LA TROBE
College Australia

Diploma of Business (LDBB)

Course Outline

Version: 202603

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DIPLOMA OF BUSINESS (LDBB)

1. Summary Information

Program Title	Diploma of Business (LDBB)
Home campus:	Bundoora
Award “ownership”	La Trobe College Australia
Year and trimester of introduction	Trimester 1, 2019
Total Credit Points	120 Credit points
Mode of Delivery	Face to Face on Campus
Intake Trimesters	Trimester 1, 2 and 3
Duration	28 weeks (Full time) or equivalent
Articulation options	La Trobe University Bachelor of Business (guaranteed entry) Bachelor of Accounting (guaranteed entry) Bachelor of Commerce (WAM of 70 required) Bachelor of Global Studies (guaranteed entry)

2. Course Overview

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

All subjects are delivered with the assumption students have access to a laptop for coursework and participation. Please ensure you have access to a suitable device for the duration of the course.

3. Course Learning Outcomes

1. Demonstrate foundation level knowledge and skills in one or more areas of business;
2. Apply problem-solving capabilities to analyse and evaluate potential solutions for business and social challenges;
3. Employ appropriate digital technologies to gather, process and share information related to business and social issues;
4. Communicate effectively and professionally sustainable solutions to a diverse group of stakeholders;
5. Demonstrate an ability to work effectively in diverse teams, respecting the needs, values, and abilities of others.

4. Level of Award

This is a Higher Education, Australian Qualifications Framework Level AQF 5.

5. Program Duration

The program can be completed in two or three trimesters.

6. Entry requirements

(a) Academic Entry Requirements:

- Completion of Year 12 with satisfactory ATAR score or completion of Foundation Studies program.

(b) Minimum age requirement:

- 17 years

(c) English language requirement:

- IELTS Academic overall score of 5.5 (no band less than 5.5)*

(d) Pre-requisite / assumed knowledge:

- Units 3 and 4: satisfactory completion of any English.

*Students with an IELTS score under 6 are required to complete an additional English Language Development Module as part of their Diploma studies.

7. Program approval

La Trobe College Australia Academic Board and TEQSA.

8. Program Structure

Trimester	Unit Code	Name of Unit	Core / Elective	Credit points
1	LTM1AIM	Academic Integrity Module	Required	0
1	LDM100	Language Development Module	Required*	0
1	BBUS1001	Data Analytics Concepts	Core	15
1	BBUS1IEI	Economic Issues & Public Policy	Core	15
1	BMGT1OBE	Organisational Behaviour	Core	15
1	BBUS1SBY	Sustainability	Core	15
2 or 3	BMKT1MSD	Fundamentals of Marketing	Elective	15
2 or 3	BACC1AMD	Fundamentals of Accounting	Elective	15
2 or 3	BFIN1FOF	Fundamentals of Finance	Elective	15
2 or 3	BTHS1THE	Introduction to Tourism, Hospitality & Events	Elective	15
2 or 3	BMGT1IB	Introduction to International Business	Elective	15
2 or 3	BLST2001	Introduction to Business & Company Law	Elective	15
2 or 3	TCSE1PEXS	Programming Environment	Elective	15
2 or 3	BBUS1DIB	Disruption in Business	Elective	15

* LDM100 Language Development Module is compulsory for International Students ONLY with an IELTS score under 6. (See page 19 for exemptions). It consists of a mandatory 2 hour on campus class per week for the duration of the trimester.

**The above list of Core and Elective subjects will vary, depending on preferred Bachelor course and/or Major.

a) Study Plans according to Bachelor Course:

Study Plan for Students progressing to **Bachelor of Accounting**			
Up to 8 Credits - Electives may be chosen according to preferred area of interest. LTM1AIM – Academic Integrity Module: Compulsory module for all students. LDM100 – Language Development Module: International Students only, where applicable.			
Subjects to enrol in:			
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 **Bachelor of Business**			
Up to 8 Credits - Electives may be chosen according to preferred area of interest. LTM1AIM – Academic Integrity Module: Compulsory module for all students. LDM100 – Language Development Module: International Students only, where applicable.			
Subjects to enrol in:			
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 **Bachelor of Commerce** * WAM 70%			
Up to 8 Credits - Electives may be chosen according to preferred area of interest. LTM1AIM – Academic Integrity Module: Compulsory module for all students. LDM100 – Language Development Module: International Students only, where applicable.			
Subjects to enrol in:			
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

Study Plan for Students progressing to **Bachelor of Global Studies**			
Up to 6 Credits - Electives may be chosen according to preferred area of interest. LTM1AIM – Academic Integrity Module: Compulsory module for all students. LDM100 – Language Development Module: International Students only, where applicable.			
Subjects to enrol in:			
BBUS1SBY (Core) Sustainability	BMGT1OBE (Core) Organisational Behaviour	BBUS1001 (Core) Data Analytics Concepts	BBUS1IEI (Core) Economic Issues & Public Policy
Elective	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*

b) Overview of Subjects:

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.

Subject Learning Outcomes

1. Use SQL proficiently to retrieve data from a database;
2. Apply common statistical functions and hypothesis testing techniques to business data;
3. Solve forecasting problems through the model building using a spreadsheet tool;
4. Explain data trends using appropriate data visualisations created from a spreadsheet tool;
5. Use a spreadsheet tool to solve complex business problems using data analytics.

Class requirements

Timetabled hours per week (4 hours)

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

Assessments

Assessment Piece	Weighting	Week Due	Subject Learning Outcome(s)	Course Learning Outcome(s)
Weekly Exercises	4%	1-10	1-5	1-5
Test 1	4%	3	2	1-4
Assignment 1	22%	5	2,3,4	1-4
Assignment 2	20%	9	2,3,4,5	1-4
Exam	50%	Exam period	1-5	1-4

BBUS1IEI Economic Issues & Public Policy

In this subject you will undertake research into current economic issues and apply economic concepts and frameworks to critically analyse problems and suggest appropriate public policy responses to them. You will learn how the forces of demand and supply coordinate the behaviour of individuals and businesses in the market and how government policy settings affect those market outcomes. You will study the decisions that businesses make in determining how much to produce and at what cost and analyse how the market structures and public policy settings affects firms' choices. From an economy-wide perspective, you will investigate how to measure economic activity, inflation and unemployment, and you will examine the factors that influence these variables and the impacts on individuals, businesses and governments.
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Subject Learning Outcomes

1. Represent and explain fundamental economics concepts using text, diagrams, equations and other media;
2. Explain how prices are determined and predict the effects of changes in market conditions on prices and quantities of goods and services;
3. Distinguish between market structures and their impacts;
4. Describe macroeconomic concepts and the measurement of key economic indicators;
5. Critically analyse in writing the potential impact on business of external impacts such as government policy, using a range of scholarly and news media sources.

Class requirements

Timetabled hours per week (4 hours)

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

Assessments

Assessment Piece	Weighting	Week Due	Subject Learning Outcome(s)	Course Learning Outcome(s)
Quiz	5%	2	1,2,3,4	1,2,4
In class exercises	35%	3,5,6,8,10, 12	1-5	1,2,4,5
Research Assignment	5% 25%	7 9	1, 4, 5	1,2,4
Market Report	30%	12	1-5	1,2,4

BMKT1MSD Fundamentals of Marketing

Fundamentals of Marketing 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 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.

Subject Learning Outcomes

1. Apply the philosophy of marketing into basic business decisions;
2. Appreciate the major theoretical principles upon which the practice of marketing is based;
3. Apply these key marketing principles in analysing a range of marketing problems;
4. Identify marketing management tasks and understand how marketing fits into the organisational environment;
5. Demonstrate capability in written and oral communication and analytical skills in a marketing context.

Class requirements

Timetabled hours per week (4 hours)

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

Assessments

Assessment Piece	Weighting	Week Due	Subject Learning Outcome(s)	Course Learning Outcome(s)
Online Test X 10	20%	1-5, 7-8, 10-12	1-5	1,2,4
Assignment 2:	40%	5,6, & 7	1-5	1-4
Assignment 3:	40%	9-12	1-5	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 critically evaluate the stakeholder management and sustainability efforts of large business corporations across the world. This subject provides you with the opportunity to enhance, demonstrate and document work-ready skills appropriate to your chosen career path.

Subject Learning Outcomes

1. Identify the interplay between the social, environmental and economic pillars of sustainability, and the implications for ethically complex decision-making;
2. Evaluate innovative, systems-based solutions through the application of disciplinary knowledge and skills to researching, analysing and resolving sustainability challenges;
3. Apply the theory and frameworks developed in the subject to analyse and appraise a specific sustainability-related issue;
4. Demonstrate an ability to engage effectively in diverse teams to complete complex team tasks or structured projects in culturally diverse educational settings.

Class requirements

Timetabled hours per week (4 hours)

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

Assessments

Assessment Piece	Weighting	Week Due	Subject Learning Outcome(s)	Course Learning Outcome(s)
Infographic Assignment	20%	2-4	1,2	1,2,4,5
Individual Assignment	40%	5-7	1-3	1,2,4
Group Assignment	40%	9-12	1-4	1,2,5

BMGT1OBE Organisational Behaviour

Organisational Behaviour will provide an introduction to 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, students will develop the capabilities to work effectively in teams and lead teams to achieve their goals.

Subject Learning Outcomes

1. Review your own interpersonal skills and self-diagnose strategies where improvement is desired;
2. Demonstrate an ability to engage effectively in teams to complete complex team tasks or structured projects;
3. Explain the forces that affect behaviour in organisations with reference to the theory of organisational behaviour;
4. Analyse and resolve contemporary organisational challenges through the application of the theory of organisational behaviour.

Class requirements

Timetabled hours per week (4 hours)

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

Assessments

Assessment Piece	Weighting	Week Due	Subject Learning Outcome(s)	Course Learning Outcome(s)
In class Quizzes (10)	20%	2-11	1,2,4	1,2,4,5
Individual Assignment 1	20%	5	1,3	1,2,4
Group Assignment	20%	9	2,3,4,	1,2,4,5
Individual Assignment 2	40%	12	3,4	1,2,4

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.

Subject Learning Outcomes

1. Display a working knowledge of the concepts and terminology commonly used in the international business discipline;
2. Appreciate the cultural, political and legal factors that influence international business;
3. Display an understanding of the influence, structure and strategies of international organisations;
4. Demonstrate the ability to identify and critically analyse and synthesise issues of global concern;
5. Develop written and oral communication skills;
6. Exhibit the ability to apply theoretical concepts to real life situations;
7. Demonstrate the ability to work in diverse teams.

Class requirements

Timetabled hours per week (4 hours)

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

Assessments

Assessment Piece	Weighting	Week Due	Subject Learning Outcome(s)	Course Learning Outcome(s)
Tutorial Tasks & Quizzes	30%	1-12	1-7	1,2,4,5
Individual assignment	40%	5 & 8	1-6	1,2,4,5
Group assignment	30%	12	1-7	1,2,4

BFIN1FOF Fundamentals of Finance

Fundamentals of Finance provides foundation concepts in finance. Learners will examine the nature of the financial environment, and the types of financial decision-making required to succeed, both from a business and an individual perspective. Students will develop an understanding of the concept of the time value of money, methods of valuing various financial assets such as shares and bonds, and methods of project evaluation. You will consider the trade-off between risk and return in relation to investment assets, and its importance in understanding portfolio theory, and the cost of capital for a business. .

Subject Learning Outcomes

1. Apply the concept of the time value of money to the valuation of annuities, perpetuities, bonds and equity securities;
2. Compare the sources of finance available to a business and estimate the cost of capital, cash flows and financial viability of different investment projects;
3. Apply statistical techniques, the capital asset pricing model and modern portfolio theory to analyse and compare the risk return characteristics of investment portfolios;
4. Describe the current financial environment and define a study plan and potential career path.

Class requirements

Timetabled hours per week (4 hours)

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

Assessments

Assessment Piece	Weighting	Week Due	Subject Learning Outcome(s)	Course Learning Outcome(s)
Online Quizzes	25%	Weekly 1-12	1-4	1-4
Assignment	25%	9	1, 2	1-4
Exam	50%	13 or 14	1-4	1,2,4

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.

Subject Learning Outcomes

1. Explain the role of accounting in the business environment;
2. Apply fundamental accounting concepts and ethical principles in recording and reporting business transactions;
3. Prepare basic financial statements and analyse financial reports for decision making purposes;
4. Use information communications technology (ICT) in the process of reporting, recording and analysing accounting information.

Class requirements

Timetabled hours per week (4 hours)

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

Assessments

Assessment Piece	Weighting	Week Due	Subject Learning Outcome(s)	Course Learning Outcome(s)
Class participation	5%	1-12	1,2,3	1-4
Quizzes	20%	3,6,9,12	1,2,3,4	1-4
Individual Assignment 1	15%	4 & 5	1,2,3,4	1-4
Individual Assignment 2	30%	6,7,8	1,2,3,4	1-4
Individual Assignment 3	30%	10,11	1,2,3,4	1-4

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.

Subject Learning Outcomes

1. Explain and understand the academic concepts of tourism, hospitality and events in basic theoretical terms;
2. Use academic literature to write critically on tourism, hospitality and events;
3. Explain issues relating to tourism, hospitality and events through written work using appropriate referencing.

Class requirements

Timetabled hours per week (4 hours)

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

Assessments

Assessment Piece	Weighting	Week Due	Subject Learning Outcome(s)	Course Learning Outcome(s)
Forum Post	5%	2	1	1-3
Case Study	20%	4	1-3	1-3
Report 1	35%	8	1-3	1-3
Report 2	35%	11	1-3	1-3
Class Participation	5%	2 to 11	1-3	1-5

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.

Subject Learning Outcomes

1. Demonstrate knowledge of the key features of the Australian Legal System;
2. Identify, principals applicable to contract law and law of negligence, including negligent misstatement and explain how these principles apply to commercial transactions;
3. Evaluate legal principals, including cases and statutory provisions, relevant to company and commercial law and to the entities of corporations, and apply them appropriately to problem-solving scenarios;
4. Describe and analyse the ethical frameworks of the laws relating to data protection and privacy regulation in business and corporations.

Class requirements

Timetabled hours per week (4 hours)

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

Assessments

Assessment Piece	Weighting	Week Due	Subject Learning Outcome(s)	Course Learning Outcome(s)
Quizzes x 4	20%	3,5,7,10	1-4	1,2,4
Assignment	30%	9	2,3,4	1,2,4
Final Exam	50%	Exam period	1-4	1,2,4

BBUS1DIB Disruption in Business

Traditional business models are being disrupted by numerous factors. Chief among them are new technologies that change how businesses operate. One commonality observed among these disruptive trends is the role of data. Data has become a highly valued business asset, forming a strong foundation to high quality decision processes. This subject will introduce you to the role of data in disrupting traditional business operations and formulating business strategy. You will gain an appreciation of how data can be turned into business insights through a process called analytics, using examples across a range of business problems. On completion of this subject, you will appreciate the pivotal role that data and analytics play in various strategic initiatives within organisations, and the strategies that link analytics to business performance while balancing issues such as ethical and data governance.

Subject Learning Outcomes

1. Explain the role of data and analytics in disrupting traditional business models;
2. Understand the value of analytics from various case examples across key business functions and industries;
3. Recognise the importance of data ethics and governance to business success and longevity;
4. Discuss how business performance management can be linked to any data strategy and data analytics initiatives.

Class requirements

Timetabled hours per week (4 hours)

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

Assessments

Assessment Piece	Weighting	Week Due	Subject Learning Outcome(s)	Course Learning Outcome(s)
Assessment 1A	10%	3	1,4	1-5
Assessment 1B	25%	6	1,4	1-5
Assessment 2	25%	9	1,2,4	1-5
Assessment 3	40%	12	1-4	1-5

TCSE1PEXS Programming Environment /Programming for Engineers & Scientists

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.

Subject Learning Outcomes

1. Analyse a given problem and construct data structure and a logical solution.
2. Use appropriate programming tools to develop solutions in python code.
3. Accurately determine the output of a given python program.
4. Apply the 3 basic programming constructs of sequence, selection, and iteration.
5. Use basic data structures such as lists, sets and dictionaries.
6. Format and comment python code following rules and conventions.

Class requirements

Timetabled hours per week (5 hours)

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

Assessments

Assessment Piece	Weighting	Week Due	Subject Learning Outcome(s)	Course Learning Outcome(s)
Quizzes & Tests	25%	1-8	1-6	1-4
Progress Test	30%	9	1-6	1-4
Assignment	5%	12	1-6	1-4
Exam	40%	Exam Period	1-6	1-4

LDM100 Language Development

This Module is designed to provide students with opportunities to review, develop and practice the English language systems and skills required to successfully participate in an undergraduate program. Students are required to successfully complete this Module to be eligible to graduate in their Diploma program.

Module Learning Outcomes

1. Recognise and produce basic sentence structures verbally and written;
2. Recognise and effectively use subordinating conjunctions;
3. Recognise and effectively use passive voice and relative clauses;
4. Recognise and effectively use articles and prepositions;
5. Recognise and effectively use modal verbs and future forms;
6. Recognise elements of phonology and produce more intelligible spoken communication.

Class requirements

Timetabled hours per week 1 x 2-hour workshop per week

Assessments

Assessment Piece	Weighting	Week Due	Module Learning Outcome(s)	Course Learning Outcome(s)
Assessment 1 Grammar Quizzes	20%	1-8	1,2,3,5	1-4
Assessment 2 Listening & Reading Quizzes	20%	9	1,3	1-4
Assessment 3 Communicative Journal	20%	1,3,5,7,9,11	1,2,3,5	1-4
Assessment 4 Speaking Role Play	20%	12	1,4,5,6	1-4
Assessment 5 Vocabulary Building Journal	20%		3,5,6	1-4

Students who have achieved any of the list below are exempt from undertaking LDM100.

- Completion of LTCA Foundation program
- Completion of External Australian Foundation program
- Overall IELTS (or equivalent) score of 6.0 or above
- Citizen of UK, USA, Canada, New Zealand, Ireland
- Completed Australian Year 12 or AQF Level 4 studies in the last 2 years
- Minimum 5 years of study in English in Australia, New Zealand, UK, USA, Canada, Ireland, South Africa.
- IB English Score minimum 4
- GCE O/ A Level score of ‘C’
- Completion of one trimester of LTCA Diploma Program with WAM of 65

9. Rules for Program Completion

Students need to successfully complete 120 credit points. The number of Core and Elective subjects will vary, depending on preferred Bachelor course. See Study Plans on page 6 for specific detail.

10. Program articulations

Graduates of this program can articulate with credit for all the 8 units into one of the following courses at La Trobe University:

Bachelor of Business – Guaranteed entry.
Bachelor of Accounting – Guaranteed entry.
Bachelor of Commerce – WAM 70%.
Bachelor of Global Studies – Guaranteed entry.

11. Facilities and Resources

Type of facilities and resources required	Explanation
Teaching rooms	There is one lecture theatre (capacity 90) and three computer labs capacity 25. The college has seminar style classrooms that are designed as team-work hubs. Each room has audio visual equipment including, data projectors with multiple screens wireless microphones, visualisers, high speed Wi-Fi and desk-based power points. **Seminar rooms:** 5 capacity 50 7 capacity 40 3 capacity 30 21 capacity 20
Computer Laboratory	Students have access to three dedicated computer laboratories and access to a shared computer hub. All are equipped to a standard equivalent to those provided at the partner University. This includes wireless computer access, printers and scanners. All computers contain a range of specialist software and the MS Office Suite. All hardware is replaced on a three-year cycle. **Computer labs:** 2 capacity 20 2 capacity 30
Library	Students have access to the LTU library which supports ELICOS and pathways programs. The library facilities include a specific lending collection aligned to programs offered, student computers, quiet study areas, access to online resources and library staff for research assistance and direction.
Learning Management System	The Learning Management system (Moodle) contains all subject information for students including subject outline, assessments, tutorial activities, and collaborative learning activities. LTCA delivers all subjects using the face-to-face delivery mechanism, onsite for all students onshore on a student visa. For Domestic students, a blended learning model and approach is available stemming out of the transformation to online learning starting January 2020 due to the pandemic. Several online learning tools have been added. These include, but are not limited to: • Virtual classrooms • Synchronous and Asynchronous sessions • Interactive whiteboards • Discussion forums • Podcasts and screencasts • Embeddable external platforms (Kahoot, Socrative, Quizlet, H5P etc.)

12. Measurement of student outcomes

(a) Grading Scale

The Grading Scale is included in every course outline. The assessment grade is a measure of the extent to which the desired learning outcomes have been achieved in the units of the program. Grades the students achieve are descriptive rather than numeric and are officially defined as:

Grade	Percentage Range
A	80 – 100
B	70 – 79
C	60 – 69
D	50 – 59
N	0 – 49

13. Articulation options

Upon completion of this Diploma, students are eligible for entry into the second year of one of three associated Bachelor degree options at La Trobe University. Alternately, Domestic students, or International students not on packaged offers, may exit the course with a Diploma and seek employment in an entry level position within the Business Sector.