



Diploma of Business

(Course Code BSB50207/ CRICOS Code: 070985G)

Course Aims

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others. Job roles and titles vary across different industry sectors.

Possible job titles relevant to this qualification include:

- Administrator
- Project Officer

Course Content

DipB01

BSBADM502B Manage Meetings

BSBADM504B Plan or review administration systems

DipB02

BSBADM506B Manage business document design and development

BSADV512A Develop an advertising strategy and brief

DipB03

BSBPMG510A Manage Projects

BSBMKG501B Identify and Evaluate Marketing Opportunities

DipB04

BSBHRM506A Manage recruitment, selection and induction processes

BSBWORK501A

Manage personal work priorities and professional development

Course Structure:

Preferred pathways for candidates considering this qualification include:

- after achieving the BSB40207 Certificate IV in Business or other relevant qualification/s

OR

- providing evidence of competency in the majority of units required for the BSB40207 Certificate IV in Business or other relevant qualification/s

OR



- with vocational experience in a range of work environments in senior support roles but without a qualification.

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

- Administrator
- Project Officer

This breadth of expertise would equate to the competencies required to undertake this qualification.

Mode of Study

On-site or Distance

Assessment Methods

The achievement of competence will be assessed by a range of methods aiming at maximum flexibility and customization to address specific needs and learning situations. Assessment methods may include:

- Observations of ongoing activities in class
- Short formal and informal tests
- Presentation of portfolios
- Role-plays
- Observation of group discussion

Course Outcome and Pathway

After achieving the BSB50207 Diploma of Business, candidates may undertake the BSB60207 Advanced Diploma of Business or a range of other Advanced Diploma qualifications.

Course Duration

1 year

Intake

Term1: 13/02/2012 - 15/02/2012

Term2: 30/04/2012 - 01/07/2012

Term3: 16/07/2012 - 16/09/2012

Term4: 01/10/2012 - 02/12/2012