DIPLOMA OF BUSINESS

26 WEEKS

COURSE INFORMATION
NATIONAL CODE: BSB50215
CRICOS CODE: 087236E

COURSE DESCRIPTION
This qualification would apply 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.

Conversely, 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 in order to create further educational and employment opportunities.

COURSE DURATION
This course is delivered over 26 weeks in 2 terms including 5 weeks of holidays. Classes are scheduled for 20 hours per week.

CAREER OPPORTUNITIES
This course provides you with the opportunity to be employed in the following job roles.

- Executive Officers
- Program Consultants
- Program Coordinators

This course may also suitable to those students with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

ENTRY REQUIREMENTS
Students those who wish to undertake this course should meet the following academic and English language requirements.

**Academic:**
- Completion of Australian year 12 or equivalent and Certificate IV in Business or equivalent demonstrated knowledge, skills and experience in business.

**English Language:**
- Upper-intermediate Level of English or
- IELTS Test Score of 5.5 or
- TOEFL iBT Test Score of 46 or
- PTE Academic Test Score of 42 or
- Cambridge English: Advanced (CAE) Test Score of 47 or
- OET Pass Grade or
- TOEFL PBT Test Score of 527
- Completion of Certificate IV in EAL

Please note that you are required to meet the Department of Immigration and Border Protection (DIBP) English language requirements for student visa applications, which may differ from the aforementioned course entry requirements. Please refer to www.border.gov.au to find out the assessment level for your country and to determine the required level of English that you should possess.

PATHWAYS INTO THE QUALIFICATION
You may enter the qualification through a number of entry points including:

- BSB40215 Certificate IV in Business or other relevant qualification or
- With substantial experience in retail or small business or any other business related experience
- With experience in a Managerial position in a Business organization

PATHWAYS FROM THE QUALIFICATION
After achieving this qualification you may choose to undertake Advanced Diploma of Business or Advanced Diploma of Management or any other studies at higher education level.

STUDY & ASSESSMENT MODE
This course is delivered on face-to-face class-room based. Various structured activities and industry excursions are included to provide opportunity to explore the real business world. Assessment is competency based.

COURSE FEE
Full Course Fee: (AUS) $4,500 inclusive of all learning materials.
UNITS

To be able to achieve this qualification, students must successfully complete the following units:

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<th>Course Code</th>
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<tr>
<td>1</td>
<td>BSBHRM506</td>
<td>Manage Recruitment, Selection and Induction</td>
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<td>Processes</td>
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<td>2</td>
<td>BSBHRM507</td>
<td>Manage Separation or Termination</td>
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<td>3</td>
<td>BSBWOR501</td>
<td>Manage Personal work priorities and Professional</td>
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<td>Development</td>
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<td>4</td>
<td>BSBPMGS22</td>
<td>Undertake Project work</td>
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<td>5</td>
<td>BSBADM503</td>
<td>Plan and manage conferences</td>
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<td>6</td>
<td>BSBADM502</td>
<td>Manage meetings</td>
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<td>Plan and review administrative systems</td>
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<td>8</td>
<td>BSBMKG501</td>
<td>Identify and evaluate marketing opportunities</td>
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