



BSB50215 DIPLOMA OF BUSINESS

Kick-start a career in the business world. Be equipped with the knowledge and skills to seek a career in middle management in business, office or administrative environments. Acquire business skills such as delivering customer service, maintaining financial records and producing business documents. Students with little or no vocational experience will be able to develop the practical skills necessary to enter the workforce or create further educational opportunities. For students with experience, this qualification will help to improve your career prospects by allowing you to further develop your skills over a wide range of business functions.

Course Duration

This course is delivered over 52 weeks (including up to 12 weeks of holidays).

Classes are rostered for 2½ days per week + self-study component.

Weekday & Weekend classes available.

Full Time studies requires students to attend a minimum of 20 scheduled course contact hours per week.

Career Opportunities

This qualification suits students seeking employment in the following job roles:

- Executive Officer
- Program Consultant
- Program Coordinator

Study Modes

The delivery methods for this course include:

- Face-to-face classroom-based learning

- Business hub simulated
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Course Content

Students must successfully complete the following units:

- BSBADM502 Manage meetings
 - BSBADM504 Plan and implement administrative systems
 - BSBADM506 Manage business document design and development
 - BSBHRM506 Manage recruitment, selection and induction processes
 - BSBMGT403 Implement continuous improvement
 - BSBWOR501 Manage personal work priorities and professional development
 - BSBFIM501 Manage budgets and financial plans
 - BSBCUS501 Manage quality customer service
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Recognition of Prior Learning / Work Experience

Recognition is available (on application) to students with prior skills, experience, knowledge or qualifications obtained from formal studies or training, in a related area. Recognition may reduce the duration of your studies.

Government Funding

Local students may be entitled to Youth Allowance, Austudy/Abstudy or the Pensioner Education Supplement. For enquiries, please contact Centrelink on 132 490.

VET Student Loans

Stanley College offers this course under the VET Student Loans framework. Students must be aware that VET Student Loans will not be approved for students who do not meet eligibility requirements and that a VET student loan gives rise to a VETSL debt that continues to be a debt due to the Commonwealth until it is repaid. For further information please see the following web-page:

www.stanleycollege.edu.au/archives/courses/vet-student-loans/

Further Studies

On completion of the BSB50215 Diploma of Business, students may pursue an BSB60215 Advanced Diploma of Business at Stanley College or selected Bachelor courses at Universities.

Please familiarise yourself with Stanley College's [Refund and Cancellation Policy and Procedure](#).

Entry Requirements

Completion of Australian Year 12 or equivalent

Cost

Tuition Fee: \$8,000

Material Fee: \$300*

Easy payment plans available.

*The Materials Fee covers equipment and resources used in the delivery of your course at Stanley College.

Intakes

Jan, Mar, May, Aug, Oct

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