



Diploma of Business

Qualification Description

The Diploma of Business is designed to enhance your knowledge and skills across a wide range of business functions. Some of the skills gained from this qualification will include organisational leadership, quality management, safety management, financial management, human resource management, marketing and advertisement management, records management and strategic management and much more. Manage your organisation or business using real world knowledge and skills.

Award

The Diploma of Business BSB50207 provides you with a nationally recognised qualification through high quality, flexible, customised training that will have a positive impact on your career and business

Our Trainers

Outsource Services will provide experienced training staff that inspire you to achieve great things. All our trainers are approved under the Australian Quality Training Framework and are experienced professionals as well as trainers!

Delivery

We offer flexible training delivery either face to face, self paced or in blended delivery modes. We will tailor the delivery to meet your needs.

Prior learning and current competency will be taken into consideration for all participants.

Course Duration

This course is a competency based training program and as such the duration of the course is to be determined on individual levels of current competence and RPL. However, expect to take around a month per module for most of our courses.

Entry Requirements

No entry requirements apply to this qualification.

Career Opportunities

This program is aimed at developing your business management skills ready for your future business management roles.

Applicable occupations are:

Executive Officer
Business Owners or Managers
Program Consultant
Program Coordinator
Store Managers
Managers in all industry sectors

Investment

Please call us on 1300 136 904 and one of our friendly Consultants will help you with the best learning option for you.

All of Outsource Services programs form learning pathways to high level study and University entrance and credits.

FOR FURTHER INFORMATION

Visit our website at

www.outsourcedservices.com.au

or call us on 1300 136 904





BSB50207 Diploma of Business

Requiring 8 units for the qualification

- Eight (8) units from the units listed below, no more than 3 units may be selected from any one area.
- Elective units must be relevant to the work outcome, local industry requirements and the qualification level.
- Where the packaging of this qualification meets the rules of a specialist qualification then the specialist qualification and not the generic qualification must be awarded.

ADVERTISING

- BSBADV503B Coordinate advertising research
- BSBADV507B Develop a media plan
- BSBADV509A Create mass print media advertisements
- BSBADV510A Create mass electronic media advertisements
- BSBADV511A Evaluate and recommend advertising media options
- BSBADV512A Develop an advertising strategy and brief
- BSBWRT501A Write persuasive copy

BUSINESS ADMINISTRATION

- BSBEBU501A Investigate and design e-business solutions
- BSBFIM502A Manage payroll
- BSBADM502B Manage meetings
- BSBADM503B Plan and manage conferences
- BSBADM504B Plan and review administration systems
- BSBADM506B Manage business document design and development
- BSBITB501A Establish and maintain a workgroup computer network

HUMAN RESOURCE MANAGEMENT

- BSBHRM501A Manage human resources services
- BSBHRM502A Manage human resources management information systems
- BSBHRM504A Manage workforce planning
- BSBHRM505A Manage remuneration and employee benefits
- BSBHRM506A Manage recruitment, selection and induction processes
- BSBHRM507A Manage separation or termination
- BSBHRM509A Manage rehabilitation or return-to-work programs
- BSBHRM510A Manage mediation processes
- BSBLED502A Manage programs that promote personal effectiveness





Outsource Services Pty Ltd

Your training and development specialists!

Leadership Training • Sales and Marketing Training • IT Training • Retail Training • Training and Assessment • Frontline Management • Business Management • Project Management • Environmental Management

MANAGEMENT

- BSBINM501A Manage an information or knowledge management system.....
- BSBPMG510A Manage projects
- BSBRSK501A Manage risk
- BSBWOR501A Manage personal work priorities and professional development.....

MARKETING

- BSBMKG501B Identify and evaluate marketing opportunities
- BSBMKG502B Establish and adjust the marketing mix
- BSBMKG506B Plan market research.....
- BSBMKG507A Interpret market trends and developments
- BSBMKG508A Plan direct marketing activities
- BSBMKG509A Implement and monitor direct marketing activities
- BSBMKG510A Plan electronic marketing activities
- BSBMKG514A Implement and monitor marketing activities
- BSBMKG515A Conduct a marketing audit
- BSBPUB501A Manage the public relations publication process

