedules](#).

Program structure

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

Area of Study	Number of units
Core Courses	7
1 x 4–unit minors from the Associate Degree of Business plus 5 electives OR 2 x 4–unit minors from the Associate Degree of Business plus 1 elective. Available minors include:	9
<ul style="list-style-type: none"> • Accounting • Advertising • Banking and Financial Services • Business Administration • Business Economics • Communication and Media Studies • e-Commerce • Finance • Global Political Economy • Human Resource Management • Information Technology Management • Journalism • Management and Leadership • Marketing • Politics and International Relations • Public Relations 	
Total	16

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](#) .. who wish to exit with the Associate Degree of Business (ADBZ) may apply to do so upon successful completion of the 8 core courses and 8 other courses from the [Bachelor of Business](#) 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 seven single-unit courses. The purpose of the core courses is to expose business 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	Enrolment Requirements
ACC1201 Data Insights and Financial Performance [£]	1, 2	1, 2	1, 2	Anti-requisite: ACC1101
CIS1000 Digital Disruption [£]	1, 2	1, 2	1, 2	Anti-requisite: CIS1000 Information Systems Concepts
ECO1002 Market Behaviour	2	2	2	Anti-requisite: ECO1000, ECO2001, ECO1201
FIN1100 Commercialisation	1, 2	1, 2	1, 2	
MGT1101 Human Capabilities for Business [£]		1, 2	1, 2	Anti-requisite: MGT1000,
MKT1100 Customer Experience [£]	1, 2	1, 2	1, 2	
MGT1001 Cultivating Talent	1	1	1	Anti-requisite: MGT1001 Foundations of Human Resource Management

Footnotes

£ In Semester 3, 2023 this course will be delivered as a Transition (9 week) semester, commencing on 13 November 2023 and concluding on 12 January 2024

Minor Studies

Accounting minor

Course	Semester of offer Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus	Enrolment Requirements
ACC1202 Accounting Systems and Processes	2	2	2	Anti-requisite: ACC1105
ACC2201 Financial Reporting and Analysis A	1, 2	1	1	Pre-requisite: ACC1202 Anti-requisite: ACC2101
ACC2205 Management Accounting A	1, 2	2	2	Pre-requisite: ACC1202 Anti-requisite: ACC2113
ACC3207 Accounting Systems and Critical Perspectives	2	2	2	Pre-requisite: ACC1202 & ACC2205 Anti-requisite: ACC3210 & ACC3300

Advertising minor

Course	Semester of offer Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus
ADV1001 Introduction to Advertising	1, 3	1	
ADV2000 Advertising, Regulation and Ethics	1		
ADV2001 Advertising as Communication	1	1	
ADV2002 Advertising: Copywriting and Concept Design	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
FIN1103 Financial Markets	2	2	2
FIN2108 Credit Analysis and Lending Management	2	2	2
FIN2106 Personal Financial Planning^{##}	1	1	1
FIN3109 Managing Financial Institutions	1		

Footnotes

[FIN2106](#) is not recommended for international students.

Business Administration minor

Course	Semester of offer Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus
Select one of the following two courses:			
CIS1101 Business Online	2, 3	2	2
MGT2002 Perspectives of Organisation	2, 3	2	2
Compulsory courses:			
MGT2001 Risk Mitigation, Work Health and Safety	1	1	1
MGT3005 Workforce Design [^]	1	1	1
MGT3201 Organisational Administration	2		

Footnotes

[^] Students who have successfully completed MGT2000 or MGT2000 Workforce Design should not complete [MGT3005](#).

Business Economics minor

Course	Semester of offer Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus
Compulsory courses:			
FIN1103 Financial Markets	2	2	2
ECO2000 The Macro-economy and Business [~]	2		
ECO1201 Fundamental Economics or ECO1002	2	2	2
Select one of the following courses:			
FIN3106 International Finance	1, 2	1	
ECO3030 Sustainable Economies ^{**}	2		

Footnotes

[~] From 2024 [ECO2000](#) will not be available.

^{**} From 2024 [ECO3030](#) will be replaced by ECO2104 Sustainable Economies.

Communication and Media Studies minor

Course	Semester of offer Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus
Select four of the following courses:			
CMS1010 Introduction to Communication Studies	1	1	1
CMS2009 Celebrity and Society	2		
MSD2550 Television and Streaming Platforms	2		
CMS2018 Audience and Industry	2		

CMS2020 Broadcast Media: History and Theory [#]	2		
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Footnotes

[#] Semester 2 Online offer is not available in 2023.

e-Commerce minor

Course	Semester of offer Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus
CIS1101 Business Online ^{###}	1, 2	2	2
ACC1202 Accounting Systems and Processes	2	2	2
ACC2201 Financial Reporting and Analysis A	1, 2	1	1
CIS3009 Enterprise Systems in Practice ^{!!}	2		

Footnotes

^{###} In 2024 CIS1101 will be replaced with CIS2103 Digital Assets and Responsible Data Management.

^{!!} In 2024 CIS3009 will be replaced with CIS2101 Cloud Based Systems.

Economics and Politics minor

Course	Semester of offer Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus
POL1000	1, 2	1	1
FIN3106 International Finance	1, 2	1	
ECO1201 Fundamental Economics	2	2	2

Footnotes

Seek Program Director advice.

Finance minor

Course	Semester of offer Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus
Compulsory course:			
FIN1103 Financial Markets	2	2	2
Select three of the following courses:			
FIN2105 Portfolio Management	2	2	2
FIN2106 Personal Financial Planning ^{~~}	1	1	1
FIN2108 Credit Analysis and Lending Management ^{+^^}	2	2	2
FIN2302 Financial Economics	1	1	1

Footnotes

^{~~} FIN2106 Personal Financial Planning is not recommended for International Students.

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

^{^^} In 2024 FIN2108 Credit Analysis and Lending Management will be replaced by FIN2102 Financial Institutions & Lending Management.

Global Political Economy minor

Course	Semester of offer Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus
INR1000 Introduction to International Relations [£]	1, 3	1	
ECO2000 The Macro-economy and Business	2		
FIN3106 International Finance	1, 2	1	

Footnotes

£ In Semester 3, 2023 this course will be delivered as a Transition (9 week) semester, commencing on 13 November 2023 and concluding on 12 January 2024

Human Resource Management minor

Course	Semester of offer Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus
MGT2303 Cultivating Employee Engagement	2	2	2
MGT2001 Risk Mitigation, Work Health and Safety	1	1	1
MGT2004 Enhancing Performance	2	2	2
MGT3006 Employment Relations *	2	2	2

Footnotes

* Students who have successfully completed MGT2006 Employment Relations should not complete MGT3006 Employee Relations.

Information Technology Management minor

Course	Semester of offer Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus
CIS1101 Business Online	1, 2	2	2
CIS2000 Systems Analysis and Design	1, 2	1	
CSC3400 Database Systems [£]	1, 3	1	1
CIS2005 Principles of Information Security	1, 2		

Footnotes

£ In Semester 3, 2023 this course will be delivered as a Transition (9 week) semester, commencing on 13 November 2023 and concluding on 12 January 2024

Journalism minor

Course	Semester of offer Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus
Select four of the following courses:			
JRN1020 The Journalist's Toolkit	1, 2	1	1
JRN1030 Reporting the News	2	2	2
JRN2001	1	1	1
JRN2006	2		

JRN3003 Feature Writing	1		
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Management and Leadership minor

Course	Semester of offer Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus
MGT2002 Perspectives of Organisation	1, 2	2	2
MGT2007 Leadership	2		
MGT3001 Global Management	1	1	1
MGT3002 Managing Change	2	2	2

Marketing minor

Course	Semester of offer Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus
MKT1002 Consumer Psychology ⁺⁺	1, 2	2	2
MKT2001 Marketing Communications	2	2	2
MKT2101			
MKT3001 Marketing Intelligence	1, 2	2	

Footnotes

⁺⁺ From Semester 2 MKT1002 Consumer Behaviour will become MKT1002 Consumer Psychology.

Politics and International Relations minor

Course	Semester of offer Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus
INR1000 Introduction to International Relations [£]	1, 3	1	
INR1002 Soft Power and Cultural Diplomacy	2	2	
INR2000 Global Foreign Policy	1	1	
Please seek Program Director advice			

Footnotes

[£] In Semester 3, 2023 this course will be delivered as a Transition (9 week) semester, commencing on 13 November 2023 and concluding on 12 January 2024

Public Relations minor

Course	Semester of offer Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus
Select four of the following courses:			
PRL1002 The PR Playbook: Practice and Tools	1, 3	1	1
PRL1005 Digital Networks for PR	2	2	2
PRL2001	2		

PRL2002 Community Consultation and Engagement	1	1	
PRL2003	1	1	

Footnotes

Toowoomba offer is not available in Semester 1, 2023.

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 UniSQ's [Bachelor of Business](#) program candidates must have successfully completed 8 courses from the Associate Degree of Business 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 program may be permitted to exit with a Diploma of Business (DPBZ) if they have completed eight courses with a minimum of four core courses, and four other courses from the Associate Degree of Business.

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 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
- credit approved in this program will not automatically apply to other programs offered by the UniSQ.

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 UniSQ 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 - Part-time enrolment

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	

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	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	
Minor/selective 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	

Recommended enrolment pattern - Full-time enrolment

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	
Minor/selective cours	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	