# Diploma of Business

Course Codes:    3128 Diploma of Business Fast Track (Domestic)

1950 Diploma of Business Fast Track (International)

(CRICOS Code: 057231C)

Year of issue:    2024

# Course Outline

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# Diploma of Business Course Outline

## 1    Course Description

The UOW College Australia (UOWCA) Diploma of Business Fast Track provides students with access to the university experience within a supported context. Students are provided a range of experiences and opportunities to engage with core business studies disciplines, including marketing, accounting and management, at the tertiary level.

The Diploma of Business Fast Track provides pathways for entry into the second year of the Bachelor of Business, Bachelor of Business Administration or Bachelor of Business Analytics degrees at the University of Wollongong (UOW), with specified credit of up to 48 credit points for subjects in the compulsory core components of these degrees.

Diploma qualifications are located at level 5 of the Australian Qualifications Framework. The purpose of the Diploma qualification type is to qualify individuals who apply integrated technical and theoretical concepts in a broad range of contexts to undertake advanced skilled or paraprofessional work, and as a pathway for further learning.

**Please Note**

UOW's Faculty of Business and Law has decided that from Autumn Session 2025:

- Domestic Students will be made offers for the Bachelor of Business or Bachelor of Business Analytics only. Students with an existing offer to commence the Bachelor of Business Administration at UOW in 2025 will still be able to enter that degree course.

- International students can be made an offer for either the Bachelor of Business, Bachelor of Business Administration or Bachelor of Business Analytics.

# 2  Graduate Qualities

The Diploma of Business course is designed to assist students in developing the UOW College Australia Graduate Qualities. It helps students become:

1. **Informed**: Have a basic knowledge of an area of study and understand its issues. Know how to apply this knowledge.

2. **Independent Learners:** Begin to engage with new ideas and ways of thinking, and critically analyse issues. Seek to extend knowledge through ongoing enquiry and active learning. Find and evaluate information, using a variety of sources and technologies. Acknowledge the work and ideas of others.

3. **Problem Solvers:** Demonstrate introductory levels of creative, logical and critical thinking skills to respond effectively to problems. Be flexible and thorough.

4. **Effective Communicators**: Articulate and convey ideas effectively using a range of media. Work collaboratively and engage with people in different settings.

5. **Responsible:** Understand how decisions can affect others and make ethically informed choices. Appreciate and respect diversity and act with integrity. Take responsibility for one's own learning and completion of assessment tasks.

# 3   Course Learning Outcomes

Graduates will be able to:

1. Apply professional and ethical behaviour in the business studies environment.

2. Utilise Information and Communication Technologies (ICT), including the use of industry standard business applications, and modern library facilities to support their learning.

3. Develop solutions to a broad range of business issues and problems in both theoretical studies and the business context.

4. Effectively communicate using oral, written, and systems documentation strategies to convey knowledge and collaborate with others.

5. Operate effectively as a leader or member of a team in a study environment.

6. Apply critical thinking, analysis and problem-solving skills to business concepts and problems.

7. Successfully apply academic literacies appropriate to undergraduate coursework.

# 4 Course Learning Outcomes Mapped to Graduate Qualities

The table below shows how the graduate qualities are integrated into the course learning outcomes:

| Course Learning Outcomes/Graduate Qualities | 1. Informed | 2. Independent Learners | 3. Problem Solvers | 4. Effective Communicators | 5. Responsible |
|---|:---:|:---:|:---:|:---:|:---:|
| 1. Apply professional and ethical behaviour in the business studies environment. | ✓ | | | | ✓ |
| 2. Utilise Information and Communication Technologies (ICT), including the use of industry-standard business applications, and modern library facilities to support their learning. | ✓ | ✓ | | ✓ | |
| 3. Develop solutions to a broad range of business issues and problems in both theoretical studies and the business context. | ✓ | | ✓ | ✓ | |
| 4. Effectively communicate using oral, written, and systems documentation strategies to convey knowledge and collaborate with others. | ✓ | | ✓ | ✓ | |
| 5. Operate effectively as a leader or member of a team in a study environment. | | | | ✓ | ✓ |
| 6. Apply critical thinking, analysis and problem-solving skills to business concepts and problems. | ✓ | | ✓ | ✓ | |
| 7. Successfully apply academic literacies appropriate to undergraduate coursework. | ✓ | | | ✓ | ✓ |

# 5  Course Structure and Subjects

| 3128: DIPLOMA OF BUSINESS Fast Track (Domestic) | | | |
|---|---|---|---|
| **1950: DIPLOMA OF BUSINESS Fast Track (International)** | | | |

| SESSION 1 | | | |
|---|---|---|---|
| **Subject Code** | **Subject Name** *(UOW Equivalent Subject Code)* | **Credit Points** | **Contact Hours a Week** |
| WUCB101 | Marketing Principles *(MARK101)* | 6 | 5 |
| WUCB120 | Accounting for Decision Making *(ACCY121)* | 6 | 5 |
| WUCB130 | Introduction to Management *(MGNT110)* | 6 | 5 |
| WUCB160 | Economic Essentials for Business *(ECON100)* | 6 | 5 |
| **Total Session 1** | | **24** | **20** |

| SESSION 2 | | | |
|---|---|---|---|
| **Subject Code** | **Subject Name** *(UOW Equivalent Subject Code)* | **Credit Points** | **Contact Hours a Week** |
| WUCB113* | Human-Centred Systems Design *(OPS 113)* | 6 | 4 |
| WUCB105 | Introductory Principles of Finance *(FIN 111)* | 6 | 5 |
| WUCB122^ | Accounting Principles *(ACCY122)* | 6 | 5 |
| WUCB521 | Statistics for Business *(BUS 121)* | 6 | 5 |
| DSSC107 | Principles of Responsible Business *(BUS 101)* | 6 | 4 |
| DPIT115^ | Data Management and Security *(CSIT115)* | 6 | 5 |
| **Total Session 2** | | **24** | **18/19** |

All Sessions in this course are delivered on UOW College session dates.

* **Students with a Bachelor of Business offer must choose either WUCB113 _or_ WUCB122.** Students considering an accounting or finance major at UOW are advised strongly to take WUCB122.

^ Students with a Bachelor of Business Analytics offer must take DPIT115 in place of WUCB122

Expected Course Workload

As a guide, the workload for your course is determined by the number of subjects you take each session. Attempting four subjects in a standard session is considered to be a fulltime load i.e. equivalent to working fulltime (35-45hrs a week).

Each subject in this course has designated contact hours where you are required to attend classes including lectures, tutorials, workshops or other structured learning experiences.

To be successful in this course you are also required to undertake independent learning activities outside of your scheduled classes, this includes:

- Preparing for classes: homework, readings and reviewing learning materials.
- Independently researching and/or practicing knowledge and skills.
- Completing all assessment tasks and studying for examinations.
- Attending learning support services.

# 6 Subjects Mapped to Course Learning Outcomes

| Subject/ Course Learning Outcomes | 1. Apply professional and ethical behaviour in the business studies environment. | 2. Utilise Information and Communication Technologies (ICT), including the use of industry-standard business applications, and modern library facilities to support their learning. | 3. Develop solutions to a broad range of business issues and problems in both theoretical studies and the business context. | 4. Effectively communicate using oral, written, and systems documentation strategies to convey knowledge and collaborate with others. | 5. Operate effectively as a leader or member of a team in a study environment. | 6. Apply critical thinking, analysis and problem-solving skills to business concepts and problems. | 7. Successfully apply academic literacies appropriate to undergraduate coursework. |
|---|---|---|---|---|---|---|---|
| DSSC107 Principles of Responsible Business | ✓ | ✓ | ✓ | ✓ | | | ✓ |
| DPIT115 Data Management and Security | | | | | | ✓ | |
| WUCB101 Marketing Principles | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| WUCB105 Introductory Principles of Finance | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ |
| WUCB113 Human-Centred Systems Design | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| WUCB120 Accounting for Decision Making | ✓ | | ✓ | | | ✓ | |
| WUCB122 Accounting Principles | ✓ | ✓ | ✓ | | | ✓ | ✓ |

| Subject/ Course Learning Outcomes | 1. Apply professional and ethical behaviour in the business studies environment. | 2. Utilise Information and Communication Technologies (ICT), including the use of industry-standard business applications, and modern library facilities to support their learning. | 3. Develop solutions to a broad range of business issues and problems in both theoretical studies and the business context. | 4. Effectively communicate using oral, written, and systems documentation strategies to convey knowledge and collaborate with others. | 5. Operate effectively as a leader or member of a team in a study environment. | 6. Apply critical thinking, analysis and problem-solving skills to business concepts and problems. | 7. Successfully apply academic literacies appropriate to undergraduate coursework. |
|---|---|---|---|---|---|---|---|
| WUCB130 Introduction to Management | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ |
| WUCB160 Economic Essentials for Business | | | ✔ | ✔ | | ✔ | ✔ |
| WUCB521 Statistics for Business | ✔ | | ✔ | ✔ | | ✔ | ✔ |

# 7 Progression Guidelines

## Course Progression Requirements

1. To qualify for the award of the Diploma of Business, students must achieve a minimum result of 50% for eight of the ten subjects listed above under '5 Course Structure and Subjects'. **<u>Please Note</u>:**

- Students with B Business offers who intend to pursue an Accounting or Finance major in their degree are strongly advised to take WUCB122 in place of WUCB113.
- Students with a B Business Analytics offer must take DPIT115 in place of WUCB122.

2. Students who meet requirements for the award of the Diploma of Business, can progress to the second year of their Bachelor of Business, Bachelor of Business Administration or Bachelor of Business Analytics offer in the Faculty of Business and Law at UOW, with 48 points of UOW credit transfer.

   **Note:** Domestic Students enter the Bachelor of Business only. International students can enter the Bachelor of Business or the Bachelor of Business Administration.

3. Students may exit the Diploma course early and enter the relevant degree with 24 points of UOW credit transfer ('Early Exit – Incomplete Award') , if they have achieved the following conditions:

   i. Students must have achieved a minimum final mark of 50% for each Session 1 subject at the first attempt (that is, they do not fail and repeat any subjects); and,
   ii. Students must have achieved a minimum average result of 75% across all four Session 1 subjects.

Note: Where a student has opted for Early Exit – Incomplete Award, they will not be eligible for the Diploma award until they successfully complete the outstanding equivalent subjects in their UOW degree.  Once a student has completed the equivalent subjects at UOW, the student can submit an Application for Credit for Prior Learning directly to UOW College for the Diploma qualification to be awarded.

## UOW Degree Pathways and Credit Transfer
On successful completion of the Diploma students can progress to one of the following Bachelor courses in UOW's Faculty of Business and Law:

- Bachelor of Business 3090
- Bachelor of Business Administration 3091 (International students only)
- Bachelor of Business Analytics 3240

Please refer to the Credit transfer arrangements for more detailed information – https://www.uowcollege.edu.au/courses-pathways/admissions-information/credittransfer-arrangements/

# 8   Entry Requirements / Admissions Guidelines

Entry requirements for this course can be viewed online. See the 1950 Diploma of Business Fast Track (International) at:

https://coursefinder.uow.edu.au/information/index.html?course=diploma-business-uow-college

See the 3128 Diploma of Business Fast Track (Domestic) at:

https://coursefinder.uow.edu.au/information/index.html?course=diploma-business-ft-uow-college

# 9   Assessment

Students are required to complete a number and variety of assessment tasks related to their streams of study.

Each subject has a subject outline that is issued to students. Subject outlines contain an overview of subject objectives, an assessment schedule, a list of learning resources and a weekly topic outline.  Subject outlines also contain an explanation of assessment components.

All assessment tasks with a weighting of 10% or greater have marking criteria and an answer/marking guide.

All aspects of assessment are governed by Policy, Procedures and Guidelines, which can be viewed at: https://www.uowcollege.edu.au/support-resources/policies-procedures/

# 10   Quality Assurance

The College applies formal quality assurance processes to its design of courses, subjects and their assessments. These processes include:

- Clear subject outlines that align with the objectives of the course and support consistent delivery of content;

- Mandatory inclusion of clear and appropriate marking criteria in assessment tasks;

- Moderation of marking of student assessment tasks, ensuring that the assessment criteria have been applied consistently and there is equity across individual markers;

- A regular schedule of audits on student assessment tasks using randomly-selected samples of student work; and

- The use of feedback from students and teachers to inform continuous improvement of curriculum, delivery, policies and procedures.

# 11    Subject Descriptions

### DSSC107 Principles of Responsible Business

This subject provides students with the framework for practising responsible and ethical commerce. The objectives of this subject include developing an understanding of how to practise responsible and ethical commerce, utilising a conceptual toolkit. The topics covered include the history of contemporary systems of commerce and ethical and social responsibility in commerce. Material includes subject areas such as anti-corruption, environment, globalisation, human rights and labour. Students will examine these issues from a variety of theoretical and practical perspectives and apply them to contemporary commercial contexts.

### WUCB101 Marketing Principles

This subject examines basic marketing concepts to build a sound understanding of marketing principles.  The material assists those who want to be specialist marketers and those interested in undertaking other business or professional studies.  What students learn in this subject will be of value to them as both consumers and members of the business community.

### WUCB105 Introductory Principles of Finance

This subject introduces fundamental concepts of corporate and personal finance. In doing so, the inter-relationships between finance and financial planning are explored.

A theoretical strand contextualises finance and financial planning within their respective regulatory frameworks.  A technical strand equips students with fundamental skills to understand the concept of time value of money, as applied to solving cash flow valuation problems, within the context of corporate and personal finance. This subject is innovative in its broad and synergistic overview of the financial services industry.

### WUCB113 Human-Centred Systems Design

This subject introduces the concept of a system, focusing on the importance of systems thinking as it relates to the exploration, analysis and co-design of information and other systems. As global citizens and future managers, understanding what constitutes a system and how we address challenges and think about, analyse and design complex systems is crucial. Students explore, from a human-centred perspective, ethics, responsibility and sustainability considerations that are pertinent to the design of complex systems, emerging technologies and innovation.

### WUCB120 Accounting for Decision Making

This subject introduces students to the role and use of accounting information in a variety of organisations and society. Students evaluate both financial and non-financial reports and their impact on accountability, decision-making and corporate

governance. The subject introduces students to various analytical techniques in order to make sound decisions in a variety of business and social settings.

## WUCB122 Accounting Principles

This subject familiarizes students with the principles of a double-entry accounting system, focusing on the identification, classification, processing, recording, and presentation of accounting information. Students are expected to gain practical experience in using accounting software to record business transactions, process accounting data, and prepare financial statements. Lastly, the course will explore the significance of ethics and professional judgment within an ever-changing business landscape.

## WUCB130 Introduction to Management

This subject introduces students to key management theories and concepts including organisational culture, social responsibility, ethics, managing groups, motivating employees, planning, managing human resources and employment relations, strategic management, decision-making, managing operations, leadership and foundations of management control. It is designed to provide an opportunity for students to acquire understanding through a series of lectures supported by student participation in simulation activities. The subject is presented from the point of view of managers, but students will learn how the different interests between organisational stakeholders affect various management processes.

## WUCB160 Economic Essentials for Business

This subject is an introduction to economics.  As such, it assumes that students have no prior formal knowledge. It will introduce students to economics and relate it to the world of business and economic management to establish a sound foundation to understand economic events and principles in Australia and any market economy. The knowledge and skills developed in economics are the basis of managing resources and understanding the world of business and government.

## WUCB521 - Statistics for Business

The aim of the subject is to introduce students to quantitative techniques and their application to the business world with an emphasis on the decision-making process. The main focus of the subject is business statistics and topics will include descriptive statistics, probability, sampling, confidence intervals, hypothesis testing, elementary correlation, regression analysis and time series forecasting. Students are also introduced to the use of computer programs for estimation and analysis to improve business decision-making.

## DPIT115 Data Management and Security

The subject investigates three major areas of modern data management systems: data modelling, data processing, and data security. The goal of the subject is to learn the fundamental concepts in data management, including

conceptual modelling, the relational data model, processing of relational data with Structured Query Language (SQL), enforcing the concepts of data confidentiality, integrity, and availability data management systems. The subject develops skills in the design, implementation, processing, and security of data management systems. The subject covers the following topics in data security: discretionary access control, user management, enforcing data security and integrity. The subject also explains the important ethical issues associated with responsible disclosure, responsibility, liability, security weaknesses, and privacy in data management systems.

# 12  Version Control Table

| Version Control | Date Effective | Approved By | Amendment |
|---|---|---|---|
| 2020_1.0 | 12/09/2019 | UOWCA Academic Board | Initial release – 2020 delivery |
| 2020_1.1 | 14/07/2020 | Director, Academic Governance and Performance | Update to name of UOW faculty to reflect new structure |
| 2021_1.0 | 09/09/2021 | UOWCA General Manager | Course title amended to include 'Fast Track'. |
| 2022_1.0 | 25/11/2021 | UOWCA Academic Board | Variation to subject schedule to reflect Faculty of BAL course changes. |
| 2023_1.0 | 01/12/2022 | UOW College Education Committee | Minor variation to subject schedule<br><br>New release 2023 |
| 2024_1.0 | 01/12/2023 | No Change | New release 2024 |
| 2024_1.1 | 14/06/2024 | Program Manager Academic | New elective subject was added.<br><br>Revision of the progression pathway. |
| 2024_1.2 | 18/07/2024 | Program Manager Academic | Update to the URL links.<br><br>Update to the UOW Equivalent Subject Code from COMM101 to BUS 101. |
| 2024_1.3 | 12/11/2024 | Program Manager Academic | The changes include updates to the course description, structure, subjects, progression guidelines, and subject descriptions to incorporate the Bachelor of Business Analytics and the new subject DPIT115 Data Management and Security. |