

Course Synopsis

BSB50207 Diploma of Business

Our Nationally Accredited Diploma of Business course is the ideal qualification for those seeking a career as an office worker or business professional. This course is best suited to individuals who are already working in the business sector who are looking to further develop their skills or starting their career in management.

This course also suits those with limited vocational experience who are looking to improve their employment opportunities. With this course you will develop skills that can be applied across finance, project management, logistics, administration, marketing, retail, receptionist and office management roles.

Career Prospects

- Administrative Assistant
- Office Manager
- Customer Service Representative
- Contact Centre Officer
- Finance Officer
- Payroll Clerk
- Staff Support Officer
- Marketing Assistant
- Team Leader
- Human Resources Advisor
- Training and Development Coordinator
- Researcher Policy Analyst
- Data Control Advisor

Course Delivery

This course is delivered 100% online. Upon enrolment students are issued with a login and password, providing access to our e-learning portal.

Units of Study

Competency Code	Unit of Study Name	Nominal Unit Hours	VET Tuition Fee	RPL Fee
Cluster 1				
BSBWOR501B	Manage personal work priorities and professional development	60	\$1250	\$875
BSBCUS402B	Address customer needs	50	\$1250	\$875
	Total	110	\$2500	\$1750
Cluster 2				
BSBPMG522A	Undertake project work	60	\$1250	\$875
BSBWOR402A	Promote team effectiveness	50	\$1250	\$875
BSBADM502B	Manage meetings	30	\$1250	\$875
	Total	140	\$3750	\$2625
Cluster 3				
BSBADM503B	Plan and manage conferences	30	\$1250	\$875
BSBADM504B	Plan or review administrative systems	50	\$1250	\$875
BSBRSK501B	Manage risk	60	\$1250	\$875
	Total	140	\$3750	\$2625
	Overall Total	390	\$10,000	\$7000

How long will this course take?

The time you take to complete your course is entirely up to you. The more hours per week/month you put into your course, the quicker you will have it completed.

Our Diploma courses usually take students 6-8 months to complete based on a study plan of 12 hours a week.

All Nationally Accredited VET FEE HELP courses are competency based which means that you can complete the course at your own pace and complete sooner than the expected completion if you wish.

Recognition and Accreditation

Upon successful completion of this course you will receive a nationally accredited Diploma of Business (BSB50207).

Pre-Requisites

There are **no specific pre-requisites** for this course.

Ideally participants will have previously completed the Certificate IV in Business or other qualification or with vocational experience in a range of work environments in senior support roles but without a qualification.

Institute is able to provide advice and assist intending participants to determine the suitability of the program.

Course Reviews

Theresa Green, Perth



The information is more in depth than what I expected it to be. Which I like considering that there is no compulsory work placement attached to this course. The better prepared I am for the real job description the more confidence I will be in achieving my goals. Hope this helps.

Hocking. M, The Ponds, NSW



Good service and value for money!
M Hocking, The Ponds, NSW

Our Organisation

Conwal Institute (CI) prides its self on delivering more than just quality training and assessment services. Our experienced team has designed each qualification to deliver an enjoyable student experience.

Our user friendly learning portal incorporates social media elements, video tutorials, webinars and virtual classrooms. The learning platform is supported by a dedicated team of student support officers, technical support and administrative facilitators.

Guiding you through your learning journey is your very own expert trainer and assessor. Being on a first name basis allows you to develop a report with your trainer which will ultimately enhance your learning outcomes.

Conwal Institute (CI) has delivered training across Australia over the past eight years to a diverse audience including, job seekers, mums returning back to work, professionals and students requiring Recognition of Prior Learning (RPL).