BSB50207 Diploma of Business

CRICOS Code 066908K

Course Description
This qualification reflects the role of individuals with substantial experience in a range of settings and who are seeking to further develop their skills across a wide range of business functions. It is also suited to the needs of individuals 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 Structure

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<th>Unit name</th>
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<tr>
<td>BSBWOR501B</td>
<td>Manage personal work priorities and professional development</td>
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<tr>
<td>BSBMGT502B</td>
<td>Manage people performance</td>
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<tr>
<td>BSBLDS502A</td>
<td>Manage programs that promote personal effectiveness</td>
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<tr>
<td>BSBINM501A</td>
<td>Manage an information or knowledge management system</td>
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<td>BSBBPMG510A</td>
<td>Manage projects</td>
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<td>BSBCM401A</td>
<td>Make a presentation</td>
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<tr>
<td>BSBADM502B</td>
<td>Manage meetings</td>
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<tr>
<td>BSBMKG502B</td>
<td>Establish and adjust marketing mix</td>
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* BSBBPMG510A Manage projects are to be replaced with BSBBPMG522A Undertake project works following the review of Project Management qualification in March 2013.

Course Duration
45 weeks. 20 hours per week consisting of face-to-face lectures, supervised tutorials or projects, workshop, case studies, simulated business learning plus up to 25% distance, online learning, self study and learning log.

Academic Entry Requirements
The majority of candidates are expected to come from the following groups (or a combination thereof):

- Individual with substantial work experience (2-3 years) in a range of work environment wishing further develop their skills and knowledge for subsequent managerial work OR
- Individual with substantial managerial experience (1-2 years) seeking to gain formal recognition of their experience OR
- Current managers wishing to develop their skills relevant to their current work OR
- Candidates completed BSB40207 Certificate IV in Business or other relevant qualification/s OR
- Students wishing to complete a business qualification as a standalone course or as an entry requirement and pathway to higher levels of study. Ideally these students must meet the following entry requirement

Career Prospects
Executive officer, Program consultant, Program coordinator, Sales and Marketing Manager, Retail Manager & Administration officer.

Other Entry Requirements

- **Preferred 18 years of age or over**
- Completed Year 12 or equivalent
- All clients with English as Second Language must demonstrate to have English Proficiency of equivalent IELTS 5.5, TOEFL ibT (Internet-based Test) score of 46 and above; Pearson Academic Score of 42; Cambridge English Advanced Certificate of 47, a pass in Occupational English Test Certificate as outlined in their student visa
- Alternatively, clients may request to sit for an internal Language, Literacy and Numeracy Test from RBIC/RBIT
- Those who do not meet the minimum English requirement will need to successfully complete an English program leading to a level of equivalent to the aforementioned English test scores

This brochure was last updated on 30 Aug 2015. All information was accurate at time of update; however details are subject to change without notice.