# Diploma of Business Foundations (DOBF) - DipBF

| | Online # |
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| **Semester intake:** | Semester 1 (March)<br>Semester 2 (July) |
| **Fees:** | Commonwealth supported place<br>Domestic full fee paying place<br>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 number of units of credit towards the ; Bachelor of Business, ; Bachelor of Business Administration and ; Bachelor of Commerce will depend on the major and courses studied with a maximum of eight credits being available.

The Business discipline courses are available on-campus and by distance education. Details on these faculty-specific offerings can be found from the .

**Footnotes**

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

## Contact us

| Future Australian and New Zealand students | Future International students | Current students |
|---|---|---|
| Ask a question<br>Freecall (within Australia): 1800 269 500<br>Phone (from outside Australia): +61 7 4631 5315<br>Email:  study@usq.edu.au | Ask a question<br>Phone: +61 7 4631 5543<br>Email:  international@usq.edu.au | Ask a question<br>Freecall (within Australia): 1800 007 252<br>Phone (from outside Australia): +61 7 4631 2285<br>Email  usq.support@usq.edu.au |

## Program aims

This is a generalist and collaborative program offered by the Open Access College and the Faculty of Business, Education, Law and Arts. 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, Education, Law and Arts 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, Education, Law and Arts
- 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, Education, Law and Arts
- developed an enhanced awareness of the nature of study in the Faculty of Business, Education, Law and Arts
- developed foundation business knowledge, skills and competencies in a series of first year business courses

## Admission requirements

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.

Domestic and International Applicants from a non-English speaking background are required to satisfy English language requirements.

If you do not meet the English language requirements you may apply to study a University-approved English language program. On successful completion of the English language program, Applicants 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 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.

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 DIP1004 Mathematical Literacy 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 Business courses from the following selection:

- ACC1101 Accounting for Decision-Making
- CIS1000 Information Systems Concepts
- LAW1101 Introduction to Law
- MGT1000 Organisational Behaviour
- 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 DIP1004 Mathematical Literacy. For information technology requirements, please see the  minimum computing standards.

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

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:

| 4`fœV | JVRc`Vac XdR^R_UdV^VdeVcZ_hYZYTfœV Zd_`c^R[j defUZVU | | | | | | 6_c]^V_edWfZV^V_ed |
| | @_HTR^afd ı@?4/ | | 6ieVc_R] ı6IE/ | | @_]ZV ı@?=/ | | |
| | JVRc | DV^ | JVRc | DV^ | JVRc | DV^ | |
|---|---|---|---|---|---|---|---|
| DIP1000 E-Literacy for Contemporary Society | | | | | 1 | 1,2 | |
| DIP1001 Academic and Professional English | | | | | 1 | 1,2 | |
| DIP1002 Strategies for Successful Study | | | | | 1 | 1,2 | |
| DIP1003 Essential Mathematics | | | | | 1 | 1,2 | |
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