



Course Information

Diploma of Business

BSB50207

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Descriptor:

This qualification reflects the role of individuals with substantial experience in a range of settings 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 develop in order to create further educational and employment opportunities.

Jobs and opportunities:

- executive officer
- program consultant
- program co-ordinator

Entry requirements:

Successful completion of the Certificate IV in Business or vocational experience in a range of work environments in senior support roles but without a qualification. Pre-enrolment interview.

Start:

Course commencement dates: 30 January 2012, 5 March 2012, 16 April 2012, 4 June 2012, 3 September 2012, 22 October 2012.

Location:

Cairns Business College, 91-97 Mulgrave Road, Parramatta Park, Cairns QLD 4870

Study Mode:

Full time up to 16 weeks



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continued

Recognition of Prior Learning (RPL):

RPL recognises your existing experience gained through life or work for which you may not have obtained a formal qualification. We will work with you to identify your existing skills, and assess if you can then achieve a full or part qualification. This also helps to avoid unnecessary duplication of training, saving you time and money.

Other information:

Please be aware that you will also be required to supply textbooks and a USB memory stick at your own cost.

Assessment Procedures:

This program has a variety of assessment methods including written, oral, practical role plays and simulated office environment assessments.

Subject List:

BSBHRM504A	Manage workplace planning
BSBMGT502B	Manage people performance
BSBADM502B	Manage meetings
BSBMGT516A	Facilitate continuous improvement
BSBRSK501A	Manage risk
BSBPMG510A	Manage projects
BSBINM501A	Manage an information or knowledge management system
BSBSUS501A	Develop workplace policy and sustainability
BSBWOR501A	Manage personal work priorities and professional development

See www.training.gov.au for more information

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