Broaden your career, by getting down to business

Do you want to take your business skills to a higher level? This business course is designed to build on existing knowledge and provide participants with opportunity to apply theory to practice. Key areas of focus include: planning to achieve outcomes, communicating with and leading teams, leading continuous improvement, project management, and putting marketing or human resource plans into action. Webinars are conducted at the beginning of each unit to prompt reflection about business practice.

LOCATION/S

DURATION

Blended: 10 months

Entry requirements

Course Entry Requirements

TAFE Qld East Coast recommends the client

Resources required

No specific resources are required to successfully complete this course. It is recommended that students have access to a reliable internet connection to complete their studies.

Important Information

Funding is available for...

ARE YOU READY TO TAKE THE NEXT STEP ON YOUR PATH TO GREAT?

Enrol today to secure your spot in this course.

HOW TO ENROL

Enrol now

You're ready if you have:

- checked your important dates (under the course details tab)
- checked you meet the entry requirements (under the course details tab)

Resources required

No specific resources are required to successfully complete this course. It is recommended that students have access to a reliable internet connection to complete their studies.

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 | $5,100

This is the total cost of the course.

Got a question?

Enquire about your full fee study options

Outcome

BSB50215 Diploma of Business

Job prospects

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

Accurate as at 16 April 2018. For the latest information see:

tafeeastcoast.edu.au/course/16619

RTO 0275
CRICOS 03020E
To achieve this qualification you will need to complete:

Core Competencies: 0
Elective Competencies: 8

Cluster 1 - Strategies to Achieve Key Results
- BSBWOR501 Manage personal work priorities and professional development (Elective)
- BSBITU402 Develop and use complex spreadsheets (Elective)

Cluster 2 - Leading and Communicating with Others
- BSBWOR502 Lead and manage team effectiveness (Elective)
- BSBADM502 Manage meetings (Elective)

Cluster 3 - Leading Continuous Improvement
- BSBMGT403 Implement continuous improvement (Elective)
- BSBADM504 Plan and implement administrative systems (Elective)
- BSBPMG522 Undertake project work (Elective)

Cluster 4 - Putting Plans into Action - Either
- BSBMKG514 Implement and monitor marketing activities (Elective)
- OR
- BSBHRM506 Manage recruitment selection and induction processes (Elective)

Disclaimer

Not all electives available at all campuses

All done? Then head to the link below to complete your enrolment:


**Enrolment options**

- By telephone: 1300 656 188.
- In person: at any TAFE Queensland East Coast location.
- Online: Full Fee paying students can enrol online

**Recognition of prior learning**

Fast-track your way to a formal qualification by earning credit for the things you already know. Getting recognition for the skills you’ve gained from the workplace or previous learning means less study time for you, and getting the paper to prove you’re qualified a whole lot sooner.


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[tafeeastcoast.edu.au/course/16619](tafeeastcoast.edu.au/course/16619)

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