

## Welcome to the Diploma of Business (LDBB)

La Trobe College Australia has three trimesters each year beginning 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.

## Choosing Subjects:

### Core Subjects - You must complete all\* of these subjects:

- 0 LTM1AIM Academic Integrity Module
- 1 BMGT1OBE Working with Others
- 2 BBUS1DAS Dollars & Sense
- 3 BBUS1IEI Investigating Economic Issues
- 4 BBUS1ABD Analysing Business Data
- 5 BBUS1SBY Sustainability
- 6 BMKT1MSD Marketing: Stand & Deliver

### Electives – You must choose two (2) of these subjects


- 1 BACC1AMD Accounting for Management Decision Making
- 2 BFIN1FOF Fundamentals of Finance
- 3 BTHS1THE Introduction to Tourism, Hospitality and Events
- 4 BMGT1IB Introduction to International Business
- 5 BLST2BSL Business Law & Ethics \*\*\*Requires a WAM of 60%

## Course Duration

Students may study over two trimesters (8 months), or three trimesters (12 months).


**All subjects are offered across trimesters 1, 2 & 3.**

### Study over Two (2) Trimesters (8 Months)



<b>Trimester One</b>	Study 4 subjects
<b>Trimester Two</b>	Study 4 subjects

### Study over Three (3) Trimesters (12 Months)



<b>Trimester One</b>	Study 3 subjects
<b>Trimester Two</b>	Study 3 subjects
<b>Trimester Three</b>	Study 2 subjects

## Bachelor Course Pathway Options

Course	Major options
Bachelor of Accounting	<ul style="list-style-type: none"> <li>• Agribusiness</li> <li>• Business analytics</li> <li>• Digital business</li> <li>• Economics</li> <li>• Enterprise</li> <li>• Event Management</li> <li>• Finance</li> <li>• HRM</li> <li>• International Business</li> <li>• Management</li> <li>• Marketing</li> <li>• Sport Management</li> <li>• Tourism and Hospitality</li> </ul>
Bachelor of Commerce  70% WAM (Weighted Average Mark)	<ul style="list-style-type: none"> <li>• Financial management</li> <li>• Economics</li> <li>• Accounting</li> <li>• Marketing</li> <li>• Management</li> <li>• Business Analytics</li> </ul>

## Bachelor Course Pathway Options continued

Course	Major options
Bachelor of Business Analytics	<ul style="list-style-type: none"> <li>• Agribusiness</li> <li>• Business analytics</li> <li>• Digital business</li> <li>• Economics</li> <li>• Enterprise</li> <li>• Event Management</li> <li>• Finance</li> <li>• HRM</li> <li>• International Business</li> <li>• Management</li> <li>• Marketing</li> <li>• Sport Management</li> <li>• Tourism and Hospitality.</li> <li>• Accounting (Minor in the BBus)</li> </ul>
Bachelor of Business	<ul style="list-style-type: none"> <li>• Agribusiness</li> <li>• Business analytics</li> <li>• Digital business</li> <li>• Economics</li> <li>• Enterprise</li> <li>• Event Management</li> <li>• Finance</li> <li>• HRM</li> <li>• International Business</li> <li>• Management</li> <li>• Marketing</li> <li>• Sport Management</li> <li>• Tourism and Hospitality.</li> <li>• Accounting (Minor in the BBus)</li> </ul>

## Overview of Subjects:

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## BBUS1ABD Analysing Business Data

In a world where organizations are confronted with a vast amount of information, there will be an ever-increasing demand for graduates who are able to demonstrate that they can make effective use of data. This subject will help students to become more competent organizers of data and users of information and to develop their understanding of decision making processes.

The subject will assist students to attain an introductory level of statistical literacy by helping them to apply statistical concepts to critical business problems and major social issues as well as competency in the use of Excel in a Statistical environment.

### Class requirements

Timetabled hours per week (4 hours)

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

### Assessments

Assessment Type	When	Weighting	Learning Outcomes Assessed
Test (Early Assessment)- Online	Week 3	5%	1,3,4
10 weekly online quizzes	Weeks 1 to 10	10% (1% each)	1, 2,4 & 5
Class/Zoom participation	Weeks 1 to 10	5%	All (1-5)
Research Project/Assignment	Weeks 5 to 10	20%	All (1-5)
TEST Quiz (online)	Week 11	10%	1, 4 & 5
Final Examination	Exam week	50%	1-5

## BBUS11EI Investigating Economic Issues

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	When	Weighting
In class exercises	Multiple dates x 8 in class exercises	20%
Mid semester test	Week 7	10%
Assignment	Week 10	20%
Final Examination	Weeks 13-14	50%

## BMKT1MSD Marketing: Stand & Deliver

Marketing: Stand and Deliver is 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	When	Weighting
Individual Test X 10	Week 1 - 10	20% (10 x 2%)
Assignment 2 (Individual)	Week 7	40%
Assignment 3	Weeks: 11/12	30% Report 10% Presentation



## 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	When	Weighting
Best 3 of 4 Online quizzes and in-class assessment tasks	Week 3,5,8,10	20%
Individual Case study Analysis	Week 6	40%
Final Examination	Weeks 13-14	40%

## BMGT1OBE Working with Others.

Teams are the core of any successful business venture. Advancements in technology which has made the world a much smaller place facilitating cross country collaborations on various projects ,where teams from multiple countries work together remotely to achieve the desired goals by collectively solving complex problems which require innovative solutions.

In this subject, you will learn how to form teams, set effective goals, develop interpersonal skills, focus on advanced communication techniques and attain the necessary skills needed for leading your teams towards organisational success, you will apply and evaluate the organisational behavioural theory to businesses plagued with issues like motivation, group decision -making, teamwork, and cultural diversity.

Acquiring these skills will make you a more effective employee/manager

## Class requirements

Timetabled hours per week (4 hours)

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

## Assessments

Assessment Type	When	Weighting
In Class Quizzes (10)	Week 2 - Week 11	20%
Individual Assignment	Week 67	20%
Group Assignment	Week 11	20%
Final Examination	Weeks 13-14	40%

## 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

Assessment Type	When	Weighting
Weekly Tutorial Tasks & Online Quizzes.	Weeks 1 to 12	30%
Assignment	Week 10	20%
Final Examination	Weeks 13-14	50%

## 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

Assessment Type	When	Weighting
Online quizzes	Weekly (beginning week 2)	10%
Seminar quizzes	Weekly (beginning week 2)	10%
Individual assignment	Due in week 9	20%
Mid trimester Test	Will be held in week 7	10%
Final examination	Weeks 13-14	50%

## BACC1AMD Accounting for Management Decisions

This subject aims to provide students with a broad introduction to the study of accounting and the role of accounting information in organisational decision-making and accountability. It provides students with an understanding of accounting concepts and processes that are fundamental to the preparation and use of standard accounting information. It also develops student awareness of ethical, professional, organisational, and social contexts within which accounting is practised. *Accounting for Management Decisions* is a pre-requisite to further study in accounting.

### Class requirements

Timetabled hours per week (4 hours)

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

### Assessments

Assessment Type	When	Weighting
Quizzes (In-class Multiple Choice)	Weeks 3, 5, 9, 10, 12	15%
Assignment (Individual)	Part 1 – Week 6 (7%) Part 2 – Week 10 (8%)	15%
Tests (In-class)	Test 1 Week 8 (5%) Test 2 Week 11 (5%)	10%
Final Alternative Assessment/Exam	Weeks 13-14	60%

# BTHS1ITHE Introduction to Tourism, Hospitality and Event Management

This subject introduces students to the concepts; theories and terminology involved in understanding the structure and development between the Tourism, Hospitality and Events Industries. You will learn about how the external environment, tourist motivations and the pull factors of destinations provide opportunities and challenges for the industry. You will understand the importance of being able to meet the needs and wants of your customers and remain competitive when working in the industry, starting a new business or running an event.

Real life examples combined with practical activities and assessments are integrated into the subject to achieve the learning outcomes and help you maximise your understanding of each topic.

## Class requirements

Timetabled hours per week (4 hours)

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

## Assessments

Assessment Type	When	Weighting
Individual Essay (1,000 words)	Week 9 (via Moodle)	25%
Online Learning Activities (Quizzes)	Week 2 - 11 (via Moodle)	20%
Group Exhibition Presentation (15 Minutes) in groups of 3-4)	Week 5 (in tutorial)	10%
Weekly Participation	All Trimester	5%
Final Examination	Weeks 13-14	40%

## BLST2BSL Introduction to Business Law & Ethics

In this subject, students are introduced to some of the core principles of contract and consumer protection law, the law of negligence, agency law, and the various legal structures, recognised by law for carrying on business. In addition, students are exposed to ethical standards that apply to business throughout its lifetime, from starting a business to contractual relationships that are formed throughout. The subject also adopts a skills-based learning approach. It does this through teaching the basic techniques of problem-solving and promoting an understanding of the dynamic nature of the law. 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	When	Weighting
Class test	Week 7	20%
Assignment	Week 6	20%
Final examination	Weeks 13-14	60%