

BSB50215 Diploma of Business



The role of Office and Administrative Managers and Executive Assistants are rapidly evolving in their complexity and in their responsibilities and reporting demands

Individuals in these roles need to possess strong interpersonal and self-management skills and build their expertise in communication, time management, project and quality management, human resource management, networking and negotiation skills

This program provides a contemporary body of knowledge in these areas and provides learners with the opportunity to enhance their skills and experience significant personal growth.

Our course is designed for those with some business experience or work experience and are looking to formalise or further develop their knowledge and skills in the field of Business

Our Difference

Business College Online, is a fully-accredited Registered Training Organisation (RTO Number 91779) and one of Australia's most respected providers of management and business courses



- We use exceptional learning materials to ensure that you enjoy your studies.
- We provide outstanding support to help you complete your course as fast as you can.
- We deliver flexible, distance learning materials as well as

Course Duration maximum timeframe 18 months (NB: could be completed earlier)



Entry Requirements

This course has the following enrolment requirement:

- Minimum age 16 years
- Have access to a fully-functional computer/smart device loaded with a web-browser (e.g. Internet Explorer, Firefox) and appropriate software applications to read PDF files (e.g. Adobe), produce documents (e.g. Microsoft Word etc)
- Have access to a computer/smart device with reliable Internet access (ability to download and upload documentation from/to the Dragon College of Business online learning server)
- Have a current valid email account for online learning and assessment communication and support;
- Have a telephone and current valid telephone number for learning and assessment communication and support
- Should have some work experience within the office environment
- Successfully complete all assessment tasks within the required timeframes

Commencement of subject or course

A subject or course is deemed to have started if the "start of study date" has passed and the delivery of the course has commenced.

On-line delivery is said to have commenced if the course is open in the on-line environment for the individual student.

This is automatic once appropriate fees have been paid

Career Opportunities

Successful completion of this qualification may lead to career opportunities such as:

- Project Officer
- Executive Officer
- Program Coordinator
- Program Consultant
- Office Manager

Business College Online - Dragon College of Business

A division of Pooled Knowledge Pty Ltd | PO Box 749, Windsor, NSW 2756
"Invest in yourself - Invest in your future - Invest in a qualification"
info@dragoncollege.com.au | dragoncollege.edu.au | 02 45790371

RPL (Recognition of Prior learning) / Credit transfer

A student may apply for RPL on the basis of their experience (work experience or other experience, including qualifications completed) and our College will grant them credit for any units where the student can provide sufficient evidence that they have already met the requirements of the competency standards set by industry.

Learners applying for RPL may be required to undergo further assessment before being granted RPL.

RPL and or Credit transfer is available and you must meet the criteria associated with this process. Regardless of the assessment pathway undertaken the pricing structure remains the same

Total of 8 units of competency required to complete this Qualification

You may choose from the list below a maximum of 8 units in total.

Additional units may be selected by request only

Course units (6 Units)

BSBADM502	Manage meetings
BSBADM503	Plan and manage conferences
BSBADM504	Plan and implement administrative systems
BSBWOR501	Manage personal work priorities and professional development
BSBPMG522	Undertake project work
BSBSUS501	Develop workplace policy and procedures for sustainability

Elective Units of Competency (2)

BSBHRM501	Manage human resources services
BSBHRM502	Manage human resources management information systems
BSBHRM513	Manage workforce planning
BSBHRM505	Manage remuneration and employee benefits
BSBHRN506	Manage recruitment, select and induction processes
BSBHRM507	Manage separation or termination
BSBLED502	Manage programs that promote personal effectiveness
BSBMKG501	Identify and evaluate marketing opportunities
BSBMKG502	Establish and adjust the marketing mix
BSBMKG506	Plan market research
BSBMKG507	Interpret market trends and developments
BSBMKG514	Implement and monitor marketing activities
BSBMKG515	Conduct a marketing audit
BSBPUB503	Manage fundraising and sponsorship activities

Learning Outcomes

- Access the latest thinking about business and management and apply this to your current and future roles
- Learn how to organise many of the critical functions in every organisation, including teams, projects, meetings, and the performance of yourself and your colleagues
- Develop skills in marketing planning and strategy and strategy implementation
- Become a more effective team leader and team participant
- Practise more effective ways of managing your own work-life
- Provides the foundation for advanced studies in business and for future roles in business management
- Consider how managing key stakeholders such as customers can be undertaken more effectively

Assessment

Our Diploma of Business has been designed for the use of both distance learning, the workplace and previous work experience for assessment activities.

As a competency based qualification, the assessment tasks seek evidence that learners have mastered the skills and knowledge contained in each unit.

Commonly used assessment activities in our units are Quizzes with Electronic exams, quick learning activities, work-based projects, case studies, discussions, practical exercises and personal reflections.



E-Learning (web-based online component)

E-Learning quizzes and exams form part of the assessment process; Assignments and workbooks will need to be completed and you will be required to demonstrate that you have an understanding of the knowledge in relation to these Units of Competency



Elective Units of Competency - Continued

BSBPUB504	Develop and implement crisis management plans
BSBCON601	Develop and maintain business continuity plans
BSBINM501	Manage and information or knowledge management system
BSBINN501	Establish systems that support innovation
BSBINN502	Build and sustain an innovative work environment
BSBMGT403	Implement continuous improvement
BSBRISK501	Manage risk

**Additional Elective Units of Competency
Available upon request only and may incur additional fees**

BSBHRM505	Manage remuneration and employee benefits
BSBADV503	Coordinate advertising research
BSBADV507	Develop a media plan
BSBADV509	Create mass print media advertising
BSBADV510	Create mass electronic media advertising
BSBMKG523	Design and develop an in
BSBHRM509	Manage rehabilitation or return-to-work programs

**Additional Elective Units of Competency upon request only
Available upon request only and may incur additional fees**

BSBIPR501	Manage intellectual property to protect and grow business
BSBMKG509	Implement and monitor direct marketing activities
BSBPUB501	Manage the public relations publications process
BSBPUB502	Develop and manage complex public relations campaigns
BSBHRM510	Manage mediation processes
BSBMKG508	Plan direct marketing activities

