



## BSB50215

# Diploma of Business



Diploma of Business provides an overview to many of the business functions and equips students for work and higher education. learners can manage the primary functions which contribute to their company's success, including the management of administrative systems, budgets and finances, and marketing.

Upon successful completion of the Diploma of Business, students will be eligible to receive a one year block credit into the Bachelor of Business qualification at various universities and colleges in Australia.

### Reasons to choose the Diploma of Business:

- A pathway into second year of business or commerce
- Learn in your local campus and interact with students in different countries.
- Head start on your future degree and career.
- Benefit from small class sizes and learning support.

### Unit of Competencies

BSBADV507	Develop a media plan
BSBADM504	Plan and implement administrative systems
BSBADM506	Manage business document design and development
BSBMKG501	Identify and evaluate marketing opportunities
BSBMKG506	Plan market research
BSBWOR501	Manage personal work priorities and professional development
BSBFIA401	Prepare Financial Reports
BSBFIM501	Manage budgets and financial plans

### Mode of Assessment

Assessment methods will be a combination of the following:

- Observation/Demonstration
- Oral Questioning
- Written
- Case Studies
- Practical/ Simulation

### Career Outcome

Students gain the skills needed to seek employment in a wide range of positions from large companies to small businesses. They build on skills developed during their participation in the workforce, which may enable them to consolidate or move into a management position. Students may find positions such as accounts assistant, office manager, retail manager, digital marketing assistant.

Students will possess a wide range of business theoretical skills and knowledge and know how to apply these to real life situations.

Graduates can also opt for higher studies gaining credits into the Bachelors Degree or utilise the skills developed on their Entrepreneurial journey.



## Entry Requirements

Must be over the age of 18

Completion of Year 12 HSC or equivalent

or Certificate II or above qualification in a similar discipline

or have equivalent industry experience

English competency of IELTS 5.5 or equivalent

Reading and writing - a learner will be able to read, comprehend and write a range of texts within a variety of contexts.

Oral communication - a learner will be able to use and respond to spoken language including some unfamiliar material within a variety of contexts.

Numeracy and mathematics - a learner will be able to recognise and use a variety of conventions and symbolism of formal mathematics.

Students must have a base understanding of computers and computer software, including internet and Microsoft office.

### Recognition of Prior Learning

All individual students are offered the opportunity to apply for RPL, please see the Student Handbook or enquire at the RTO for the procedure on how to apply.

### Terms & Conditions

Please refer to Enrolment Form and Student Handbook, for the terms and conditions of Enrolment, which includes: Enrolment and Selection; Training Guarantee; Course Fees, Payments and refunds; Course Fees paid in Advance; Recognition of Prior Learning (RPL) or Credit Transfer

## Course Details

### Delivery Location: Karachi, Pakistan

### Duration: 36 Weeks

4 terms of 9 weeks blocks with no breaks in between

*Classroom hours:* 5 days per week of 6 hours. Total 1080 hours

*Self Paced Hours:* 10 hours per week for 36 weeks. Total 360 hours

Total hours: 1440

### Facilities & Equipment

Computer Lab

Free Wifi and Internet

Classrooms

Learning Management System

Reception Area

Printer & Scanner

Recreational Area

Admin/ Counsellor room

Data Projector or TV

Toilets/ Washrooms

### Charges: Total AUD 4000

Tuition Fees: AUD 3500

Administration Fees: AUD 200

Material Fees: AUD 300

### Payment Plan:

At the time of enrolment: Total AUD 1500 which includes:

- Tuition Fees: AUD 1000
- Administration Fees: AUD 200
- Material Fees: AUD 300

1st Instalment - AUD 1250 (10th week)

2nd Instalment - AUD 1250 (19th week)

Partner Provider: **HK Consultancy Pty Ltd**

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