



Diploma of Business (933AA.4)

Please note these are the 2023 details for this course

Domestic students

Selection rank 50

Note:

The selection rank is the minimum ATAR plus adjustment factors required for admission to the program in the previous year. This is an indicative guide only as ranks change each year depending on demand.

English language requirements An overall IELTS Academic score (or equivalent) of 5.5, with no band score below 5.5. Students who have undertaken all of their education in an English speaking country (as defined on UC website) are deemed to have met our English language proficiency requirements.

[View IELTS equivalences](#)

Duration 1.0 years

UAC code 360015

Faculty Faculty of Business, Government & Law

Discipline Canberra Business School

Location UC - University of Canberra College, Bruce

Fees 2021: Commonwealth Supported Place
2022: Commonwealth Supported Place

Disclaimer:

Annual fee rates

The fees shown are the annual fee rates for the course. The annual rate is the fee that applies to standard full-time enrolment, which is 24 credit points. The final fee charged is based on the proportion of 24 credit points in which a student enrolls. Students enrolled in a Commonwealth Support Place (CSP) are required to make a contribution towards the cost of their education, which is set by the Commonwealth Government. Information on Commonwealth Supported Places, HECS-HELP and how fees are calculated can be found [here](#).

International students

Academic entry requirements To study at UC, you'll need to meet our academic entry requirements and any admission requirements specific to your course. Please read your course admission requirements below. To find out whether you meet UC's academic

entry requirements, visit our [academic entry requirements page](#).

[View UC's academic entry requirements](#)

English language requirements	An overall IELTS Academic score (or equivalent) of 5.5, with no band score below 5.5. Students who have undertaken all of their education in an English speaking country (as defined on UC website) are deemed to have met our English language proficiency requirements.
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[View IELTS equivalences](#)

CRICOS code	070210K
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Faculty	Faculty of Business, Government & Law
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Discipline	Canberra Business School
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Location	UC - University of Canberra College, Bruce
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Duration	1.0 years
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Fees	2021: \$26,800 per year 2022: \$27,100 per year
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Disclaimer:

Annual fee rates

The fees shown are the annual fee rates for the course. The annual rate is the fee that applies to standard full-time enrolment, which is 24 credit points. The final fee charged is based on the proportion of 24 credit points in which a student enrolls. Information on how fees are calculated can be found [here](#).

About this course

The Diploma of Business is an entry level qualification, and will develop the student's knowledge and skills in a broad range of business-related tasks within a variety of organisational situations and environments. The Diploma offers students a pathway to the second year of a variety of business courses. Substantial credit may also be available in other courses including the Bachelor of Building and Construction Management and the Bachelor of Laws. Students studying the Diploma not only gain credit into their course but they are also supported in the development of the language and academic skills required to ensure ongoing success in their undergraduate studies. The Diploma consists of two to three terms of study (depending on the admission period). Graduating students will have the ability to perform at a level of professional expertise that allows them to confidently enter and contribute to a range of fields including - Accounting, Management, Business, Finance, Administration and Commerce.

Admission requirements

Normal UC College admission requirements to an undergraduate course.

See www.canberra.edu.au/future-students/international-students/entry-requirements for details.

Assumed knowledge

None.

Periods course is open for new admissions

Year	Location	Teaching period	Teaching start date	Domestic	International
2023	UC - University of Canberra College, Bruce	UCC Trimester 2		✓	✓
2023	UC - University of Canberra College, Bruce	UCC Trimester 3		✓	✓
2023	UC - University of Canberra College, Bruce	UCC Trimester 1		✓	✓
2024	UC - University of Canberra College, Bruce	UCC Trimester 1		✓	✓
2024	UC - University of Canberra College, Bruce	UCC Trimester 2		✓	✓
2024	UC - University of Canberra College, Bruce	UCC Trimester 3		✓	✓

Credit arrangements

There are currently no formal credit transfer arrangements for entry to this course. Any previous study or work experience will only be considered as part of the application process in accordance with current [course rules](#) and [university policy](#). Credit is not permitted towards completion of a graduate certificate.

Course requirements

Diploma of Business (933AA) | 24 credit points

Required - Must pass 21 credit points as follows

- [Academic English \(9487\) | 3 credit points – Level 1](#)
- [Business Decision Making \(11009\) | 3 credit points – Level 1](#)
- [Quantitative Methods in Commerce \(11165\) | 3 credit points – Level 1](#)
- [Business Communication \(11170\) | 3 credit points – Level 2](#)
- [Introduction to Management \(11174\) | 3 credit points – Level 1](#)
- [Introduction to Economics \(11175\) | 3 credit points – Level 1](#)
- [Professional Orientation \(Fundamentals\) \(11507\) | 3 credit points – Level 1](#)

- From 2019, 11170 Business Communication replaces 9527 Management Communication and 11507 Professional Orientation (Fundamentals) replaces 9799 Foundations of Professional Planning.

Restricted Choice - Must pass 3 credit points from the following

- [Marketing Fundamentals \(11176\) | 3 credit points – Level 1](#)
- [Management Accounting \(11213\) | 3 credit points – Level 2](#)

All students must complete the UC College unit Academic Orientation (not for credit).

In addition to course requirements, in order to successfully complete your course you may need to meet the inherent requirements. Please refer

to the [inherent requirements statement](#) applicable to your course

Typical study pattern

UC - University of Canberra College, Bruce

Standard Full Time, Commencing College Trimester 1

Year 1

UCC Term 1

[Academic English \(9487\)](#)

[Introduction to Management \(11174\)](#)

[Quantitative Methods in Commerce \(11165\)](#)

UCC Term 2

[Business Decision Making \(11009\)](#)

[Introduction to Economics \(11175\)](#)

[Professional Orientation \(Fundamentals\) \(11507\)](#)

UCC Term 3

[Marketing](#)

[Fundamentals](#)

[\(11176\) - 3 cp,](#)

[Level B OR](#)

[Management](#)

[Accounting](#)

[\(11213\) - 3 cp,](#)

[Level I](#)

[Business](#)

[Communication](#)

[\(11170\)](#)

Standard Full Time, Commencing College Trimester 2

Year 1

UCC Term 2

[Academic English \(9487\)](#)

[Business Decision Making \(11009\)](#)

[Introduction to Management \(11174\)](#)

[Professional Orientation \(Fundamentals\) \(11507\)](#)

UCC Term 3

[Marketing Fundamentals \(11176\) - 3 cp, Level B OR](#)

[Management Accounting \(11213\) - 3 cp, Level I](#)

[Business Communication \(11170\)](#)

[Introduction to Economics \(11175\)](#)

[Quantitative Methods in Commerce \(11165\)](#)

Standard Full Time, Commencing College Trimester 3

Year 1

UCC Term 3

[Academic English \(9487\)](#)

[Business Decision Making \(11009\)](#)

[Introduction to Economics \(11175\)](#)

[Professional Orientation \(Fundamentals\) \(11507\)](#)

Year 2

UCC Term 1

[Business Communication \(11170\)](#)

[Introduction to Management \(11174\)](#)

[Quantitative Methods in Commerce \(11165\)](#)

Marketing Fundamentals (11176) - 3 cp, Level B OR Management Accounting (11213) - 3 cp, Level I

Course information

Course duration

One calendar year: The Diploma of Business is normally delivered over 2 sessions. Note: Onshore international students are required to maintain a full time load for visa purposes. This requires the students to be enrolled in 4 units.

Learning outcomes

Learning outcomes	Related graduate attributes
<p>1. Develop oral and written communication skills in different business and organisational contexts, including. a) Develop English language skills b) Express knowledge, ideas and opinions with confidence and clarity c) Present arguments and ideas effectively d) Develop writing skills e) Actively listen and respond to the ideas of others f) Analyse and present data</p>	<p>Communication</p> <p>Professionalism and social responsibility</p> <p>AQF: Skills</p> <p>AQF: Knowledge</p>
<p>2. Develop an understanding of the theoretical principles and practical application of business activities: a) recognise roles of various stakeholders b) interpret concepts of business systems c) understand organisational processes and environments</p>	<p>Analysis and inquiry: ability to gather information, analyse and evaluate information and situations in a systematic, creative and insightful way</p> <p>Problem solving: ability to apply problem-solving processes in novel situations; identify, analyse problems then formulate, implement solutions</p> <p>AQF: Skills</p> <p>AQF: Application of knowledge and skills</p> <p>AQF: Knowledge</p>
<p>3. Develop analytical and critical thinking skills and apply them in a business context: a) Recognise the internal and external influences on business b) Planning, organising and working within teams c) Understand decision-making processes d) Identify and analyse problem areas and formulate solutions</p>	<p>Working independently and with others</p> <p>The ability to plan their own work, be self-directed, and use interpersonal skills and attitudes to also work collaboratively.</p> <p>Communication: ability to present knowledge, ideas and opinions effectively and communicate within and across</p>

	<p>professional and cultural boundaries</p> <p>Problem solving: ability to apply problem-solving processes in novel situations; identify, analyse problems then formulate, implement solutions</p> <p>AQF: Skills</p> <p>AQF: Application of knowledge and skills</p> <p>AQF: Knowledge</p>
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4. Analyse business environments, a) Apply theories and models of management b) Design marketing and business strategies for specific management/business purposes c) Evaluate effectiveness of strategies d) Gaining cognitive, technical and communication skills to analyse, plan, design and evaluate approaches to unpredictable problems and/or management requirements

Communication: ability to present knowledge, ideas and opinions effectively and communicate within and across professional and cultural boundaries

Problem solving: ability to apply problem-solving processes in novel situations; identify, analyse problems then formulate, implement solutions

Analysis and inquiry: ability to gather information, analyse and evaluate information and situations in a systematic, creative and insightful way

AQF: Skills

AQF: Application of knowledge and skills

AQF: Knowledge

<p>5. Well-developed intercultural awareness, and the ability to recognise and understand the impact of global influences on business</p>	<p>Professionalism and social responsibility</p> <p>The capacity and intention to use professional knowledge and skills ethically and responsibly, for the benefit of others and the environment.</p> <p>Working independently and with others</p> <p>The ability to plan their own work, be self-directed, and use interpersonal skills and attitudes to also work collaboratively.</p> <p>Communication</p>
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The ability to effectively present knowledge, ideas and opinions and communicate within and across professional and cultural boundaries

Awards

Award	Official abbreviation
Diploma of Business	Dip Bus

Enrolment data

2020 enrolments for this course by location. Please note that enrolment numbers are indicative only and in no way reflect individual class sizes.

Location	Enrolments
UC - University of Canberra College, Bruce	91

Enquiries

Student category	Contact details
Current and Commencing Students	Please contact University of Canberra College, Phone +61 2 6201 2961 or Email ucc.studentservices@canberra.edu.au
Prospective Domestic Students	Email study@canberra.edu.au or Phone 1800 UNI CAN (1800 864 226)
Prospective International Students	Email international@canberra.edu.au or Phone +61 2 6201 5342

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CRICOS 00212K

UC acknowledges the Ngunnawal people, traditional custodians of the lands where Bruce campus is situated. We wish to acknowledge and respect their continuing culture and the contribution they make to the life of Canberra and the region. We also acknowledge all other First Nations Peoples on whose lands we gather.