



BSB50215 Diploma of Business

Overview:

This nationally accredited Diploma of Business qualification would apply to individuals with various job titles including executive officers, program consultants and program coordinators. Individuals in these roles may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions. Conversely, it may also apply to those 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. Job titles relevant to this course may include:

- Accounts supervisor
- Office manager
- Office administrator
- Project assistant
- Team leader

Pre-requisites:

There are no pre-requisite units required to enrol into this course under the training package, however participants must have basic computer skills and access to a reliable computer with internet and e-mail access.

Licence & Regulatory Requirements:

Not Applicable

Units of Competency:

On successful completion participants will be issued with a qualification certificate with the following units:

Core Units:

There are no core units

Elective Units:

BSBADM502 Manage meetings
BSBADV507 Develop of media plan
BSBHRM501 Manage human resources services
BSBHRM513 Manage workforce planning
BSBHRM509 Manage rehabilitation or return-to-work programs
BSBMGT403 Implement continuous improvement
BSBRISK501 Manage risk
BSBWOR501 Manage personal work priorities and professional development

Delivery method:

Option 1: Online / self-paced with 12 months to complete. This course could be completed with 30 - 35 hours of study per unit, depending on the individual learner and their personal circumstances and other commitments.

Option 2: Classroom (group bookings only)

Fees and charges:

Fees include all assessments

Option 1: \$799

Option 2: Group bookings only- please contact us for pricing

Recognition of prior learning: \$1,500

CSQ funding available to eligible students

To find out more information [Click Here](#).



More information:

Please head to our website <http://www.atiaustralia.edu.au> to view our learner handbook, which outlines all terms and conditions.

If you require any further information, please do not hesitate to contact us on 1300 738 850 or via e-mail: admin@atiaustralia.edu.au

or visit our head office at Shop 7, 51 Brighton Rd, Sandgate QLD 4017.