

DIPLOMA OF BUSINESS

COURSE OVERVIEW

this course is ideal for those wishing to enter the middle to upper sections echelons of business, or those wishing to expand on their previous Certificate IV qualification. Students will gain an extensive depth of understanding across a broad range of business areas. The Diploma of Business is suited to students with substantial experience in a range of settings and who are seeking to further develop their skills across a wide range of business functions.

This diploma enhances your job prospects by developing business skills such as delivering customer service, maintaining financial records and producing business documents. You will also gain an understanding of human resource and public relation principles, and learn how to develop a business plan.



MELBOURNE (CBD)



60 WEEKS
(INCLUDING HOLIDAYS)



ASSESSMENT METHODS AND FACILITIES

This course is delivered face-to-face, through a combination of tutorials and computer lab workshops. You will be assessed through written tests, computer-based tasks and assignments

Equipment includes -Fully Equipped computer labs, business software and student PCs, printed and online recourses, spacious classrooms and free internet access.

ENTRY REQUIREMENTS



18 YEARS OLD



YEAR 12 OR EQUIVALANCE



IELTS SCORE OF 5.5
WITH NO BAND LESS THAN 5.0



COURSE STRUCTURE

UNIT	TITLE
BSBOPS504	Manage Business Risk
BSBPMG530	Manage Project Scope
BSBLDR523	Manage People performance
BSBFIN501	Manage Budget and Financial Plans
BSBSUS511	Develop Workplace Policies and Procedures for Sustainability
BSBHRM525	Manage Recruitment and onboarding
BSBCRT511	Develop Critical Thinking in others
BSBXCM501	Lead Communication in the workplace
BSBTWK502	Manage Team Effectiveness
BSBLDR523	Lead and Manage Effective Workplace Relationships



BSBOPS501	Manage Business Resources
BSBPEF501	Manage Personal and Professional Development