



BSB50215

## DIPLOMA OF BUSINESS

This course is offered to domestic students only. The Diploma of Business offers you a broad foundation for a range of career opportunities in the corporate sphere. The subjects provide you with the fundamentals of personal work priorities and professional development, emotional intelligence and managing staff performance in a business. You will gain core skills in managing teams, leadership, communicating in groups, conflict resolution, problem-solving, individual and group decision making, information management workplace policy and procedures for sustainability, and workforce planning.

### CAREER OUTCOMES

- Program Coordinator
- Project Administrator

### COURSE OUTCOME

SIT50215 Diploma of Business

### COURSE OVERVIEW

This course will specialize students with the skills and knowledge to develop project management skills, learn about human resources and the specifics of conducting business. It will give you the correct guidance and support to get ahead in a variety of fields, including administration and human resources. No matter what you end up doing, a Diploma of Business will benefit you through the course of your career.

### COURSE STRUCTURE

This course contains 8 elective units and no core unit.

Number of Elective units = 8

### ELECTIVE UNITS

Unit Code	Unit Name
BSBADM502	Manage meetings
BSBHRM506	Manage recruitment, selection and induction processes
BSBHRM513	Manage workforce planning
BSBRISK501	Manage risk
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBWOR501	Manage personal work priorities and professional development
BSBLDR501	Develop and use emotional intelligence
BSBMGT502	Manage People Performance

### CAMPUS LOCATION - QLD

East Brisbane

### INTAKE DATES - 2019

11 February 2019

13 May 2019

12 August 2019

11 November 2019

### DURATION



Total course duration is 52 weeks, including 4 weeks of break/holidays.

## WORKLOAD

Full time 2.5 days per week

## STUDY MODE

- Classroom (face to face)

## STUDY COST

Total Course Cost: \$9,000

Tuition Fee: \$8,500

Non-Tuition Fee: \$500

(Non-Tuition fees include admin fees and study material)

## WHAT YOU NEED TO KNOW

### Course delivery

Courses delivered on campus may have a combination of online and classroom-based learning. Students studying full time must attend theory classes and practical equivalent to 20 hours per week. Students may be required to complete additional hours beyond class times to complete the course.

### Timetable

You will receive your full class timetable during orientation week including details of when and where your individual classes will be held. Your timetable may change each study period and you must be able to manage your commitments to ensure attendance at all your classes.

## ACADEMIC ENTRY REQUIREMENTS

### Australian equivalent qualification

The entry requirement for a Certificate III is Year 10 and for Certificate IV, Diploma and Advanced Diploma courses requires a Year 12 qualification or equivalent. A verified copy of qualifications and transcripts is required to accompany your application.

### English language requirement

This course is available to domestic students only.

### Age requirement

An applicant must be above 18 years of age to be able to enrol in this course.

## PAYMENT OPTIONS

Enhance College has a payment option to suit you. If you are unsure of what's right for you, get in touch. We're here to help.

### Upfront Payment Option

Applying for a course does not guarantee you a place in that course. Your place is only guaranteed once you enrol into units. Enrolling means that you are committing yourself to study, and to paying the associated fees. The tuition fees and applicable charges are required to be paid at enrolment or by scheduled instalment dates.



### Payment Plan

If you have difficulty paying for the full cost of a course upfront, you may be eligible for a payment plan. There are monthly/quarterly payment options available. Speak to our administration staff for details.

### POLICIES AND PROCEDURES

Please refer to our website [www.enhance.edu.au](http://www.enhance.edu.au) for all policies of Enhance College. You may contact us on the details provided below for information on policies and procedures.

Phone enquiry: +61 7 3895 8393  
Email enquiry: [info@enhance.edu.au](mailto:info@enhance.edu.au)

Name:  
Sign:  
Date: