

Diploma of Business



Descriptor

This qualification would apply to individuals with various job titles including executive officers, business managers, 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, this qualification 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.

Possible Job Titles

- Executive Officer
- Business Manager
- Program Consultant
- Program Coordinator

Mode of delivery

This course is delivered to international students in face-to-face classes of 20 hours per week. An additional 10 hours per week is required to complete unsupervised, independent study.

Assessment

Assessment for this qualification is by written reports, case studies, projects, role plays, written assessments.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is available to all students applying for this qualification. Conditions apply. RPL is the recognition of your current skills and knowledge acquired through prior learning from other training, work or life experience.

Target Groups

Students with substantial experience in a business environment or those wishing to develop such skills to increase their job opportunities.

International students must hold an approved student visa and study according to their visa conditions.



	Term Dates		
	2020	2021	2022
Term 1	28 Jan to 3 Apr	25 Jan to 2 Apr	24 Jan to 1 Apr
Term 2	20 Apr to 26 Jun	19 Apr to 25 Jun	18 Apr to 24 Jun
Term 3	13 Jul to 18 Sep	12 Jul to 17 Sep	11 Jul to 16 Sep
Term 4	5 Oct to 11 Dec	4 Oct to 10 Dec	3 Oct to 09 Dec

COURSE DURATION

52 weeks

UNITS OF COMPETENCY:

- BSBADM502 Manage meetings
- BSBFIM502 Manage payroll
- BSBADM504 Plan and implement administrative systems
- BSBHRM506 Manage recruitment, selection and induction processes
- BSBLED502 Manage programs that promote personal effectiveness
- BSBPMG522 Undertake project work
- BSBINM501 Manage an information or knowledge management system
- BSBWOR501 Manage personal work priorities and professional development

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