Diploma of Business
Program Structure & Course Outlines

Program Structure

- The Diploma of Business comprises 9 courses taken over three terms of full-time study. Students must complete 54 Units of Credit (UOC). Each course is 6 UOC.
- DPCA1001, DPCA1002 and DPCA1003 are all one course delivered over 1- 3 terms:
- Pre-requisites must be satisfied before selecting any course within the program.
- A core course is one that must be satisfactorily completed to meet the requirements of the program. An elective course is one which must be completed to satisfactorily complete the program and, if relevant, specialisation.
- The Diploma of Business consist of 8 core courses plus the Communicational and Academic Literacy course.

Diploma of Business Sample Program 1

Course Code	Course Title	UoC	Suggested Enrolment Term	Pre-requisites
DPCA1001	Communication and Academic Literacy 1	4	1	
DPCO1100	Business Decision Making	6	1	
DPCO1140	Financial Management	6	1	
DPCA1002	Communication and Academic Literacy 2	1	2	DPCA1001 Communication and Academic Literacy 1
DPCO1120	Collaboration & Innovation in Business	6	2	
DPCO1150	Global Business Environments	6	2	DPCO1100 Business Decision Making
DPCO1110	Evidence Based Problem Solving	6	2	
DPCA1003	Communication and Academic Literacy 3	1	3	DPCA1002 Communication and Academic Literacy 1
DPCO1170	Organisational Resources	6	3	DPCO1140 Financial Management
DPCO1180	Value Creation	6	3	DPCO1140 Financial Management
DPCO1190	Data, Insight and Decisions	6	3	DPCO1110 Evidence Based Problem Solving

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Course Outlines

Course Outline Quick Links
DPCO1100 Business Decision Making
DPCO1110 Evidence-Based Problem Solving
DPCO1120 Collaboration and Innovation in Business
DPCO1140 Financial Management
DPCO1150 Global Business Environments
DPCO1170 Organisational Resources
DPCO1180 Value Creation
DPCO1190 Data, Insights and Decisions
DPCA1001-3 Communication and Academic Literacy

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DPCO1100 BUSINESS DECISION MAKING

Course Description

This course is a Term 1 course in the Diploma of Business and offers students insight into business decision-making. From a manager's perspective, students will consider the role of economic, corporate responsibility and legal principles in business decision-making. Fundamental economic principles inform managers and equip them to better understand how the economy works as well as assess the role of such principles in influencing the decisions that individuals make. Core legal principles guide managers to consider the effect of their decisions on stakeholders as well as how to ensure organisations are indemnified from public and private legal actions arising from their decisions.

Course Learning Outcomes
On successful completion of this course students will be able to:

CLO1: Explain the interplay of economic, legal, and corporate responsibility principles in a business manager's decisions.

CLO2: Analyse how appropriate economic models are used in business management decisions.

CLO3: Analyse legal issues that arise in commercial situations and the influence they have on business management decisions.

CLO4: Identify the key features of corporate (social, economic and environmental) responsibility, and how the business world can contribute to the greater good.

CLO5: Apply strategies to research and summarise relevant information from a range of suitable sources.

No. timetabled hours per week	No. personal study hours per week	Total workload hours per week
5 hours (2 x 1hr lectures + 2 x 1.5 hrs tutorials) + optional I hr consultation with tutor	5 hours	10 hours

Topics included in the Course

Unit 1: Introduction to business decision making

Unit 2: Australia's legal framework and business organisations

Unit 3: Economic possibilities and the true cost of doing business

Unit 4: Decision-making in markets (firm's supply)

Unit 5: Decision-making in markets (consumer demand)

Unit 6: Decision-making in markets (market equilibrium)

Unit 7: Government, decisions and achieving society's goals

Unit 8: Decision-making and market power

Unit 9: Competitor relations decisions

Unit 10: Stakeholders and making complex decisions

Assessment Tasks

Type	When assessed	Weighting	Cross-reference to learning outcomes
Assessment 1 Writing (extended responses)			
1.1 Analysing (ASX) businesses (300 words)	Week 4, Term 1	10%	
1.2 Case Study (600 words)	Week 6, Term 1	20%	CLO1-5
1.3 Contemporary business issue (600 words)	Week 9, Term 1	20%	
Final Examination Extended response incorporating business case studies and/or contempoary issue/s (900 words)	Exam period	50%	CLO1-5

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DPCO1110 Evidence-Based Problem Solving

Course Description

Effective problem solving is a core capability of a successful business professional, and students need to demonstrate problem-solving confidence and capacity in their studies and professional careers. Evidence-Based Problem Solving introduces you to the fundamentals of a deliberate and structured approach to problem-solving, balancing analysis and judgement, to avoid the common pitfalls of problem-solving in organisations. The importance and power of evidence, and familiarity with the different sources of evidence, are critical for identifying, solving, and communicating a problem.

Starting from business problems that organisations are confronted with, you will develop analytical and statistical skills as well as ethical judgement to work with different types of data and different sources of evidence to identify, solve and communicate business problems. In addition to developing an analytical mindset and new ways of working with data, you will also learn basic statistical approaches, tools, and processes to develop the statistical skills required for working with "relatively small" data sets. You will have the opportunity to develop Excel skills for basic data analysis, interpretation, and presentation. This prepares you for working with large data sets and mastering common analytics tools in DPCO 1190 Data, Insights, and Decisions. This course is designed based on a problem-based learning model, in which you are presented with a problem or a problem set throughout your learning process.

Course Learning Outcomes
On successful completion of this course students will be able to:

CLO1: Draw on evidence to frame and apply logical reasoning, and distinguish relevant information from irrelevant information when providing original solutions to real-life problem-solving for organisations.

CLO2: Use information from qualitative and quantitative data to identify and interpret solutions to complex real-life problems.

CLO3: Recognise various ethical frameworks that can apply to a situation and apply these frameworks to resolve a simple ethical dilemma.

CLO4: Collaboratively solve problems in teams, incorporating diverse perspectives.

Course Learning Outcomes
On successful completion of this course students will be able to:

CLO5: Explain basic statistical methods and know when to apply appropriate methods in practical scenarios.

CLO6: Independently use Excel's graphical and statistical capabilities.

No. timetabled hours per week	No. personal study hours per week	Total workload hours per week
6 hours (2 x 1.5hrs lectures + 2 x 1.5 hrs tutorials) + 1hr consultation	6 hours	12 hours

Topics included in the Course

Unit 1: Problems and evidence-based problem solving

Unit 2: Problem articulation and disaggregation

Unit 3: Frameworks for Ethical Decision-Making

Unit 4: Understanding Problems (Fact Gathering)

Unit 5: Patterns, Biases, Hypothesising Effects

Unit 6: Analysing the Issues - Identifying Causes

Unit 7: Analysing the issues – with Limited Evidence

Unit 8: Problem Solving & Making Decisions

Unit 9: Evaluation and Communication

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Assessment Tasks

Type	When assessed	Weighting	Cross-reference to learning outcomes
1. **Excel Training Program - Associate level** GMetrix online practice test in Testing Mode Option for students to complete the step to obtain the Microsoft Office Specialist (MOS) Excel Certification	Week 4, Term 2	10%	CLO2, CLO6
2. **Excel Training Program – Expert Level** GMetrix online practice test in Testing Mode Option for students to complete the step to obtain the Microsoft Office Specialist (MOS) Excel Certification	Week 8, Term 2	15%	CLO1, CLO6
3. **Case Briefing Pack** Maximum 1,200 words	Week 6, Term 2	25%	CLO1-3, CLO6
4. **Case Business Report** Maximum 1,500 words	Week 13 Term 2	30%	CLO1-3, CLO5-6
5. **MCQ Quiz – 30mins**	Week 3 Term 2	10%	CLO1-2, CLO5
6. **MCQ Quiz – 40mins**	Week 10 Term 2	10%	CLO1-2, CLO5

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DPCO1120 Collaboration and Innovation in Business

Course Description

"Imagination is more important than knowledge. For while knowledge defines all we currently know and understand, imagination points to all we might yet discover and create." (Albert Einstein). This course will introduce students to creative thinking tools, design thinking and lean canvas methodology to generate, develop and evaluate innovative ideas and concepts for complex societal or business challenges.

Across every business function, creativity is central to solving complex problems, exploring new strategies and working effectively within an organisation. We implement creativity through a divergent exploration of the drivers and motivations of diverse stakeholders, before applying a convergent project management process to implement an effective solution.

The course takes a hands-on project-based approach, focusing on the big picture challenges facing businesses in the 21st century. We explore how businesses can react to black swan events, working through these complex practical challenges in diverse student teams. This gives students ample opportunity to develop their creative mindset, identify and test different ideas, and learn how to present their content engagingly and persuasively to influence others.

Course Learning Outcomes
On successful completion of this course students will be able to:

CLO1: Identity, apply and evaluate creative, innovative solutions through innovative thinking, ideation and concept development to address societal and business problems and related strategies to implement them.

CLO2: Formulate, defend and consolidate project management plan for complex solutions.

CLO3: Communicate effectively, with an active effort to listen to and understand the perspective of your teammates, to use friction and difference of opinion to adapt and build consensus.

CLO4: Apply effective collaborative skills and project management approaches to complete team projects, evaluate self and peers and reflect on the teamwork process.

Course Learning Outcomes
On successful completion of this course students will be able to:

CLO5: Communicate ideas succinctly and that demonstrates differing perspectives in persuasive communication practices.

CLO6: Recognise cultural perspectives and worldviews of others to inform creative and collaborative processes.

No. timetabled hours per week	No. personal study hours per week	Total workload hours per week
5 hours (1 x 1.0hr lectures + 1 x 1.0 hr Forum, 1x 3 hrs Workshop)	5 hours	10 hours

Topics included in the Course

Unit 1: Students are introduced to creative and innovative thinking, introduced to the Double Diamond framework and form teams to undertake their project.

Unit 2: Students learn about problem complexity and research their problem area using various tools and then culminate in defining a specific problem they will be attempting to solve through an innovative solution.

Unit 3: Students ideate as many solution ideas as possible, then through prioritising they produce prototypes and engage with stakeholders to incorporate feedback, realise their solution idea's value proposition and iterate further until they develop their final solution idea.

Unit 4: With the final solution finished, students summarise the main attributes of their solution idea and discuss and practice how to communicate their solution idea persuasively to a variety of audiences.

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Assessment Tasks

Type	When assessed	Weighting	Cross-reference to learning outcomes
1. Goal setting Self-assessment on collaboration and innovation skills, and fold this into a plan for professional development during the term.	Week 2, Term 2	20%	CLO1-6
2. Reflection Students will use their personal choice of object and artefacts of their journey over the course as the basis for their reflection and summarise their learning journey by reflecting on their goals.	Week 11, Term 2	30%	CLO1-6
3. Team presentations on the problem-based scenario 3.1 Project idea & project plan: • Knowledge and/or Analysis (10%). • Teamwork - The student will provide insights into how the team can better facilitate the creative process (5%). • Communication - Student's communication skills in the presentation (5%).	Week 5, Term 2	20%	CLO1-6
3.2 Project solution: • Analysis (20%). • Teamwork - The student will provide insights into the team's effectiveness in facilitating the creative process (5%). • Communication - Student's communication skills in the presentation (5%).	Week 12, Term 2	30%	

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DPCO1140 Financial Management

Course Description

This course teaches fundamental concepts and skills related to how organisations account for and financially report their business activities, and how you can comprehend, interpret and analyse the financial information that they report. It also introduces contemporary extended reporting practices (such as integrated reporting) that provide further insight into an organisation's financial, social, and environmental impact. By the end of the course, students will develop sufficient financial literacy to read financial reports, interpret and analyse a company's financial position and performance, control cash and other business assets, identify links between financial reporting and capital markets, and recognise the sustainability and ethical issues in financial reporting.

Course Learning Outcomes
On successful completion of this course students will be able to:

CLO 1: Read and comprehend basic financial reporting concepts and terminology.

CLO 2: Complete basic accounting transaction analysis and recording.

CLO 3: Apply techniques and frameworks to evaluate a business's financial position and performance through interpretation and analysis of financial statements.

CLO 4: Control and manage business assets, including cash and working capital.

CLO 5: Explain connections between financial reporting, corporate performance and capital markets.

CLO 6: Read, Comprehend and Interpret the reporting of sustainability and other relevant ethical issues, in extended reporting.

No. timetabled hours per week	No. personal study hours per week	Total workload hours per week
5 hours (2 x 1.0hr lectures + 2 x 1.5 hrs tutorials) + 1 hr consultation	5 hours	10 hours

Topics included in the Course

Unit 1: Introduction to Financial Management

Unit 2: Measuring and Evaluating Financial Position and Financial Performance

Unit 3: Recording Business Transactions

Part One – Transaction Analysis & Double Entry

Unit 4: Recording Business Transactions

Part Two – Accrual Accounting Adjustments

Unit 5: Recording Business Transactions

Part Two – Accrual Accounting Adjustments

Unit 6: Auditing and Internal Control

Unit 7: Financial Statement Analysis

Income Statement and Balance Sheet

Unit 8: Cash Flow Management and Valuation

Unit 9: Free cash flow

Unit 10: Responsible Financial Management

Assessment Tasks

Type	When assessed	Weighting	Cross-reference to learning outcomes
1. Online Quizzes			
Quiz 1 (10%) 25 Multiple Choice Questions Units 1 - 4	Week 5, Term 1	20%	CLO1-5
Quiz 2 (10%) 25 Multiple Choice Questions Units 5-7	Week 11, Term 1		

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2. Case Study Unit 1-4 online case study/scenario analysis – text and numeric responses.	Week 6, Term 1	15%	CLO1-2	
3. Group Presentation Recorded group presentation on financial statement analysis, 5 minutes max.	Week 12, Term 1	15%	CLO3, CLO6	
4. Final Exam Multiple Choice and Short Answer Questions.	Exam period	50%	CLO2-6	

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DPCO1150 Global Business Environments

Course Description

DPCO1100 explored the fundamental decisions that managers need to make to keep the organisation running successfully and did so from the perspective of a structured environment. However, businesses do not operate in isolation: an organisation and the decisions their managers make exist in broader, often complex and dynamic environments.

DPCO1150 Global Business Environments now introduces the interplay of organisations with their environmental contexts to achieve both commercial and societal value. It prompts students to investigate global business environments with economic, legal, political, socio-technological, ethical and sustainability lenses to sense disruptions and opportunities. This includes an understanding of the UN's Sustainable Development Goals (SDGs) and Principles of Responsible Management Education (PRME) and UNSW's commitment to both.

Students will become familiar with the nature and role of business in society and understand the forces that drive their strategic interactions within the global business environment. The overarching purpose of "Business Environments" is to provide students with a 'big picture' understanding of business success.

Course Learning Outcomes
On successful completion of this course students will be able to:

CLO 1: Explain the complexity and diversity of an organisation's global business environment.

CLO 2: Evaluate how key features of the business environment are determined by individuals, organisations, and governments interacting within interrelated systems.

CLO 3: Identify, integrate and apply various lenses (e.g., economic, political, sociocultural, and sustainability) and their associated analytical models to the global business environment.

CLO 4: Articulate the key elements of the sustainability lens and their application to the business context.

CLO 5: Develop a comparative understanding of diverse value systems and normative goals using the analytical lenses from the course.

CLO 6: Cultivate a global mindset for analysing local processes and phenomena.

No. timetabled hours per week	No. personal study hours per week	Total workload hours per week
5 hours (2 x 1.0hr lectures + 2 x 1.5 hr tutorials) + 1 hr consultation	5 hours	10 hours

Topics included in the Course

Unit 1: Lenses, Sustainability and SDGs

Unit 2: Socio-Cultural Lens

Unit 3: Legal and Political Lens (1)

Unit 4: Legal and Political Lens (2)

Unit 5: Economic Lens (1)

Unit 6: Economic Lens (2)

Unit 7: Economic Lens (3)

Unit 8: Sustainability Lens (1)

Unit 9: Sustainability Lens (2)

Unit 10: Sustainability Lens (3) and Complexity through the Lenses: Bringing it Altogether

Assessment Tasks

Type	When assessed	Weighting	Cross-reference to learning outcomes
1. **Socio-cultural Lens** A reflective essay, 600 words.	Week 4, Term 2	15%	CLO1-2, CLO6
2. **Legal/Political Lens** Online quiz, 30 mins.	Week 6, Term 2	15%	CLO1-2, CLO6

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3. Economic Lens Online quiz, 30 mins.	Week 10, Term 2	15%	CLO1-2, CLO6
4. Sustainability Lens Reflective Essay, 600 words.	Week 12, Term 2	15%	CLO4, CLO6
5. All Lenses 5A – Group Assignment.	Week 12, Term 2	30%	CLO1-6
5B – Individual Visual Executive Summary, one-page A5.	Exam period	10%	

DPCO1170 Organisational Resources

Course Description

DPCO1170 Organisational Resources focuses on sourcing, developing, deploying and mobilising resources which is fundamental to creating value and achieving sustainable competitive advantage for organisations. In this course, students identify the different types of financial and non-financial resources of an organisation, and learn contemporary performance measures for different resource categories, before focusing on three key resources to maximise value for major stakeholders: People, technology, and capital. Students will become familiar with the nature and role of business in society and understand the forces that drive their strategic interactions within the global business environment.

Course Learning Outcomes
On successful completion of this course students will be able to:

CLO 1: Identify different types of organisational resources and evaluate how an organisation manage its resources.

CLO 2: Apply tools and techniques that allow an organisation to source, deploy and manage its financial resources.

CLO 3: Explain how technology is used to manage organisational resources.

CLO 4: Identify legal and organisational processes to lead people within changing organisations.

CLO 5: Explain the role of culture in managing organisational resources and its relevance in the global economy.

CLO 6: Analyse individual and team behavior at work and develop innovative approaches to motivating yourself and others.

No. timetabled hours per week	No. personal study hours per week	Total workload hours per week
5 hours (2 x 1.0hr lectures + 2 x 1.5 hrs tutorials) + 1 hr consultation	5 hours	10 hours

Topics included in the Course

Unit 1: Introduction to Organisational Resources

Unit 2: People Resources Part 1

Unit 3: People Resources Part 2

Unit 4: Technology Resources Part 1

Unit 5: Technology Resources Part 2

Unit 6: Capital Resources Part 1

Unit 7: Capital Resources Part 2

Unit 8: Accounting Part 1

Unit 9: Accounting Part 2

Unit 10: Combining organisational resources Exam Revision

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Assessment Tasks

Type	When assessed	Weighting	Cross-reference to learning outcomes
1. Tutorial Portfolio A selection of pre-tutorial and in-tutorial activities.	Weeks 2-12, Term 3	10%	CLO1-6
2. Interview Skills Presentations (5 mins each) and Interview Questions using the STAR system			
Part A People Resources	Week 5, Term 3	15%	CLO1, CLO3-6
Part B Technology Resources	Week 8, Term 3	15%	
3. Online Quiz	Week 10, Term 3	20%	CLO3-4
4. Final Exam Multiple Choice and Short Answer Questions.	Exam period	40%	CLO1-4

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DPCO1180 Value Creation

Course Description

Value Creation offers students an introduction to how an organisation creates value. The ultimate purpose of an organisation is to create value, whether it is financial or non-financial. This interdisciplinary course introduces students to the fundamentals of how an organisation identifies and taps into sources of value to meet organisational objectives. Starting from an understanding of what value is from different perspectives, students learn basic tools to understand when value is (and is not) created, and to measure value. Value Creation focuses on value created from digital strategy, customers, and capital for all stakeholders. By taking an active problem-based learning approach, students will be able to appreciate the difference between business value (in a financial sense), sustainable value and social responsibilities.

Course Learning Outcomes
On successful completion of this course students will be able to:

CLO1: Apply critical thinking and ethical decision-making, to define and measure value from different perspectives to know when value is (and is not) created.

CLO2: Compare basic strategies to create value for and from customers and be able to recognise that such value can be financial and non-financial.

CLO3: Explain how the key drivers of information systems can help the organisation digitally transform and sustain value creation.

CLO4: Collaborate effectively in a team to address business problems, incorporate different perspectives, produce quality work according to agreed plans, and provide constructive feedback.

CLO5: Evaluate cash flows over time and explain the costs and benefits of different types of capital to the organisation.

CLO6: Use responsible business practices in leveraging technology and digital transformation initiatives to create value across business opportunities.

No. timetabled hours per week	No. personal study hours per week	Total workload hours per week
5 hours (2 x 1.0hr lectures + 2 x 1.5 hrs tutorials) + 1hr consultation	5 hours	10 hours

Topics included in the Course

Unit 1: Understanding the Value Creation Process

Unit 2: Value from Market opportunities

Unit 3: Value from Technology

Unit 4: Time Value of Money

Unit 5: Time Value of Money and Bond Valuation

Unit 6: Equity Valuation Models

Unit 7: Value Capture: Pricing and Cost Volume Profit Analysis

Unit 8: Investment Decisions

Unit 9: Cost of Capital

Unit 10: Performance Management

Assessment Tasks

Type	When assessed	Weighting	Cross-reference to learning outcomes
1. **Tutorial Portfolio** 10 written tasks based on predetermined questions, approx. 1,000 words in total.	Week 2-12, Term 3	10%	CLO1-6

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2. 2 Online Quizzes			
Quiz 1 Multiple Choice (covers Weeks 1 & 2)	Week 4, Term 3	7.5%	CLO1-2, CLO4-5
Quiz 2 Multiple Choice (covers Weeks 4, 5 & 6)	Week 8, Term 3	7.5%	
3. Team Report Evaluate how an organisation creates and receives value in its normal business operations (application of Weeks 1-7), 2,500 words.	Week 11, Term 3	25%	CLO1-6
4. Final Exam A mix of multiple choice, practical, short answer and case study questions, 2 hours.	Exam Period	50%	CLO1-6

DPCO1190 Data, Insights and Decisions

Course Description

In Data, Insights and Decisions students learn the fundamental analytical and statistical tools an organisation uses to gain insights about customers, markets, competitors and itself. In this course, students apply statistics and data analysis skills to big data sets with a focus on applications, rather than methods. They will learn how to describe, collect/source and analyse business data from a variety of business domains such as finance, marketing, management, risk analysis etc. Effectively communicating data insights and recommendations to a non-technical audience, including data visualisation and simple dashboards, rounds off this highly applied and hands-on course.

Course Learning Outcomes
On successful completion of this course students will be able to:

CLO1: Explain how an organisation uses analytical and statistical tools to gain valuable insights.

CLO2: Apply statistics and data analysis skills to real data sets from a variety of organisations and domains to generate insights in order to make informed decisions. Recognize that such value can be financial and non-financial.

CLO3: Visualise and analyse data to support arguments that increase comprehension of information, insights and problem-solving.

CLO4: Effectively communicate data insights and recommendations to a range of stakeholders

CLO5: Evaluate ethical implications of organisational use of big data and analytics on stakeholders and society.

CLO6: Critically evaluate the suitability of data and data sources to identify and analyse business problems.

No. timetabled hours per week	No. personal study hours per week	Total workload hours per week
5 hours (2 x 1.0hr lectures + 2 x 1.5 hrs tutorials) + 1hr consultation	5 hours	10 hours

Topics included in the Course

Unit 1: Big Data, Analytics and Organisation

Unit 2: Big Data Management, Visualization

Unit 3: Predictive Analytics

Unit 4: Design and Experimentation and Business Analytics Methodology

Unit 5: Ethics in Big Data

Unit 6: Data Communication

Unit 7: Artificial Intelligence and the Future of Business Analytics

Assessment Tasks

Type	When assessed	Weighting	Cross-reference to learning outcomes
1. Tutorial Portfolio 10 written tasks based on predetermined questions, approx. 1,000 words in total.	Week 2-12, Term 3	10%	CLO1-3, CLO5-6
2. Individual Project Report Research and data visualisation, maximum 1,000 words.	Week 6, Term 3	30%	CLO1-6
3. Group Project Report Writing task based on the analysis of a big data set, maximum of 2,000 words.	Week 12, Term 3	30%	CLO1-3, CLO5
4. Final Exam Voice recorded PPT, maximum 4 PPT slides.	Exam Period	30%	CLO1-4, CLO6

DPCA1001-3 Communication and Academic Literacy (Cal) 1, 2 & 3

Course Description

This course is designed to equip learners with the academic literacy and communication skills they require to succeed in their tertiary studies. This course is characterised by a focus on tertiary orientation, academic literacy, critical thinking, and learner autonomy. The study of advanced functional language forms which promote textual coherence and cohesion at a tertiary level are embedded. The aim of this course is to assist the process of acculturation and promote broader engagement in campus life. It also aims to foster a deeper understanding of how word choice, sentence structure, and the organisation of ideas can affect clarity of expression and facilitate greater communicative and academic competence. Students learn to recognise and create texts based on logical organisational patterns and identify expressions commonly used in academic discourse to signal relationships between ideas. There is a strong emphasis on reflection and the learning process. Learners are encouraged to work collaboratively and to develop effective self-directed study skills. Course materials are based on topics and issues which reflect the variety of disciplines students will go on to pursue as part of their future courses of study. Authentic tertiary input and resources are used where appropriate to ensure that learning activities are relevant and meaningful. The themes selected as the context for the learning activities reflect broad topics which may be studied from a variety of disciplinary perspectives. The focus includes macro-language skills, discourse management and academic literacy skills. CAL encourages collaborative and independent work with both peers and teachers to better prepare students for the Australian university context. Learners are engaged in practical task-oriented activities and assessment tasks. They are encouraged to analyse ideas, evaluate claims, and search for answers to self-generated questions. A range of academic spoken and written text types are addressed throughout the course. Some of these texts include: academic readings, case studies, reports, critical reviews, reflections, summaries, annotated bibliographies, short-answer responses, tutorial discussions, presentations, simulations etc. The course, is organised in a series of skills-based modules and is delivered in a fully online or fully face-to-face mode, using blended learning approaches. The spread of hours across the CAL course is 48 to 144 hours dependent of English language proficiency. Student requiring greater English language support may take the course over three terms.

Course Learning Outcomes
On successful completion of this course students will be able to:

CLO1: Use & produce language required to operate successfully at an Australian university.

CLO2: Select, analyse and evaluate information, ideas, & academic sources.

CLO3: Clearly express ideas, organise information, & incorporate evidence.

CLO4: Produce written texts demonstrating recognised academic conventions.

CLO5: Engage in group discussions & deliver oral presentations.

CLO6: Communicate with peers & university staff in both academic & social domains.

CLO7: Demonstrate a reflective & self-directed approach to learning.

No. timetabled hours per week	No. personal study hours per week	Total workload hours per week
4-8 hours per week (Term 1)	Approx. 2 – 4 hours per week	6 – 12 hours per week
2 hours per week (Term 1, 2 or 3)	Approx. 1 – 2 hours per week	3 – 6 hours per week
2 hours per week (Term 1, 2, or 3)	Approx. 1 hours per week	3 – 6 hours per week

Topics included in the Course

Unit 1: Developing an academic style: Communicating at university + Being a critical reader.

Unit 2: Critical analysis and expressing ideas clearly: Writing for university + Presenting and supporting claims.

Unit 3: Incorporating different perspectives: Referring to academic sources + Synthesising information from multiple sources.

Unit 4: Negotiating and problem solving: Developing credible arguments.

Unit 5: Negotiating and problem solving: Analysing problems and evaluating responses.

Unit 6: Joining a discourse community: Investigating your field of study.

Unit 7: Joining a discourse community: Reporting on research findings.

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Assessment Tasks

Type	Cross-reference to learning outcome	48 Hours		144 Hours – Students who require extra English language support	
		When assessed	Weighting (% of total marks for unit)	When assessed	Weighting (% of total marks for unit)
Reflection Activities: Reflective video, writing and interview	CLO1-3, 5-7	Week 3, 12, Term 1	20%	Week 3, Term 1 Week 12, Term 2 Week 12, Term 3	10%
Quizzes Quiz 1: Listening Skills Quiz 2: Reading & Writing Quiz 3: Academic Language Quiz 4: Academic Language	CLO1, 3, 6-7	Week 3-12, Term 1	20%	Week 4, Term 1 Week 6, Term 1 Week 7, Term 1 Week 3, Term 2	10%
Seminars Part 1. Critical Reading Seminar Part 2. Group Seminar Presentation	CLO1-7	N/A	0%	Week 8, Term 1 Week 12, Term 1	20%
Case Study Students identify the core issues and pose justifiable solutions to the problem	CLO1-4, 6-7	Week 2, Term 1	20%	Week 6, Term 2	10%
Emergency Summit Students assume the role of a real-world stakeholder in an 'Emergency Summit' and prepare a well-reasoned response to a given 'wicked problem'.	CLO1-7	Week 6, Term 1	20%	Week 11, Term 2	10%

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Assessment Tasks

Individual Poster Presentation/Report	CLO1, 7	Week 3, Term 1	20%	Week 6, Term 3 Week 11, Term 3	20%
Integrated Skills Test Reading, Listening & Writing	CLO1-4	N/A	0%	Exam Week, Term 3	20%

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