



UOW
COLLEGE
AUSTRALIA

PATHWAYS TO
UNIVERSITY OF
WOLLONGONG

Diploma of Business (3 session)

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Course Outline



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Diploma of Business (3 session) 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 are provided a range of experiences and opportunities to engage core business studies disciplines, including marketing, accounting and management, at the tertiary level. Students in the Diploma of Business (3 session) will be supported in the introductory phase of this course through subjects specifically designed to prepare them to undertake study in the business disciplines. These subjects assist students to develop approaches to effective learning in the higher education context.

The Diploma of Business (3 session) provides pathways for entry into the second year of the Bachelor of Commerce and Bachelor of Business 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 (3 session) 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 by Campus

THREE SESSION DIPLOMA – AUTUMN, SPRING, AND SUMMER INTAKES (WOLLONGONG CAMPUS)			
SESSION 1: UOW College Session Dates			
Subject Code	Subject Name (UOW Equivalent Subject Code)	Credit Points	Contact Hours a Week
WUCB103	Accounting Fundamentals in Society (ACCY111)	6	5
WUCB130	Introduction to Management (MGNT110)	6	5
WUCT001	Tertiary Academic Skills (No UOW Credit Transfer)	6	6
Total Session 1		18	16
SESSION 2: UOW College Session Dates			
Subject Code	Subject Name (UOW Equivalent Subject Code)	Credit Points	Contact Hours a Week
WUCB101	Marketing Principles (MARK101)	6	5
WUCB160	Economic Essentials for Business (ECON100)	6	5
WUCB521	Statistics for Business (COMM121)	6	5
Total Session 2		18	15
SESSION 3: UOW College Session Dates			
Subject Code	Subject Name (UOW Equivalent Subject Code)	Credit Points	Contact Hours a Week
WUCB104	Accounting in Organisations (ACCY112)	6	5
WUCB105	Introductory Principles of Finance (FIN111)	6	5
WUCB162	Economics and Society (ECON102)	6	5
Total Session 3		18	15

THREE SESSION DIPLOMA - SUMMER INTAKE (SOUTH WEST SYDNEY CAMPUS)**SESSION 1: UOW COLLEGE SESSION DATES**

Subject Code	Subject Name (UOW Equivalent Subject Code)	Credit Points	Contact Hours a Week
WUCB103	Accounting Fundamentals in Society (ACCY111)	6	5
WUCB130	Introduction to Management (MGNT110)	6	5
WUCT001	Tertiary Academic Skills (No UOW Credit Transfer)	6	6
Total Session 1		18	16

SESSION 2: UOW COLLEGE SESSION DATES

Subject Code	Subject Name (UOW Equivalent Subject Code)	Credit Points	Contact Hours a Week
WUCB101	Marketing Principles (MARK101)	6	5
WUCB160	Economic Essentials for Business (ECON100)	6	5
WUCB521	Statistics for Business (COMM121)	6	5
Total Session 2		18	15

SESSION 3: UOW COLLEGE SESSION DATES

Subject Code	Subject Name (UOW Equivalent Subject Code)	Credit Points	Contact Hours a Week
WUCB104	Accounting in Organisations (ACCY112)	6	5
WUCB105	Introductory Principles of Finance (FIN111)	6	5
WUCB162	Economics and Society (ECON102)	6	5
Total Session 3		18	15

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.
WUCB101 Marketing Principles	✓	✓	✓	✓	✓	✓	✓
WUCB103 Accounting Fundamentals in Society	✓		✓			✓	✓
WUCB104 Accounting in Organisations	✓		✓			✓	✓
WUCB105 Introductory Principles of Finance	✓	✓	✓	✓		✓	✓
WUCB130 Introduction to Management	✓	✓	✓	✓	✓	✓	✓
WUCB160 Economic Essentials for Business			✓	✓		✓	✓
WUCB162 Economics and Society	✓		✓	✓		✓	✓
WUCB521 Statistics for Business	✓	✓	✓	✓		✓	✓
WUCT001 Tertiary Academic Skills		✓		✓		✓	✓

7 Progression Guidelines

Course Progression Requirements

1. To be eligible for the award of the Diploma of Business, students must achieve a minimum result of 50% for each subject.
2. Students who meet requirements for the award of the Diploma can progress to the second year of their Bachelor of Business or Bachelor of Commerce offer in the Faculty of Business and Law at UOW, with 48 points of UOW credit transfer:
 - a. Domestic students can enrol at UOW's Wollongong Campus or other UOW Campuses where the relevant Bachelor is offered.
 - b. International students can enrol at UOW's Wollongong or South Western Sydney Campuses only.
3. There is no UOW credit transfer for the subject WUCT001 Tertiary Academic Skills.
4. WUCB103 Accounting Fundamentals in Society is a pre-requisite for WUCB104 Accounting in Organisations. Students cannot enrol in WUCB104 unless they pass WUCB103 with a minimum final subject result of 50%.
5. Students can fast-track to their degree course at UOW with 30 points of credit transfer if, at the first attempt (that is, they do not fail and repeat any subjects), they:
 - a. Pass all six Session 1 and 2 subjects with a minimum result of 50% for each subject, and
 - b. Achieve a minimum average result of 75% for Session 1 and 2 subjects.

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>

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 the Assessment Guidelines, which can be viewed at: [Assessment & Examination Guidelines for Students](#) and [Assessment Guidelines](#).

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.

Details of the College's approach to quality assurance can be viewed at the following link: <https://www.uowcollege.edu.au/about/policies-procedures/index.html>.

11 Subject Descriptions

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.

WUCB103 Accounting Fundamentals in Society

This subject introduces the role of accounting information in society including its social and ethical aspects relating to both the individual and the organisation. It introduces basic accounting language, concepts and techniques to identify, classify, process, record and present accounting and financial information. It also considers accounting information that can be used for making decisions about past and future economic events in a variety of business and social settings.

WUCB104 Accounting in Organisations

This subject introduces accounting for complex equity structures, and develops the theoretical and technical aspects of accounting for assets and the protection of assets through internal controls. Accounting for the past and future is examined through the introduction of cost structures and their application in solving fundamental business problems using cost-volume profit analysis. The application of budgets is explored.

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.

WUCB130 Introduction to Management

This subject will introduce 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. The subject 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.

WUCB162 Economics and Society

This subject examines core economic theory and concepts relevant to contemporary social issues. These concepts are used to provide an economic basis for introducing the important role of economic analysis in a globalised world with emphasis on policy relevant examples.

On completion, students will have a sound foundation to economics for microeconomic and macroeconomic analysis as a basis of understanding the economic interpretation of contemporary policy issues.

WUCB521 Statistics for Business

This subject introduces students to statistics and their application to business. The main focus of the subject is quantitative techniques and topics will include descriptive statistics, probability, sampling, confidence intervals, hypothesis testing, analysis of variance, and regression analysis. Students are introduced to the use of computer programs for estimation and analysis.

WUCT001 Tertiary Academic Skills

This subject assists students whose first language is not English to develop the subject-related academic literacy and language skills which are inherent requirements in the course materials and assessments of the other Diploma subjects. An analysis of subject-specific literacy and language demands will ensure that support is connected to students' academic needs. Teaching strategies and resources will be adjusted on a session-by-session basis to ensure that relevant skills are addressed. Aural, visual and written stimulus material will be selected from other Diploma subjects and used for a variety of academic purposes. Class sizes will be smaller than the normal tutorial classes, in order to provide tailored support for learning in other Diploma subjects. The conceptual framework for this subject based on the essential knowledge and language skills required to successfully engage in the academic research process. Each stage in this process provides opportunities to develop literacy and language skills, from everyday communication to the substantially more difficult communication demands required in academic contexts.

12 Version Control Table

Version Control	Date Effective	Approved By	Amendment
1	12/09/2019	UOWCA Academic Board	Initial release - 2020 delivery
2	14/07/2020	Director, Academic Governance and Performance	Update to name of UOW faculty to reflect new structure