

KING'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY



CRICOS Provider Code: 03105M

RTO Provider Code: 31766

BSB50215 *Diploma of Business*

CRICOS Code 087242G

COURSE STRUCTURE

DURATION

32 Weeks

- 26 weeks study plus 6 weeks holiday

QUALIFICATION

BSB50215 Diploma of Business

CAREER OUTCOME

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. This qualification 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 further develop in order to create further educational and employment opportunities.

ENTRY REQUIREMENTS

For entry into the Diploma of Business, candidates are required to be 18 years of age or older, to have satisfactory completion of primary and secondary education of approximately 12 years of duration and possess an English language proficiency of IELTS 5.5, TOEFL 530 or equivalent.

Preferred pathways for candidates considering this qualification include:

- After achieving the BSB40215 Certificate IV in Business or other relevant qualification/s (OR)
- Providing evidence of competency in the majority units required for the BSB40215 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 qualification

TUITION FEES

| | |
|------------------------------------|--------------------|
| BSB50215 Diploma of Business | AUD \$5,500 |
| ENROLMENT FEES..... | AUD \$350 |
| TOTAL COURSE FEE | AUD \$5,850 |

COURSE UNITS

| UNIT CODE | UNIT OF COMPETENCY NAME | FIELD |
|------------|--|----------|
| BSBADM504 | Plan and implement administrative systems | Elective |
| BSBADM506 | Manage business document design and development | Elective |
| BSBFIM501 | Manage budgets and financial plans | Elective |
| BSBMKG501 | Identify and evaluate marketing opportunities | Elective |
| BSBHRM506 | Manage recruitment, selection and induction processes | Elective |
| BSBPMG522 | Undertake project work | Elective |
| BSBRISK501 | Manage risk | Elective |
| BSBWOR501 | Manage personal work priorities and professional development | Elective |

LEARNING OUTCOMES

Learning outcomes include:

- Plan or review the requirements of effective administration systems and procedures for implementing, monitoring and reviewing the system
- Establish standards for the design and production of organisational documents and manage document design and production processes to ensure agreed standards are met
- Undertake financial management with a work team in an organisation including planning and implementing financial management approaches, supporting team members whose role involves aspects of financial operations, monitoring and controlling finances, and reviewing and evaluating effectiveness of financial management processes in line with the financial objectives of the work team and the organisation
- Identify, evaluate and take advantage of marketing opportunities by analysing market data, distinguishing the characteristics of possible markets and assessing the viability of changes to the operations
- Manage all aspects of the recruitment, selection and induction processes in accordance with organisation policies and procedures
- Contribute to the control of a project's scope by assisting the identification of objectives, deliverables, constraints, assumptions and outcomes; and by applying controls once the project has commenced
- Manage risks in a range of contexts across the organisation or for a specific business unit or area
- Manage own performance and professional development including setting and meeting priorities, analysing information and using a range of strategies to develop further competence