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

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Competency Code</th>
<th>Unit of Study Name</th>
<th>Nominal Unit Hours</th>
<th>VET Tuition Fee</th>
<th>RPL Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cluster 1</td>
<td>BSBWOR501B</td>
<td>Manage personal work priorities and professional development</td>
<td>60</td>
<td>$1500</td>
<td>$1500</td>
</tr>
<tr>
<td></td>
<td>BSBCUS402B</td>
<td>Address customer needs</td>
<td>50</td>
<td>$1500</td>
<td>$1500</td>
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<tr>
<td></td>
<td>Total</td>
<td></td>
<td>110</td>
<td>$3000</td>
<td>$3000</td>
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<tr>
<td>Cluster 2</td>
<td>BSBPMG522A</td>
<td>Undertake project work</td>
<td>60</td>
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<tr>
<td></td>
<td>BSBWOR402A</td>
<td>Promote team effectiveness</td>
<td>50</td>
<td>$1500</td>
<td>$1500</td>
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<tr>
<td></td>
<td>BSBADM502B</td>
<td>Manage meetings</td>
<td>30</td>
<td>$1500</td>
<td>$1500</td>
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<tr>
<td></td>
<td>Total</td>
<td></td>
<td>140</td>
<td>$4500</td>
<td>$4500</td>
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<tr>
<td>Cluster 3</td>
<td>BSBADM503B</td>
<td>Plan and manage conferences</td>
<td>30</td>
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<tr>
<td></td>
<td>BSBADM504B</td>
<td>Plan or review administrative systems</td>
<td>50</td>
<td>$1500</td>
<td>$1500</td>
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<tr>
<td></td>
<td>BSBRSK501B</td>
<td>Manage risk</td>
<td>60</td>
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<td>$1500</td>
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<tr>
<td></td>
<td>Total</td>
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<td>140</td>
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<td>Overall Total</td>
<td></td>
<td></td>
<td>390</td>
<td>$12,000</td>
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</table>
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 that 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 then 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 rapport 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).