

# BUSINESS

BSB50207



## Diploma of Business



### Course Outline

A qualification in business or management gives you the edge in today's competitive market. Whether you want to up-skill or change careers, studying business and management will put you ahead of the pack, providing great career opportunities for VTEC graduates.

This qualification will further develop your practical skills and knowledge in a range of business settings across a wide range of business functions.

### Career Opportunities

Graduates from Diploma of Business will have the potential to obtain employment in a variety of roles including the following:

- Office Manager
- Executive Personal Assistant
- Supervisor
- Frontline Manager
- Trainee Manager

### Location

This course is available via the Kalgoorlie campus.

### Study Mode

#### Options:

##### Flexible

Flexible students can complete the units in their own time - beneficial for those wanting to combine work and study.

##### Recognition of Prior Learning

Available for those with experience in a supervisory role.

### Unit Outline

#### Elective Units

Electives, chosen in liaison with the lecturer, will tailor your training. Examples of possible electives are as following:

BSBADM502B	Manage meetings
BSBWOR501A	Manage personal work priorities and professional development
BSBHRM506A	Manage recruitment, selection and induction processes
BSBHRM502A	Manage human resources management information systems
BSBRSK501A	Manage risk
BSBMKG506B	Plan market research
BSBPMG510A	Manage Projects
BSBADM504B	Plan or review administration systems

\*For a full list of elective options, visit the National Training Information Service at [www.ntis.gov.au](http://www.ntis.gov.au) and search for your training package.

### Further Information

Successful completion of Certificate IV Business or previous industry experience is necessary to participate in this course.

#### KALGOORLIE CAMPUS

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Vocational Training  
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