




Ultimate
Institute of Australia



ULTIMATE INSTITUTE OF AUSTRALIA

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 ultimate.edu.au

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DIPLOMA OF BUSINESS

COURSE CODE: BSB50215

This qualification applies to individuals with various job titles including executive officers, program consultants and program coordinators. Individuals in these roles may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

It may also apply to those with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop to create further educational and employment opportunities.

Duration

Full time: 52 weeks

Mode of Study

On campus: face to face

Course Fee

\$6000

Career Opportunities

Possible job outcomes relevant to this qualification include:

- ◇ Administrator
- ◇ Business Development Manager
- ◇ Business Sales Team Leader
- ◇ Corporate Services Manager
- ◇ Executive Officer
- ◇ Legal Practice Manager
- ◇ Project Consultant
- ◇ Project Coordinator



Course Delivery

Courses are delivered for 20 hours per week of formal training over 3 days in a classroom or in a simulated workplace environment. Students are strongly recommended to spend an additional 10 hours a week in self-study.

Assessments

A number of approaches to course assessment may be used by Ultimate Institute of Australia which may include, but is not limited to, observations of performance in class, case studies, projects, assignments, presentations, role plays, written tests and exams.

Pathways

Further training pathways from this qualification may lead to a relevant Advanced Diploma qualification. Students can also apply for BSB60215: Advanced Diploma of Business at Ultimate Institute of Australia.

Entry Requirements

- ◇ 18 years or older
- ◇ Satisfactory completion of the equivalent of Australian year 12 or Certificate IV or higher
- ◇ Satisfactory completion of a Language, Literacy, and Numeracy test

Domestic Students:

Only the above mentioned requirements are entry requirements for Domestic students

International Students: Additional Requirement

5.5 or higher in IELTS or equivalent; or completion of an ELICOS program

*Please visit ultimate.edu for more details

Units of Competency

- BSBWOR501 Manage personal work priorities and professional development
- BSBADM502 Manage meetings
- BSBADM506 Manage business document design and development
- BSBMKG506 Plan market research
- BSBMKG501 Identify and evaluate marketing opportunities
- BSBADV507 Develop a media plan
- BSBADV509 Create mass print media advertisements
- BSBHRM506 Manage recruitment, selection and induction processes

ADVANCED DIPLOMA OF BUSINESS

COURSE CODE: BSB60215

This qualification reflects the role of individuals with significant experience in a senior administrative role who are seeking to further develop expertise across a wider range of business functions.

Individuals who possess significant theoretical business skills and knowledge, and wish to consolidate and build pathways to further educational or employment opportunities, are perfect candidates for this qualification.

Duration

Full time: 52 weeks

Mode of Study

On campus : face to face

Course Fee

\$6000

Career Opportunities

Possible job outcomes relevant to this qualification include:

- ◇ Administrator
- ◇ Business Analyst
- ◇ Business Development Director
- ◇ Quarry Business Manager
- ◇ Senior Executive



Course Delivery

Courses are delivered for 20 hours per week of formal training over 3 days in a classroom or in a simulated workplace environment. Students are strongly recommended to spend an additional 10 hours a week in self-study.

Assessments

A number of approaches to course assessment may be used by Ultimate Institute of Australia which may include, but is not limited to, observations of performance in class, case studies, projects, assignments, presentations, role plays, written tests and exams

Pathways

After achieving this qualification, students may choose to enroll in other advanced diplomas or higher education e.g. Bachelor's degree in Business.

Entry Requirements

- ◇ 18 years or older
- ◇ Satisfactory completion of the equivalent of Australian year 12 or Certificate IV or higher
- ◇ Satisfactory completion of a Language, Literacy, and Numeracy test
- ◇ Previous business or marketing knowledge

Domestic Students:

Only the above mentioned requirements are entry requirements for Domestic students

International Students: Additional Requirement

5.5 or higher in IELTS or equivalent; or completion of an ELICOS program

*Please visit ultimate.edu for more details

Units of Competency

- BSBMKG607 Manage market research
- BSBADV602 Develop an advertising campaign
- BSBHRM602 Manage human resources strategic planning
- BSBMKG608 Develop organisational marketing objectives
- BSBMKG609 Develop a marketing plan
- BSBSUS501 Develop workplace policy and procedures for sustainability
- BSBFIM601 Manage finances
- BSBMGT616 Develop and implement strategic plans

Who we are

We have been delivering high quality low cost training for more than 12 years in the Australian education industry.

Starting out as Rachi Systems, we are dedicated to delivering relevant training to our students. We also provide short courses.

Course Enrollment

- ◇ Visit our website ultimate.edu.au to go through the enrollment process.
- ◇ Send us an enquiry at study@ultimate.edu.au

Campus and Facilities

- ◇ Air-conditioned classrooms with state of the art facilities, equipment and technology
- ◇ Audio-visual facilities for effective learning experience
- ◇ Qualified and experienced trainers and assessors
- ◇ Up to date computer labs
- ◇ Comprehensive student orientation program
- ◇ 24/7 student support service
- ◇ Free career counselling and guidance
- ◇ Designated student resource centre where students will have access to online resources such as online journals, videos, newspapers
- ◇ Free internet access and UIA email address
- ◇ Access to printing and photocopy services
- ◇ Cafés and restaurants in the vicinity of the campus
- ◇ Occasional events organised by student support services includes cultural and sightseeing events, dinners, excursions and sporting events
- ◇ General advice and assistance with matters such as studying, assessment, accommodation, English language problems are available for students

Location

We are conveniently located at:

Level 6, 271 William Street
Melbourne VIC 3000
Landmarks: Besides Flagstaff station
(corner of Williams Street & Little Lonsdale Street)



Why choose Ultimate Institute of Australia?

We are a nationally approved training institute located in the heart of Melbourne.

Well equipped with education resources including facilities, equipment, learning and library resources, state of the art classrooms, recreational areas and computer labs. We provide students with access to the internet and personal email.

Training and assessments are conducted by qualified and experienced trainers and assessors.

Trading Information

Rachi Systems Pty Ltd trading as Ultimate Institute of Australia

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RTO No: 41544 CRICOS No: 03511G

Phone: +61 (03) 9909 8830

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Email for students: study@ultimate.edu.au

Email for agents: admin@ultimate.edu.au



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Public Transport Information

Weekdays and weekends: Get off at Flagstaff Station towards William street; Ultimate Institute of Australia is in the next building.

Parking Information

Weekdays: Wilson parking, 535 Little Lonsdale St, Melbourne

Early Bird: In before 9am and exit after 2.30pm

Weeknights: Free parking is available on Jeffcott and Adderley street after 6.30pm

Weekends: Free Parking available at certain spots at King, Latrobe, Jeffcott street

