

## Welcome to the Diploma of Business (LDBB)

The Diploma of Business introduces a selection of business disciplines. You will build knowledge and skills applicable within a broad range of careers in the business sector, that will prepare you to respond to the dynamic and challenging business environment with agility.

La Trobe College Australia has three trimesters each year commencing in March, June and October. Each trimester has a duration of twelve (12) weeks, followed by an exam period.

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**Please Note:**

This document provides general information only and may be **subject to change** at any time without notice.

# Diploma of Business (LDBB)

## Course Structure & Rules:

Students must pass **8 subjects** of the Diploma before receiving an offer into second year of the degree. All eight (8) subjects must be passed in a **maximum** of three (3) trimesters. La Trobe University will not automatically accept students who have taken 4+ trimesters to complete the Diploma.

Each subject in the diploma equals 15 credit points (cp). To complete the Diploma, you must have 120 credit points. In accordance with the enrolment policy, a student can do no more than 60 cp per trimester, that is, no more than four (4) subjects per trimester.

## Course Duration

Students may study over two trimesters (8 months), or three trimesters (12 months). All subjects are offered across trimesters 1, 2 and 3.

## Bachelor Course Pathway Options

Upon completion of the Diploma, you will progress to second year of Bachelor Studies at La Trobe University. Course options to select from include:

Bachelor of Business Analytics

Bachelor of Accounting

Bachelor of Business

Bachelor of Commerce

*Detailed study plans on following pages assist with subject selection, based on the Bachelor course you would like to progress to.*

*These pathways and following study plans may be subject to change at any time without notice.*

## Study Plans according to Bachelor Course.

Study Plan for Students progressing to <b>Bachelor of Business Analytics</b>			
Up to 8 Credits Electives may be chosen according to preferred area of interest Compulsory module LTM1AIM – Academic Integrity Module <b>Subjects to enrol in:</b>			
BBUS1SBY (Core) Sustainability	BMGT1OBE (Core) Organisational Behaviour	BBUS1001 (Core) Data Analytics Concepts	BBUS1IEI (Core) Economic Issues & Public Policy
TCSE1PE (Core) Programming Environment	Elective	Elective	Elective

Study Plan for Students progressing to <b>Bachelor of Accounting</b>			
Up to 8 Credits Electives may be chosen according to preferred area of interest Compulsory module LTM1AIM – Academic Integrity Module <b>Subjects to enrol in:</b>			
BBUS1SBY (Core) Sustainability	BMGT1OBE (Core) Organisational Behaviour	BBUS1001 (Core) Data Analytics Concepts	BBUS1IEI (Core) Economic Issues & Public Policy
BACC1AMD (Core) Fundamentals of Accounting	BFIN1FOF (Core) Fundamentals of Finance	BLST2001 (Core) Introduction to Business & Company Law	Elective

Study Plan for Students progressing to <b>Bachelor of Business</b>			
Up to 8 Credits Electives may be chosen according to preferred area of interest Compulsory module LTM1AIM – Academic Integrity Module <b>Subjects to enrol in:</b>			
BBUS1SBY (Core) Sustainability	BMGT1OBE (Core) Organisational Behaviour	BBUS1001 (Core) Data Analytics Concepts	BBUS1IEI (Core) Economic Issues & Public Policy
Elective	Elective	Elective	Elective

Study Plan for Students progressing to <b>Bachelor of Commerce</b>			
* WAM 70% Up to 8 Credits Electives may be chosen according to preferred area of interest Compulsory module LTM1AIM – Academic Integrity Module <b>Subjects to enrol in:</b>			
BBUS1SBY (Core) Sustainability	BBUS1001 (Core) Data Analytics Concepts	BBUS1IEI (Core) Economic Issues & Public Policy	BLST2001 (Core) Introduction to Business & Company Law
BFIN1FOF (Core) Fundamentals of Finance	Elective	Elective	Elective

\* WAM = Weighted average mark. That is, the average mark achieved across all completed subjects in a course, including any failed and repeated units. Bachelor courses have a WAM requirement for entry into course.

### Overview of Subjects:

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## BBUS1001 Data Analytics Concepts

Any modern business today will utilise some form of spreadsheet tool to review, manipulate and visualise data (in the form of charts for reporting). A spreadsheet tool also enables one to undertake advanced tasks on business data, such as performing scenario analyses and undertaking complex data analytics, for example creating a forecasting model. In this subject, you will learn how to use two technological tools to undertake data analysis. The first tool is Structure Query Language (SQL), which we will use to pull relevant data into Excel and facilitate further analysis. Next, various advanced Excel analyses including pivot tables, statistical analysis, and creation of basic forecasting models will be covered. Upon successful completion of this subject, you will be proficient in basic data analysis using Excel and SQL, setting you up to become an analytical and data driven problem solver. With these skills, you will also be ready to identify insights allowing you to disrupt typical business operations systematically and with a higher chance of success.

### Class requirements

Timetabled hours per week (**4 hours**)

- One 2-hour lecture per week
- One 2-hour tutorial per week

### Assessments

Assessment Type	Weighting	Learning Outcomes
Test 1- Online Quiz (Early Assessment)	5%	2
Assignment 1 - Effective Data Visualisation using Excel	25%	2,3,4
Assignment 2- Create a data-driven solution to a business problem	20%	2,3,4,5
Final Examination	50%	1-5

## BBUS1IEI Economic Issues & Public Policy

Economics is the study of human behaviour and in particular the choices that individuals, businesses, and governments make to deal with scarcity and the incentives that guide those choices. In Investigating Economic Issues, you will learn how the forces of demand and supply coordinate the behaviour of individuals and businesses in the market and how government policy affects those market outcomes. You will study the decisions that businesses make in determining how much to produce and at what cost. Further you will investigate how the market structure affects firms' choices. At the macro level, you will explain how to measure economic activity, including levels of inflation and unemployment, and you will examine some of the factors that influence these variables and the impact they have on business.

### Class requirements

Timetabled hours per week (4 hours)

- One 2-hour lecture per week
- One 2-hour tutorial per week

### Assessments

Assessment Type	Weighting	Learning Outcomes
In class exercises	20%	1-5
Mid semester test	10%	1,2,4
Assignment	20%	1-5
Final Examination	50%	1-5

## BMKT1MSD Fundamentals of Marketing

An introductory subject to marketing principles and practice as applied to mainly fast-moving consumer goods. A key focus of this subject will be development of communication and presentation skills that are integral to the marketing profession and success in business. Through the integration of these skills within the subject, you will develop transferable skills that will be used throughout your business career to engage with a range of stakeholders. Topics will cover the marketing concept, the marketing environment, buying behaviour in consumer and organisational markets, customer segmentation, targeting and positioning, developing the marketing mix, and the implementation and control of marketing programs. This subject provides a sound foundation for future marketing subjects, advanced skill-development, and your career.

### Class requirements

Timetabled hours per week (4 hours)

- One 2-hour lecture per week
- One 2-hour tutorial per week

### Assessments

Assessment Type	Weighting	Learning Outcomes
Individual Test X 10	20% (10 x 2%)	1-5
Individual Assignment	40%	1-5
Group Assignment	40%	1-5

## BBUS1SBY Sustainability

This subject introduces you to the concept of sustainability, and a systems approach to understanding the complex interactions between the environmental, economic, and social dimensions of sustainability. The subject attracts students from a range of fields, bringing a multidisciplinary team perspective to the researching, analysis, and problem-solving aspects of creating positive change for sustainability. In teams, you are required to critique, design, and present an action plan aimed at resolving a sustainability issue that impacts current and future generations. This subject provides you with the opportunity to enhance, demonstrate and document work-ready skills appropriate to your chosen career path.

### Class requirements

Timetabled hours per week (4 hours)

- One 2-hour lecture per week
- One 2-hour tutorial per week

### Assessments

Assessment Type	Weighting	Learning Outcomes
Group Assignment	30%	1-3
Individual Assessment (1500 words)	40%	1-3
Online & In Class Activities	30%	1-2

## BMGT1OBE Organisational Behaviour

Organisational Behaviour will introduce individual characteristics, interpersonal relationships, and group processes, as they relate to individual behaviour and outcomes in organisations.

Organisational behaviour theory and concepts will be applied to current organisational problems relating to motivation, decision-making, teamwork, leadership, and diversity. In the workshops students will develop the capabilities to work effectively in teams and lead teams to achieve their goals.

### Class requirements

Timetabled hours per week (4 hours)

- One 2-hour lecture per week
- One 2-hour tutorial per week

### Assessments

<b>Assessment Type</b>	<b>Weighting</b>	<b>Learning Outcomes</b>
In Class Quizzes (10)	20%	1-5
Individual Assignment	20%	1-5
Group Assignment	20%	1-5
Final Examination	40%	1-5

## BMGT1IB Introduction to International Business

This is an introductory unit in international business, designed to provide students both with the foundations necessary to commence and to continue their degree in international business and with a comprehensive understanding of the issues facing firms in international markets. The unit broadly covers all facets of international business and is divided into five main themes: 1) globalisation, 2) country differences, 3) the global trade and investment environment, 4) the strategy and structure of international business, and 5) business operations. Students will develop cultural awareness, fluency and competence, develop the capacity to evaluate the global environment, and to analyse the issues in global operation with theories of international business.

### Class requirements

Timetabled hours per week (4 hours)

- One 2-hour lecture per week
- One 2-hour tutorial per week

### Assessments

<b>Assessment Type</b>	<b>Weighting</b>	<b>Learning Outcomes</b>
Weekly Tutorial Tasks & Online Quizzes.	30%	1-8
Assignment	30%	2-8
Final Examination	40%	1,2,4,5,6

## BFIN1FOF Fundamentals of Finance

The aim of the subject is both to provide background information and understanding of the concepts and importance of finance to all students, as well as to suitably prepare students for future subjects comprising a major stream or degree program in finance. The content of the subject will cover the nature of the financial environment and the types of financial decision-making required from both a business and individual perspective. The subject further develops the concept of the time value of money, methods of valuing various financial assets such as shares and bonds, methods of project evaluation and the determination of a firm's cost of capital. The subject also focuses on the trade-off between risk and return in relation to financial assets to provide an understanding of modern portfolio theory. The subject also introduces students to the theoretical concepts and empirical testing of capital market efficiency, and to the concepts and terminology associated with options.

### Class requirements

Timetabled hours per week (4 hours)

- One 2-hour lecture per week
- One 2-hour tutorial per week

### Assessments

<b>Assessment Type</b>	<b>Weighting</b>	<b>Learning Outcomes</b>
Online quizzes	10%	1-5
Seminar quizzes	10%	1-5
Assignment	30%	3,4,5
Final examination	50%	1-5

## BACC1AMD Fundamentals of Accounting

This subject provides you with an understanding of accounting process and application in the business environment. The subject covers the conceptual framework underlying accounting practices and the application of accounting information systems in the process of recording and reporting business transactions. After studying this subject, you will be enabled to use accounting information to make business decisions and judgments incorporating both technical knowledge and ethical principles.

### Class requirements

Timetabled hours per week (4 hours)

- One 2-hour lecture per week
- One 2-hour tutorial per week

### Assessments

Assessment Type	Weighting	Learning Outcomes
Online Quizzes (4)	10%	1-3
Assignment One - Individual	15%	1,2,4
Assignment Two - Group	15%	1-4
Final Exam	60%	1,2,3

## BTHS1THE Introduction to Tourism, Hospitality and Events

This subject introduces you to concepts, theories and terminology involved in an academic study of tourism, hospitality and events. It provides you with a comprehensive overview of the tourism and hospitality industry in Australia. It provides you with an awareness of the breadth of the industry and of the interests and activities it encompasses. You will examine various components of the industry, with a particular focus on the nature of its organisation and the sort of data and information it generates. This subject provides a foundation for you to make informed choices about future subjects and potential career options

### Class requirements

Timetabled hours per week (4 hours)

- One 2-hour lecture per week
- One 2-hour tutorial per week

### Assessments

Assessment Type	Weighting	Learning Outcomes
Report (1,000 words) (individual)	25%	2, 3 & 4
Online Quizzes (individual) x2	20% (10% x 2)	2 & 4
PowerPoint Package (500 words) (individual)	10%	2 & 5
Tutorial Participation	5%	2, 5
Online Test	40%	1, 2

## BLST2001 Introduction to Business & Company Law

This subject explores the core principles of contract law, consumer protection and the law of negligence, and examines business structures including the law relating to the incorporation of companies. This subject also introduces students to ethical standards that apply to business activities, such as contractual relationships and special legal protections against unethical business practices and examines the practical operation of the law in the business environment. This subject adopts a skills-based learning approach through teaching the basic techniques of problem solving and promoting an understanding of the dynamic nature of the law in business and corporations. These skills prepare students for more advanced law subjects as well as their professional careers.

### Class requirements

Timetabled hours per week (4 hours)

- One 2-hour lecture per week
- One 2-hour tutorial per week

### Assessments

Assessment Type	Weighting	Learning Outcomes
Quizzes (x 4)	20%	1,2,3,4
Assignment - individual writing task	10%	3
Assignment	20%	2,3,4
Final Exam	50%	1,2,3,4

## TCSE1PE Programming Environment

In this subject, students learn and apply fundamental programming concepts. Students analyse, design, construct and document solutions to simple programming problems. Java programs are developed using command line interface tools and Unix operating system.

### Class requirements

Timetabled hours per week (5 hours)

- Lecture - 1 hour per week
- Lab/Workshop time – four hours per week

### Assessments

Assessment Type	Weighting	Learning Outcomes
Quizzes	5%	5, 8
Progress Test	10%	1, 2, 4
Assignment	5%	1 to 8
Programming Test	10%	3, 7
Final Examination	70%	1 to 8