



Providing Quality Adult Education

Business **BSB50207 Diploma of Business**

Course Overview

A business qualification is a key element in a career in the commercial business world, a very diverse field that involves working closely with specialists such as technical experts, production managers, middle and senior managers, lawyers, accountants, IT professionals, engineers and advertising agencies.

You will learn about topics such as: human resources, communication in the workplace, teamwork, project management, crisis management, marketing, sales, customer service and planning.

Why choose King's?

Established in 1997, King's International College with campuses at Reedy Creek and Burleigh is recognised for delivering quality training in the health, children's services, automotive and hospitality sectors.

As King's is a community focused non-profit organisation, its surplus funds made from training delivery goes back to either improving or expanding the college's range of courses or goes into its community welfare organisation, the Community Support Agency (CSA).

King's undertakes a duty of care towards its student body and offers course counselling as required.

Delivery Options

External

Course Duration

External 2 years

Course Prerequisites

Nil

Career Options and Learning Pathways

You will gain a have a full understanding of business principals and the skills and knowledge required to develop and deliver business strategies.

Specifically you will know how to how to identify and evaluate business opportunities, recruit and maintain staff, develop business documents and briefs, develop media plans and manage risk.

Career opportunities include:

- Office manager
- Office administrator
- Manager or owner of a small to medium business.

Course Units

Participants must successfully complete 8 units to be eligible for the Diploma of Business. There are numerous units to select from that can be customized to meet your requirements, as per sample below.

BSBADM502B	Manage meetings
BSBHRM506A	Manage recruitment, selection and induction processes
BSBPMG510A	Manage projects
BSBRSK501A	Manage risk
BSBMKG501B	Identify and evaluate marketing opportunities
BSBCUS501B	Manage quality customer service
BSBWOR501A	Manage personal work priorities and professional development
BSBWOR502B	Ensure team effectiveness

Recognition of Prior Learning (RPL)

RPL allows the competencies you already possess to be recognised, regardless of how you obtained them. These might include skills you picked up on the job or from other life experiences that do not necessarily include formal training.

These skills and competencies may relate to units you are about to commence and as a result may exempt you from studying these units. Please be aware that there are costs applied to RPL application.

Course Fees and Payment Options

External \$3000 \$200 Enrolment Fee (non-refundable fee included)

- Credit Card – Visa / Mastercard
- Cash / Cheque / Bank Deposit
- Payment Plan

Please note the following additional charges that apply to Payment Plans:

- Fortnightly payment plans paid with a credit card (Visa/Mastercard) incurs an additional processing fee of 2.2%.
- Fortnightly payment plans includes a payment processing fee of \$1.75 per payment.
- All payment plans will have a one-off charge of \$3.30 for account set up.
- Additional payment plans (eg. Monthly payments) may be negotiated upon request.

How to enrol

Download an enrolment form from website and submit online or collect from campus.

- ☺ In person at Burleigh Campus – 6 Ern Harley Drive, Burleigh
- ☎ Enquire by telephone – 07 5593 4386
- ✉ Mail – King's International College, Private Bag 68, Burleigh MDC, Qld 4220
- 💻 Website – www.kings.net.au

Further information

Contact Business Development Officer - Helen Briggs - 07 5593 4386 or email hbriggs@kings.net.au

Or visit our campus at 6 Ern Harley Drive, Burleigh.