



<b>Course Name</b>	<b>BSB50215 Diploma of Business</b>	
<b>CRICOS Code</b>	091985M	
<b>Delivery Mode</b>	Face to Face	
<b>Course Duration</b>	48 weeks total duration 36 weeks tuition delivery	
<b>Course Structure</b>	Number of units	8
	Core units	0
	Electives	8
<b>Pre-requisites</b>	None	
<b>Course Outcomes</b>	<p>On successful completion of the course, students will receive Diploma of Business qualification. Graduates from this course will be able to perform the duties of Office Manager, Administration Manager or International Marketing Communications role.</p> <p>After completing Diploma of Business a learning pathway to variety of business courses at advanced diploma level or Bachelor of Business would support career progression.</p> <p>Study Pathways</p> <p>The further study pathways available to learners who undertake this qualification include: BSB60215 Advanced Diploma of Business</p> <p>Employment pathways are available to students who complete this qualification in:</p> <ul style="list-style-type: none"> <li>• Office Manager</li> <li>• Administration Manager</li> <li>• International Marketing Communications Occupational Roles</li> </ul>	

**Course Content:** Students are required to complete all of the following units:

Unit Code		
BSBADM506	Manage business document design and development	E
BSBADM504	Plan and implement administrative systems	E
BSBMKG415	Research international markets	E
BSBMKG513	Promote products and services to international markets	E
BSBADM502	Manage meetings	E



BSBSUS501	Develop workplace policy and procedures for sustainability	E
BSBHRM506	Manage recruitment, selection and induction processes	E
BSBR501	Manage risk	E
<b>Additional Support</b>	<p>The following learning support will be available to learners:</p> <ul style="list-style-type: none"><li>• Access to well qualified and experienced trainers from multicultural backgrounds.</li><li>• Access to qualified support staff</li></ul>	
<b>Assessment Arrangements</b>	<p>Evidence gathering technique used for this course:</p> <ul style="list-style-type: none"><li>• Direct observation, role-plays written/verbal questioning, interviews and self-evaluations, case studies, projects, assignments are used to assess required knowledge and skills</li><li>• Combination of practical and written exercises.</li></ul>	
<b>Education Pathways</b>	<p>The further study pathways available to learners who undertake this qualification include:</p> <ul style="list-style-type: none"><li>• Variety of business courses at advanced diploma level or</li><li>• Bachelor of Business would support career progression.</li></ul>	
<b>Costs</b>	<p>Tuition: \$ 12,500.00</p> <p>Material Fee: \$280.00</p> <p>Non-Refundable Enrolment Fee: \$220.00</p>	
<b>Entry Requirements and Selection Process</b>	<p>The specific course entry requirements are:</p> <p>All students entering this course must have completed Year 12 or its equivalent or certificate III in Business Administration or other relevant qualification prior to entering into this course. Candidates will be made aware of the specific skills that underpin the outcomes and performance requirements of the course units to ensure they are capable of demonstrating competence prior to entering the course.</p> <p>Students with no formal qualifications are required to successfully complete the LLN test and meet with the Training Manager to be admitted.</p> <p>Overseas students must demonstrate English language proficiency of IELTS 5.5 or equivalent</p> <p>Overseas students can only enroll face to face 20 hours per week.</p>	
<b>How to Enroll/ Apply</b>	<p>Contact Dr Tony Rizk at Smart Academy on below details</p> <p>Suite 1, Level 5, 9 Wentworth Street, Parramatta NSW 2150 Australia</p> <p>Tel 041428 8900</p>	
<b>Contact Details</b>	<p>Smart Academy Pty. Ltd.</p> <p>CRICOS Provider Code: <b>03414J</b>   RTO No: <b>91720</b></p>	