



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 **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

Overview

Continuous enrolment, 2019

Perth (Northbridge) - Work-based



Duration: **6 Months**



When: **Continuous enrolment**



How: **W**

Units

Elective

Unit Title	National ID
Organise meetings	BSBADM405
Manage meetings	BSBADM502
Plan and manage conferences	BSBADM503
Plan and implement administrative systems	BSBADM504
Manage business document design and development	BSBADM506
Coordinate advertising research	BSBADV503
Develop a media plan	BSBADV507
Create mass print media advertisements	BSBADV509
Create mass electronic media advertisements	BSBADV510
Develop and maintain business continuity plans	BSBCON601
Manage quality customer service	BSBCUS501
Manage diversity in the workplace	BSBDIV501
Manage budgets and financial plans	BSBFIM501
Manage payroll	BSBFIM502
Support the recruitment, selection and induction of staff	BSBHRM405

Unit Title	National ID
Manage human resource services	BSBHRM501
Manage human resource management information systems	BSBHRM502
Manage remuneration and employee benefits	BSBHRM505
Manage recruitment selection and induction processes	BSBHRM506
Manage separation or termination	BSBHRM507
Manage rehabilitation or return to work programs	BSBHRM509
Manage mediation processes	BSBHRM510
Develop and manage performance management processes	BSBHRM512
Manage workforce planning	BSBHRM513
Manage an information or knowledge management system	BSBINM501
Establish systems that support innovation	BSBINN501
Build and sustain an innovative work environment	BSBINN502
Manage intellectual property to protect and grow business	BSBIPR501
Manage programs that promote personal effectiveness	BSBLED502
Implement continuous improvement	BSBMGT403
Identify and evaluate marketing opportunities	BSBMKG501
Establish and adjust the marketing mix	BSBMKG502
Plan market research	BSBMKG506
Interpret market trends and developments	BSBMKG507
Plan direct marketing activities	BSBMKG508
Implement and monitor direct marketing activities	BSBMKG509
Plan e-marketing communications	BSBMKG510
Implement and monitor marketing activities	BSBMKG514
Conduct a marketing audit	BSBMKG515
Design and develop an integrated marketing communication plan	BSBMKG523
Undertake project work	BSBPMG522

Unit Title	National ID
Manage the public relations publication process	BSBPUB501
Develop and manage complex public relations campaigns	BSBPUB502
Manage fundraising and sponsorship activities	BSBPUB503
Develop and implement crisis management plans	BSBPUB504
Manage risk	BSBR501
Develop workplace policy and procedures for sustainability	BSBSUS501
Manage personal work priorities and professional development	BSBWOR501
Lead and manage team effectiveness	BSBWOR502
Write complex documents	BSBWRT401
Write persuasive copy	BSBWRT501
Investigate and design e-business solutions	BSBEBU501
Establish and maintain a workgroup computer network	BSBITB501
Manage budgets and forecasts	FNSACC503

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

Study pathway

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

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

View our [Indicative Fees list](#)

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.

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.