

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.
Delivery mode	On campus
Location	UC College, Bruce, ACT
Duration	1.0 years
Faculty	Faculty of Business, Government & Law
Discipline	Canberra Business School
UAC code	360015
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

International students

Academic entry requirements	To study at UC, you'll need to meet our academic entry requirements and any admission requirements
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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](#)

Delivery mode	On campus
Location	UC College, Bruce, ACT
Duration	1.0 years
Faculty	Faculty of Business, Government & Law
Discipline	Canberra Business School
CRICOS code	070210K
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

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
2025	UC College, Bruce, ACT	UC College Trimester 1	03 February 2025	✓	✓
2025	UC College, Bruce, ACT	UC College Trimester 2	26 May 2025	✓	✓
2025	UC College, Bruce, ACT	UC College Trimester 3	15 September 2025	✓	✓
2026	UC College, Bruce, ACT	UC College Trimester 1	02 March 2026	✓	✓

2026	UC College, Bruce, ACT	UC College Trimester 2	29 June 2026	✓	✓
2026	UC College, Bruce, ACT	UC College Trimester 3	26 October 2026	✓	✓
2027	UC College, Bruce, ACT	UC College Trimester 1	01 March 2027	✓	✓
2027	UC College, Bruce, ACT	UC College Trimester 2	28 June 2027	✓	✓
2027	UC College, Bruce, ACT	UC College Trimester 3	25 October 2027	✓	✓

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](#).

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

Accounting Systems and Practices (11212) | 3 credit points – Level 2

Management Accounting (11213) | 3 credit points – Level 2

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

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

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

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

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

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

Standard 1 year full time or part-time equivalent. Maximum 4 years from date of enrolment to date of course completion. 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
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	Communication Professionalism and social responsibility AQF: Skills AQF: Knowledge
2. Develop an understanding of the theoretical principles and	Analysis and inquiry: ability to gather information, analyse

practical application of business activities:

- a) recognise roles of various stakeholders
- b) interpret concepts of business systems
- c) understand organisational processes and environments

and evaluate information and situations in a systematic, creative and insightful way

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

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

Professionalism and social responsibility

The capacity and intention to use professional knowledge and skills ethically and responsibly, for the benefit of others and the environment.

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

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

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

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.