



BSB50215

DIPLOMA OF BUSINESS

OVERVIEW

You will develop broad and specialised skills across a wide range of business functions needed in dynamic business environments. You will learn how to manage meetings, manage risk, manage diversity in the workplace, develop workplace policy and procedures for sustainability and much more.

CAREER OUTCOMES

Executive Officer
Office Manager
Program coordinator

ENTRY REQUIREMENTS

Minimum 18 years of age
Must have completed equivalent to Australian year 12
IELTS band 5.5 (with no individual band below 5.0) or equivalent

STUDY LOCATION

Level 8, 131 Queen Street, Melbourne 3000

COURSE NAME

Diploma of Business

NATIONAL CODE

BSB50215

CRICOS COURSE CODE

099045B

DURATION

Total Duration is 52 weeks

Study is 40 weeks

Break is 12 weeks

STUDY MODE

Face to face, 20 hours per week

FEES

Fees may change, please always refer to our website for the latest price.

Course Structure

You must achieve a competent result in the 8 units to obtain the BSB50215 Diploma of Business qualification.

Unit code	Unit name	Core/Elective
BSBWOR501	Manage personal work priorities and professional development	Elective
BSBADM502	Manage meetings	Elective
BSBDIV501	Manage diversity in the workplace	Elective
BSBRISK501	Manage risk	Elective
BSBSUS501	Develop workplace policy and procedures for sustainability	Elective
BSBHRM506	Manage recruitment selection and induction processes	Elective
BSBADM506	Manage business document design and development	Elective
BSBMGT517	Manage operational plan	Elective

Assessment Method

Assessments will be conducted through a combination of questioning, case studies, reports, role-plays, and demonstrations.

Recognition of Prior Learning

We offer everyone the opportunity to apply for Recognition of Prior Learning (RPL) at enrolment. Students may be granted credit or partial credit in recognition of skills and knowledge gained through work experience, life experience and/or prior training.

Pathways

Upon successful completion of BSB50215 Diploma of Business, you may pursue BSB60215 Advanced Diploma of Business or a range of other Advanced Diploma qualifications in the BSB training package.

Intake Dates

	Jan	Mar	Apr	May	Jun	Jul	Aug	Oct	Nov
2020	28	09	20		01	13	17	05	09
2021	25	15	19	31		12	16	04	08