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

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
Mooloolaba

DURATION
Full time: 6 months

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 | $5,100
This is the total cost of the course.

Got a question?
Enquire about your full fee study options

Outcome
BSB50215 Diploma of Business

University pathways
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

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
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>Description</th>
<th>Type</th>
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<tbody>
<tr>
<td>BSBWORS01</td>
<td>Manage personal work priorities and professional</td>
<td>Elective</td>
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<tr>
<td></td>
<td>development</td>
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<tr>
<td>BSBITU401</td>
<td>Design and develop complex text documents</td>
<td>Elective</td>
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<tr>
<td>BSBITU402</td>
<td>Develop and use complex spreadsheets</td>
<td>Elective</td>
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<td>BSBMKG501</td>
<td>Identify and evaluate marketing opportunities</td>
<td>Elective</td>
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<td>BSBPMGS22</td>
<td>Undertake project work</td>
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<td>BSBINN502</td>
<td>Build and sustain an innovative work environment</td>
<td>Elective</td>
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<tr>
<td>BSADAMS02</td>
<td>Manage meetings</td>
<td>Elective</td>
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<tr>
<td>BSBEBUS01</td>
<td>Investigate and design e-business solutions</td>
<td>Elective</td>
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Disclaimer

Not all electives available at all campuses

requirements (under the course details tab)

- checked your course costs and knew which payment option is right for you (under the costs tab)

- Read the student rules and refund policy

- Created your Unique Student Identifier and can provide this code to TAFE Queensland

- If you are applying for a subsidised cost, please ensure you have all the relevant documents at time of enrolment

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

tafeeastcoast.edu.au/study-with-us/enrolment-fees/enrol

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.

More info:
tafeeastcoast.edu.au/study-with-us/career-changers/jobseeker/recognition-prior-learning/

Make your future happen

Connect with TAFE on Facebook

Accurate as at 5 February 2018. For the latest information see:
tafeeastcoast.edu.au/course/9322

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