

Program Description:

This one year business diploma will give you a solid foundation of business and study skills which can be applied to the workplace or further studies. You will cover a wide range of general business topics, including basic accounting, basic economics, presentations and report writing, information analysis, marketing and introductory management principles. Key learning areas in this diploma are general business and e-business, management and administration, human resource management and marketing.

You will complete your studies in a learning environment featuring small class sizes, flexible assessment strategies, and professional supportive teachers.

It is practically orientated, providing working knowledge of the general administrative skills required in every office environment. Course is designed for students who want to further their study into the Advanced Diploma or Bachelor of Business.

Students, High School leavers can access the program to gain skill in the Business Environment. They may further their study in vocational education or seek work in the field.

International Students can build a career in the Business industry. International candidates who qualifications mat seek to have their qualifications evaluated.



Entry Requirements:

Completed year 12 or have a job in the vocation. International students may enter the course with 5.5 IELTS score or the completion of Certificate 4 in Business or Diploma of Business.

English support classes are available.

Program Resources:

Students will be supplied with textbooks, course material, stationery, and other items needed for the course.

Employment opportunities:

Graduates will have acquired the skills to secure employment in a variety of office-related positions in small, medium or large businesses as an administrative assistant or personal assistant

Learning pathways:

On successful completion of this course, graduates may consider further study at a higher tertiary level within the vocational education and training sector.

Students may access university programs on completion.

Duration for International Students

53 Weeks

Recognition of Prior Learning:

Provides students an opportunity to have their current skills and competencies recognised. These skills and competencies may relate to units you are about to commence and as a result can exempt you from studying these units. However, there is a cost related to obtaining Recognition of Prior Learning. The process requires students to gather evidence confirming their competency. A content specialist will advise you in this task. Enquire if you think you qualify.

If the education provider grants an overseas student RPL, it may impact on student visa conditions through a shortening of the student's course

Delivery Method:

This course is delivered for a minimum of 20 hours per week over 53 weeks, including 8 week holiday. Delivery is a combination classroom delivery, assignments and industry assessment. Competencies will be assessed by a theory test, practical skills and projects. Course is delivered onsite at our Brisbane Campus which includes: Classrooms.

Tuition fees; \$128 00, Inclusive of:

Course resources such as materials, textbooks, learning guides, initial stationery.

Note course fee may vary from time to time

Start Dates:

Continuous Enrollment

Enrollment Process:

Enquire at Intech for a general student handbook, course profile, entry conditions, classroom place availability and fee arrangement on:

28 Russell Street South Brisbane, Queensland, Australia

Tel: +61 7 3846 7774

Fax: +61 7 3844 7747

Email: admin@intech.edu.au

Web: www.intech.edu.au

Please refer to Intech website for latest version of Policies and Procedures that affect your enrollment:

Web: www.intech.edu.au

International Students

There are specific requirements for international students. Please refer to the Intech website under

international students for information regarding:

- Refund Policy,
- Grievance and Appeals,
- Critical Incidents, Attendance and course
- Course Progress Policy
- Special Requirements if you are under 18
- Transfer between Registered Providers
- Completion of your course on time
- Deferring, suspending or cancelling enrolment
- Course Cross credit
- Formalization of enrolment
- Attendance Policy
- Complaints and Appeals

For further info on ESOS please refer to:

<http://aei.dest.gov.au/AEI/ESOS/QuickInfo/default.htm>

if you are using an agent make sure the agent has a valid agreement with Intech to offer you the course. Please email us or call for information on agents.

Units of Competence

BSBADM306A	Create Electronic Presentations
BSB301A	Deliver Oral Presentations
BSBADM318A	Write Simple Documents
BSB302A	Prepare for Academic Study
BSBCMN315A	Work Effectively with Diversity
BSBCMN301A	Exercise Initiative in a Business Environment
BSBADM404A	Develop & Use Complex Spreadsheets
BSBADM309A	Process Accounts Payable & Receivable
BSBADM310A	Maintain a General Ledger
BSBADM305A	Create & Use Databases
BSBCMN406A	Maintain Business Technology
BS401A	Introduction to Management
BSBMKG402A	Analyse Consumer Behaviour for Specific markets
BSBCMN405A	Analyse and Present Research Information
BSBADM408A	Prepare Financial Reports
BS507A	Introduction to Economics
BS501A	Reporting Writing & Presentation
BS503A	Marketing Principles
BS508A	Accounting Principles
BS502A	Business Information Analyse
BS504A	Management Principles
Select one of the following	
BS506A	Introduction to Business Law
BS509A	Introduction to International Business