HELLO THERE, OUR DREAM IS TO HELP YOU MAKE GREAT HAPPEN

Industry endorsed
University Pathways
Payment options
Student satisfaction

Get down to business and broaden your career with the Diploma of Business

If you want to work in the business world but not quite sure where, let the Diploma of Business be your guide. This is the perfect course to learn skills and expertise in key business strategies, finance, team leadership, business technology, marketing and IT. This course is a great opportunity to launch your career or upgrade your skills and will give you credit towards a University Degree.

LOCATION/S
Maroochydore

DURATION
Full time: 6 months

Course delivery options
WORKLOAD LOCATION DELIVERY
Full time Maroochydore Classroom

Entry requirements
Course Entry Requirements
There are no formal entry requirements for

Resources required
Please see the relevant documents section for any relevant booklists, uniform and resource kit lists required for this

What are my payment options?
No matter what your circumstances, TAFE Queensland East Coast has a payment option to suit you. If you are unsure of what’s right for you, call us on 1300 656 188. We’re here to help.

FULL FEE $5,000
This is the total cost of the course.

Got a question?
Enquire about your full fee study options

Accurate as at 25 July 2017. For the latest information see:
tafeeastcoast.edu.au/course/9322

RTO 0275
CRICOS 03020E
If you want to go on to further study at university, TAFE Queensland has a pathway option to get you there. In many cases, completing one of our diplomas will give you a full year of credit towards a degree with one of our partner universities. That means cutting down the amount of time you need to complete your degree, or even enrolling straight into the second year of your university course.

More info:
Learn more about University Pathways

Our pathway partners include:

- Administrator
- Business Administration Manager
- Business Manager
- Business, Human Resource and Marketing Professional
- Office Manager
- Supervisor
- Team Leader

Job prospects

- Administrator
- Business Administration Manager
- Business Manager
- Business, Human Resource and Marketing Professional
- Office Manager
- Supervisor
- Team Leader

Units

To achieve this qualification you will need to complete:

Core Competencies: 0

Elective Competencies: 8

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<thead>
<tr>
<th>Code</th>
<th>Unit Description</th>
<th>Type</th>
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</thead>
<tbody>
<tr>
<td>BSBWORS501</td>
<td>Manage personal work priorities and professional development</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU401</td>
<td>Design and develop complex text documents</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU402</td>
<td>Develop and use complex spreadsheets</td>
<td>Elective</td>
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<tr>
<td>BSBMKG501</td>
<td>Identify and evaluate marketing opportunities</td>
<td>Elective</td>
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<tr>
<td>BSBPMG522</td>
<td>Undertake project work</td>
<td>Elective</td>
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<tr>
<td>BSBINN502</td>
<td>Build and sustain an innovative work environment</td>
<td>Elective</td>
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<tr>
<td>BSBADM502</td>
<td>Manage meetings</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBEBU501</td>
<td>Investigate and design e-business solutions</td>
<td>Elective</td>
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Disclaimer

Not all electives available at all campuses

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tafeeastcoast.edu.au/course/3322
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