

# DIPLOMA OF BUSINESS

## BSB 50207

THE DIPLOMA OF BUSINESS WILL PROVIDE YOU WITH A BROAD UNDERSTANDING OF CONTEMPORARY BUSINESS PRACTICES, WHICH CAN BE USED WITHIN A VARIETY OF ENTRY-LEVEL POSITIONS IN BOTH PUBLIC AND PRIVATE SECTORS. THIS COURSE IS IDEAL FOR TEAM LEADERS AND THOSE WHO ARE STARTING A CAREER IN MANAGEMENT.

### COURSE OBJECTIVES

The Diploma of Business focuses heavily on developing your organisational and teamwork skills, managing performance, professional development, preparing budgets and providing leadership across the organisation.

On completion of this course, you should be able to:

- manage a range of meetings including overseeing the meeting preparation processes, chairing meetings, organising the minutes and reporting meeting outcomes;
- plan or review the requirements of effective administration systems and procedures for implementing, monitoring and reviewing the system;
- manage projects by developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learnt for application to future projects;
- establish and monitor security procedures for managing organisational payroll services and to calculate and process salary payments, group taxation and related payments;
- plan, promote and coordinate conferences;

- implement an organisation's remuneration and benefit plans including packaging, salary benchmarking, market rates reviews, bonuses and the legislative aspects of remuneration and employee benefits;
- manage all aspects of the recruitment selection and induction processes; and
- manage all aspects of redeployment, resignation, retirement, dismissal and redundancy, including the conduct of exit interviews.

### COMPONENTS

**BSBADM502B**  
Manage meetings

**BSBADM504B**  
Plan or review administration systems

**BSBFIM502A**  
Manage payroll

**BSBPMG510A**  
Manage projects

**BSBADM503B**  
Manage and plan conferences

**BSBHRM505A**  
Manage remuneration and employee benefits

**BSBHRM506A**  
Manage recruitment selection and induction processes

**BSBHRM507A**  
Manage separation and termination

### DURATION

The total nominal hours for this course are 385 hours. This should include completing both the online training module and the associated formal assessment component.

### FULL TIME

Load - 12hrs/wk  
Duration - 32 weeks  
*Maximum 12mths access to online course. (Approx. 10-20hrs to complete each unit).*

### DELIVERY MODE

Online

### PREREQUISITES

Course entry requirements include:

- sufficient literacy and numeracy skills to complete the course; and
- access to an internet connection and computer.

### COST

Member	\$2,681
Corporate Supporter	\$3,300
Standard	\$4,125

This qualification is delivered online providing you with the flexibility to complete the training when and where you wish. You will be fully supported throughout the learning process by qualified trainers from Accredited Online Training (AOT), Australia's leading provider of online qualifications.

YOUR LEARNING . OUR PASSION

Book online now at [www.qld.ipaa.org.au](http://www.qld.ipaa.org.au) or call us on (07) 3228 2800

