

Diploma of Business (933AA.4)

Please note these are the 2024 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 

Per Unit	Full Course
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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.

[View IELTS equivalences](#)

CRICOS code 070210K

Faculty Faculty of Business, Government & Law

Discipline Canberra Business School

Location UC - University of Canberra College, Bruce

Duration 1.0 years

Fees 

Per Unit

Full Course

About this course

The Diploma of Business is an entry level qualification, and will develop your knowledge and skills in a broad range of business-related tasks within a variety of organisational situations and environments. The Diploma offers you 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. When you study the Diploma you not only gain credit into your course but you are also supported in the development of your language and academic skills required to ensure ongoing success in your 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 you to confidently enter and contribute to a range of fields including Accounting*, Management, Business, Finance*, Administration and Commerce. (*Credit dependant on units studied in diploma and if seeking industry professional accreditation.)

Study opportunities

On finishing your diploma you can enter directly into 2nd year of one of the degrees below:

- Bachelor of Event and Tourism Management
- Bachelor of Politics and International Relations
- Bachelor of Commerce (Business Economics)
- Bachelor of Commerce (Finance and Banking)
- Bachelor of Commerce (Accounting)
- Bachelor of Business (Entrepreneurship & Innovation)
- Bachelor of Business (Human Resource Management)
- Bachelor of Business (International Business)
- Bachelor of Business (Marketing)
- Bachelor of Business (Management)
- Bachelor of Business (International Business)
- Bachelor of Business (Sport Management)
- Bachelor of Social and Economic Policy (Economic Policy)
- Bachelor of Social and Economic Policy (Sociology)
- Bachelor of Accounting

Note: UC College courses fees may differ – please visit our [Course Fees](#) page for more information.

Admission requirements

Normal UC College admission requirements to an undergraduate course.

See <https://www.canberra.edu.au/future-students/get-into-uc/entry-requirements> for details.

Assumed knowledge

None.

Periods course is open for new admissions

Year	Location	Teaching period	Teaching start date	Domestic	International
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

[Expand All](#) | [Collapse All](#)

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 must 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

Business Communication (11170)

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

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

Introduction to Economics (11175)

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

Business Communication (11170)

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.</p> <ul style="list-style-type: none">a) Develop English language skillsb) Express knowledge, ideas and opinions with confidence and clarityc) Present arguments and ideas effectivelyd) Develop writing skillse) Actively listen and respond to the ideas of othersf) Analyse and present data	<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:</p> <ul style="list-style-type: none">a) recognise roles of various stakeholdersb) interpret concepts of business systemsc) understand organisational processes and environments	<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>

AQF: Skills

AQF: Application of knowledge and skills

AQF: Knowledge

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

Working independently and with others

The ability to plan their own work, be self-directed, and use interpersonal skills and attitudes to also work collaboratively.

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

AQF: Skills

AQF: Application of knowledge and skills

AQF: Knowledge

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

5. Well-developed intercultural awareness, and the ability to recognise and understand the impact of global influences on business	<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> <p>The ability to effectively present knowledge, ideas and opinions and communicate within and across professional and cultural boundaries</p>
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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
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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
Current and Commencing Students	Please contact University of Canberra College, Phone +61 2 6201 2961 or Email ucc.studentservices@canberra.edu.au

Download your course guide

Scholarships

Find the scholarship that's the right fit for you

[Explore Scholarships](#)

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CRICOS 00212K

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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.