

**Associate Degree of Business (ADBZ) - ADegBusCom**

- (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](http://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 Univ

## 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 <b>OR</b> 2 x 4–unit minors from the Associate Degree of Business plus 1 elective. Available minors include: <ul style="list-style-type: none"><li>• Accounting</li><li>• Advertising</li><li>• Banking and Financial Services</li><li>• Business Administration</li><li>• Business Economics</li><li>• Communication and Media Studies</li><li>• e-Commerce</li><li>• Finance</li><li>• Global Political Economy</li><li>• Human Resource Manag/F5 mics</li></ul>	9

Total	16
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**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.

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## Minor Studies

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

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**Footnotes**

## [FIN2106](#) is not recommended for internatio

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CMS2020 Broadcast Media: History and Theory <sup>#</sup>	2		
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**Footnotes**

# Semester 2 Online offer is not available in 2023.

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Course	Semester of offer Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus
CIS1101 Business Online <sup>###</sup>	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 <sup>!!</sup>	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.

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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.

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Course	Semester of offer Online	Semester of offer Toowoomba campus	Semester of offer Springfield campus
<b>Compulsory course:</b>			
FIN1103 Financial Markets	2	2	2
<b>Select three of the following courses:</b>			
FIN2105 Portfolio Management	2	2	2
FIN2106 Personal Financial Planning <sup>~~</sup>	1	1	1
FIN2108 Credit Analysis and Lending Management <sup>+^^</sup>	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.

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JRN3003 Feature Writing	1		
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<a href="#">PRL2002 Community Consultation and Engagement</a>	1
PRL2003	1

#### Footnotes

Toowoomba offer is not available in Semester 1, 202

### IT requirements

For information technology requirements p

### Other program requirements

Students must maintain good standing in th  
[and Exclusion Procedure](#).

### Articulation

To articulate into UniSQ's [Bachelor of Bus](#)  
 courses from the Associate Degree of Busine  
 Students planning to articulate should choo

### Exit points

Students must maintain good standing in thi  
 wishing to complete the Associate Degree o  
 Business (DPBZ) if they have completed ei  
 courses from the Associate Degree of Busin

### Credit

Credit may be granted on the basis of comp  
 credit to be granted, the claim must meet th

- the course was passed within five years  
 considered if evidence is provided that
- the course passed is sufficiently equiva  
 in the Associate Degree of Business co
- where the student has taken out an awar  
 of courses completed to meet the requi  
 basis of such courses will be no greater
- credit approved in this program will no

Claims for credit should be submitted prior  
 assessed on individual merit in line with Un  
 Law and Arts for further information.

Please refer to the Program Structure for co

### Recommended enrolment pattern

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