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
Maroochydore

DURATION
Full time: 6 months

Course delivery options

<table>
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<tr>
<th>WORKLOAD</th>
<th>LOCATION</th>
<th>DELIVERY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time</td>
<td>Maroochydore</td>
<td>Classroom</td>
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Key dates
For key start dates for each location visit the online brochure for this course (under the course details tab).
tafeeastcoast.edu.au/course/9322

Entry requirements
Course Entry Requirements
There are no formal entry requirements for
...more online

Resources required
Please see the relevant documents section for any relevant booklists, uniform and resource kit lists required for this
...more online

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.

...more online

FULL FEE | $5,000
This is the total cost of the course.

Got a question?
Enquire about your full fee study options

Outcome
BSB50215 Diploma of Business

ARE YOU READY TO TAKE THE NEXT STEP ON YOUR
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

Our pathway partners include:

![University of Sunshine Coast]

![Griffith University]

![Charles Sturt University]

![University of Queensland]

![University of Canberra]

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 development</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU401</td>
<td>Design and develop complex text documents</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU402</td>
<td>Develop and use complex spreadsheets</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBMKG501</td>
<td>Identify and evaluate marketing opportunities</td>
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<tr>
<td>BSBPMG522</td>
<td>Undertake project work</td>
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<td>SBINN502</td>
<td>Build and sustain an innovative work environment</td>
<td>Elective</td>
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<tr>
<td>SBSADM502</td>
<td>Manage meetings</td>
<td>Elective</td>
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<tr>
<td>SSBEBUS01</td>
<td>Investigate and design e-business solutions</td>
<td>Elective</td>
</tr>
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</table>

Disclaimer
Not all electives available at all campuses

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 requirements (under the course details tab)
- checked your course costs and know 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/

Accurate as at 25 July 2017. For the latest information see:
tafeeastcoast.edu.au/course/9322

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CRICOS 03020E