# Diploma of Business

Course Code:     3186 Diploma of Business Standard Session (Domestic)

Year of Issue:     2026

## Course Outline

# Contents

# Diploma of Business Course Outline

## 1    Course Description

The UOW College Australia (UOWCA) Diploma of Business provides students with access to the university experience within a supported context. Students will be supported in the introductory phase of this course through subjects specifically designed to prepare them to succeed in tertiary study. These subjects assist students to develop approaches to effective learning in the higher education context. The second phase provides a program of study involving students in first year core business studies disciplines, including marketing, accounting and management, at the tertiary level. The Diploma of Business provides a pathway for entry into the second year of the Bachelor of Business, Bachelor of Business – Bachelor of Laws and 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.

# 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. Demonstrate language, literacy, and numeracy skills to read, write, present, listen, interpret, understand, and analyse information effectively at a tertiary level.

2. Apply professional and ethical standards in the business studies environment, demonstrating critical thinking, analysis, and problem-solving skills to address business concepts and problems.

3. Utilise Information and Communication Technologies (ICT) and industry-standard business applications, including modern library facilities, to support learning and effectively function in a university environment.

4. Develop and communicate solutions to a broad range of business issues and problems, 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, applying independent learning skills and 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. Demonstrate language and literacy skills in order to read, write, present and listen effectively at a tertiary level. | | ✓ | | ✓ | |
| 2. Demonstrate the ability to locate, evaluate and use information appropriately at a tertiary level. | ✓ | ✓ | | ✓ | ✓ |
| 3. Demonstrate the ability to utilise computer technology in order to function effectively in a university environment. | ✓ | ✓ | | ✓ | ✓ |
| 4. Demonstrate numeracy skills in order to interpret, understand and analyse information at a tertiary level. | ✓ | | ✓ | | |
| 5. Apply a range of skills that demonstrate independent learning. | | ✓ | | | ✓ |
| 6. Apply critical thinking, analysis and problem-solving skills to business concepts and problems. | ✓ | | ✓ | | ✓ |
| 7. Apply professional and ethical standards in the business studies environment. | | | | | ✓ |

# 5 Course Structure and Subjects

| 3186: DIPLOMA OF BUSINESS STANDARD SESSION (Domestic) | | | |
|---|---|---|---|

| **SESSION 1\*** | | | |
|---|---|---|---|
| **Subject Code** | **Subject Name** *(UOW Equivalent Subject Code)* | **Credit Points** | **Hours a Week** |
| **BLOCK A** | | | |
| PREP030 | Launch | 2 | 2 |
| PREP031 | Language for Learning | 6 | 8 |
| **Total Block A** | | **8** | **10** |
| **BLOCK B** | | | |
| PREP032 | Scientific Thinking | 6 | 8 |
| PREP033 | Mathematics for the Humanities | 6 | 8 |
| **Total Block B** | | **12** | **16** |

| **SESSION 2** | | | |
|---|---|---|---|
| **Subject Code** | **Subject Name** *(UOW Equivalent Subject Code)* | **Credit Points** | **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 2** | | **24** | **20** |

| **SESSION 3** | | | |
|---|---|---|---|
| **Subject Code** | **Subject Name** *(UOW Equivalent Subject Code)* | **Credit Points** | **Hours a Week** |
| 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 3** | | **24** | **19** |

\*Session 1 subjects will be delivered in block format. PREP030 and PREP031 will be in Block A and PREP032 and PREP033 in Block B.

^ 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. Demonstrate language and literacy skills in order to read, write, present and listen effectively at a tertiary level. | 2. Demonstrate the ability to locate, evaluate and use information appropriately at a tertiary level. Apply a range of skills that demonstrate independent learning. | 3. Demonstrate the ability to utilise computer technology in order to function effectively in a university environment. | 4. Demonstrate numeracy skills in order to interpret, understand and analyse information at a tertiary level. | 5. Utilise Information and Communication Technologies (ICT), including the use of industry-standard business applications, and modern library facilities to support | 6. Apply critical thinking, analysis and problem-solving skills to business concepts and problems. | 7. Apply professional and ethical standards in the business studies environment. |
|---|---|---|---|---|---|---|---|
| PREP030 Launch | | ✓ | ✓ | | | | |
| PREP031 Language for Learning | ✓ | ✓ | ✓ | | | | |
| PREP032 Scientific Thinking | ✓ | ✓ | ✓ | | | | |
| PREP033 Mathematics for the Humanities | | | | ✓ | | | |
| DSSC107 Principles of Responsible Business | ✓ | ✓ | | | ✓ | ✓ | ✓ |
| WUCB101 Marketing Principles | ✓ | ✓ | | | ✓ | ✓ | ✓ |
| WUCB105 Introductory Principles of Finance | | | | ✓ | ✓ | ✓ | ✓ |
| WUCB120 Accounting for Decision Making | | | ✓ | ✓ | | ✓ | ✓ |
| WUCB122 Accounting Principles | | | ✓ | ✓ | ✓ | ✓ | ✓ |

| Subject/ Course Learning Outcomes | 1. Demonstrate language and literacy skills in order to read, write, present and listen effectively at a tertiary level. | 2. Demonstrate the ability to locate, evaluate and use information appropriately at a tertiary level. Apply a range of skills that demonstrate independent learning. | 3. Demonstrate the ability to utilise computer technology in order to function effectively in a university environment. | 4. Demonstrate numeracy skills in order to interpret, understand and analyse information at a tertiary level. | 5. Utilise Information and Communication Technologies (ICT), including the use of industry-standard business applications, and modern library facilities to support | 6. Apply critical thinking, analysis and problem-solving skills to business concepts and problems. | 7. Apply professional and ethical standards in the business studies environment. |
|---|---|---|---|---|---|---|---|
| WUCB130 Introduction to Management | ✓ | ✓ | | | | ✓ | |
| WUCB160 Economic Essentials for Business | | ✓ | | ✓ | ✓ | ✓ | ✓ |
| WUCB521 Statistics for Business | | ✓ | | ✓ | ✓ | ✓ | |
| DPIT115 Data Management and Security | | | | | ✓ | ✓ | |

# 7   Progression Guidelines

**Course Progression Requirements**

1. To qualify for the award of the Diploma of Business, students must achieve a final minimum result of 50% for eleven of the twelve subjects listed above under '5 Course Structure and Subjects', in the case of PREP030 Launch, a grade of Satisfactory is required.

2. Progression from Session 1 to Session 2 requires a Satisfactory Grade for PREP030 Launch and a minimum final subject result of 50% (a Pass Grade) for each of PREP031 Language for Learning, PREP032 Scientific Thinking and PREP033 Mathematics for the Humanities.

3. Students who do not achieve a Satisfactory Grade for PREP030 and a Pass Grade for PREP031, or PREP032, or PREP033 will enrol in subjects in their next session as approved by the Academic Program Manager

4. There is no UOW credit transfer available for the following Session 1 subjects: PREP030 Launch; PREP031 Language for Learning; PREP032 Scientific Thinking, and PREP033 Mathematics for the Humanities.

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

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

    Students may enter the Bachelor of Business – Bachelor of Laws starting from Autumn 2026. Students must complete all Diploma subjects with a minimum result of 50% for each subject and a weighted average mark of at least 60%.

6. Students may exit the Diploma course early and enter the relevant degree ('Accelerated Exit') if they meet conditions. Please refer to the UOW Admissions Procedures (Coursework) document for more detailed information.

    Note: Where a student has opted for Accelerated 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**

- Bachelor of Business 3090
- Bachelor of Business Analytics 3240
- Bachelor of Business – Bachelor of Laws 3101

# 8   Entry Requirements / Admissions Guidelines

Entry requirements for this course can be viewed online at:

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

# 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

### PREP030 Launch

This subject explores the common expectations and experiences of university study in order to assist students to transition effectively to a higher education learning environment. Students will be introduced to the technological platforms and skills required to effectively complete their studies, the importance of academic integrity, available support services and resources, and strategies to develop capabilities of independent learning. Students will be engaged in presentations and activities related to these aspects of academic life to cultivate the development of their student identity in the context of a learning community.

### PREP031 Language for Learning

This subject provides students with opportunities to develop their knowledge of, and competence and confidence in the use of text-based language in preparation for future studies. Students will be introduced to a variety text types and genres commonly used in tertiary study, with a focus on engaging with, and critically analysing, sources of information in terms of purpose for writing, the style employed and writing techniques evident in the text. The focus is on developing language skills and improving students' capability to both evaluate the content of a variety of texts, and to employ that knowledge in their own written and spoken tasks.

### PREP032 Scientific Thinking

This subject provides students with a functional understanding of the basic tenets of science, the underlying cognitive skills that allow us to solve complex problems, and strategies to investigate and interpret the world around us. Students will be challenged with problem-solving activities relevant to the sciences to develop a range of key cognitive capacities, including critical, logical and creative thinking, and an understanding of concepts such as objectivity, variables, theory, and Occam's razor. The focus is on developing skills required to design, conduct, analyse and present the findings of primary research related to a United Nations Sustainable Development Goal (UN SDG). Students will also develop their global citizenship through evaluating the significance of their selected SDG, and its relevance to their future study and career pathways.

### PREP033 Mathematics for the Humanities

This subject provides an introductory study of mathematics and statistics as a foundation for further study in disciplines including Business and the Humanities. Mathematics for the Humanities focusses on reinforcing the fundamental concepts of basic arithmetic, basic algebra, linear equations, probability and statistics. The subject familiarises students with language, terminology and analytical problem-solving techniques used in mathematics and statistics.

### 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.

### 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 |
|---|---|---|---|
| 2022_1.0 | 09/09/2021 | UOWCA Academic Board | Initial release – 2022 delivery |
| 2022_2.0 | 25/11/2021 | UOWCA Academic Board | Variation to subject schedule to reflect Faculty of BAL course review. |
| 2023_1.0 | 01/12/2023 | 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. |
| 2025_1.0 | 28/11/2024 | UOWCA Academic Board | WUCB113 has been removed from the course, and the Course Learning Outcomes have been adjusted accordingly. |
| 2025_2.0 | 14/05/2025 | Program Manager Academic | Update to the weekly hours for WUCB122 & Administrative error fixed. |
| 2025_3 | 12/08/2025 | Program Manager Academic | Added progression pathway: Bachelor of Business – Bachelor of Laws.<br><br>Update to Accelerated Exit information |

| 2025_4 | 27/08/2025 | Program Manager Academic | Update to Progression Guidelines |
|--------|------------|--------------------------|----------------------------------|
| 2026_1 | 23/02/2026 | Program Manager Academic | New release 2026. Update includes Block delivery structure for session 1 |