



BSB50401 Diploma of Business Management

Updated for 2004

WHAT DOES THIS COURSE INVOLVE?

Building on the skills already acquired through studying the Certificate IV in Business, the Diploma level training provides you with the skills to operate as a manager at a para-professional level. The course is designed to promote and cultivate management initiatives and personal growth within the ever-changing work environment.

The course is made up of a minimum of 18 units. Students wanting to apply for maximum credits at University may apply for permission to do 30 units and must include all units marked with a * in their selection. Educators will assist students to make their selection during the first week of study.

The Diploma of Business Management is made up of 3 core units:

BSBSBM404A	Undertake business planning
BSBFLM504A	Facilitate work teams
BSBADM502A	Manage meetings

Plus the following 5 units:

BSBMGT502A	Manage people performance
BSBMGT505A	Ensure a safe workplace
BSBMGT506A	Recruit, select & induct Staff
BSBMGT503A	Prepare budgets & financial plans *
BSBMGT504A	Manage budgets & financial plans *

Plus 10 units selected from the units of competency for BSB40101 Certificate IV in Business (see the Course Guide for the Certificate IV)

NB. Students who have permission to do 30 units must also select 12 units taken from BSB30101 Certificate III in Business or BSB30201 Certificate III in Business Administration and must include any units marked with a * in their selection (see the Course Guide for each Certificate III)

Additionally, overseas students are required to attend 4 hours of ELICOS on a weekly basis.

WHAT ARE MY EMPLOYMENT OPPORTUNITIES?

Managers are needed in almost all professional businesses and organisations. The major positions that graduates of this course might occupy include middle management positions or managers of small businesses.

HOW LONG DOES IT TAKE?

The course duration is 40 Weeks/12 Months, 20 hours per week.

Students will complete the 10 units from Certificate IV in Business for the first 20 Weeks/6 Months as part of the Diploma program.

The 8 Diploma units will be completed over the remaining 20 Weeks/6 Months.

Students who have permission to do the 12 units from Certificate III will complete these units self-paced at a rate of 3 units per term.

Note: All duration times stated are the maximum timeframe to complete the program and published fees cover this timeframe. Students who have not completed their qualification in the stated timeframe can continue the program at an additional cost.

ENTRY REQUIREMENTS

Completed Year 12 or its equivalent **OR** Mature Aged (18 years of age or over).
Overseas students require language proficiency of IELTS level 5.5 or equivalent.

SUPPORT

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

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning provides students an opportunity to have their current skills and competencies recognised. These skills and competencies may relate to units you are about to commence and as a result can exempt you from studying these units. However, there is a cost related to obtaining Recognition of Prior Learning.

The process requires students to gather evidence confirming their competency. An educator will advise you in this task. **Enquire if you think you qualify.**

Enrolment Fee

There is a non-refundable enrolment fee required upon receipt of your enrolment form. Your place will not be confirmed unless this payment has been made. This fee applies to all courses. Please contact the College to enquire about the enrolment fee.

Course Fees

Please contact the College to enquire about course fees.



**To Enrol or to find out more Information
Telephone + 61 7 5593 4386**

KING'S INTERNATIONAL COLLEGE

PROVIDING QUALITY ADULT EDUCATION