



BSB50215 Diploma of Business

National ID: BSB50215 | State ID: AVU9

About this course

Expand your business skills and learn to build effective relationships

Further enhance your knowledge in this industry with the Diploma of Business. You will expand your business skills and further improve your communication skills in order for you to build effective relationships with clients and colleagues.

This course will provide you with the skills and knowledge you need to work in a **variety of roles** across a **range of business functions**. You will gain skills in **undertaking a project** and effectively using administrative and business information systems.

If you have recently completed Year 12 but do not have experience in the industry, it is best to complete the Certificate IV qualification before enrolling in the Diploma of Business.

Keen to get started? We offer this course on campus and **online**.

Gain these skills

- Manage human resources recruitment and induction processes
- Manage budgets and financial plans
- Undertake project work including managing meetings and team effectiveness
- Develop and manage administrative and knowledge management systems

Is this course right for me?

I have the following attributes:

- A desire to further develop verbal and written communication skills
- Want to gain strong record-keeping and organisational skills
- Keen to further develop problem solving and analytical skills
- Able to relate to people from a range of cultures

Details

In order to comply with COVID-19 Government directed social distancing guidelines, some courses may include a mix of online learning, virtual classrooms (live web conferencing with your lecturer and class) and classroom delivery, as well as practical and work experience placements.

Lecturers will provide specific instructions to their student groups on how training will be undertaken.

Semester 2, 2020

Perth (Northbridge) - On Campus

 Duration: **1 Semester/s**

 When: **Semester 2, 2020**

 How: **On campus**

Units

Elective

National ID	Unit Title
BSBADM502	Manage meetings
BSBADM504	Plan and implement administrative systems
BSBFIM501	Manage budgets and financial plans
BSBHRM506	Manage recruitment selection and induction processes
BSBINM501	Manage an information or knowledge management system
BSBPMG522	Undertake project work
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBWOR502	Lead and manage team effectiveness

Entrance requirements

School Leaver	Non-School Leaver	AQF
Completion of WACE General or ATAR (Minimum C Grades) or equivalent	Completion of WACE General or ATAR or equivalent (minimum C Grades)	Certificate III

Further study

Completing this Diploma may provide you with advanced standing towards a university degree.

Job opportunities



[Office Manager](#) [Project Administrator](#)

Other job titles may include:

- Executive Officer
- Office Administrator

Please note this list should be used as a guide only as job titles and qualification requirements may vary between organisations.

Important information

You'll need to get a student ID card to be able to access resources needed for the simulated business environment part of this course.

Other costs for consideration:

- Text Books
- Stationery

Typical timetable:

- 2.5 days per week

Course duration is six months (1 semester) full time after the completion of Certificate IV.

Please note part-time study classes are run during the day only.

Fees and charges

Local full time students

Course fees are made up of two components, tuition fees and resource fees.

Tuition fees are determined by multiplying the course fee rate by the nominal hours, which is the number of hours in which an average student could be expected to complete each unit. They are not the hours of training or instruction.

Resource fees are charges for material that are essential to a course or unit, and are purchased by NMT to be used by students during the course.

Fees may vary depending on the units you are enrolled in so an approximate amount has been shown. You will be given the exact amount of your fees at enrolment. Part time student fees will vary depending on the number of units you are enrolled in.



**North
Metropolitan**

*We're working for
Western Australia.*

Please note, you may also need to buy textbooks or equipment for your course.

International Students

Check [TAFE International WA](#) to confirm this course is available to international students. You will pay your tuition fees to TIWA.

Please note, fees are subject to change.



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