



## BSB50215 Diploma of Business

### Information:

This qualification would apply to individuals with various job titles including executive officers, program consultants and program coordinators. Individuals in these roles may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions. Conversely, it may also apply to those with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

### What will you learn in this course:

- Administration
- Document design and development
- Policies and procedures
- Professional development
- Risk

### Course units: (8 Elective = 8 total units)

1. BSBADM502 Manage meetings
2. BSBADM504 Plan and implement administrative systems
3. BSBADM506 Manage business document design and development
4. BSBHRM506 Manage recruitment, selection and induction processes
5. BSBWOR501 Manage personal work priorities and professional development
6. BSBSUS501 Develop workplace policy and procedures for sustainability
7. BSBPMG522 Undertake project work
8. BSBRSK501 Manage risk

### Course Duration (Domestic)

- 6 months to 12 months

### Career Pathway

- Office Manager
- Administration Manager
- Executive Officer

### Study Mode

- On campus (face-to-face)
- Online

### Study Hours

- a requirement of 20 hours per week

### Course Cost

- \$3,000



### Enroll Now:

Head over to our website [www.i.g.institute.com.au](http://www.i.g.institute.com.au) to read our pre-enrolment information. All student with I.G Institute will be requested to attend a orientation day to inducted you into your new course and have a smooth introduction to the facilities and trainers.