

Diploma of Business

(BSB50207)

Maxima's Diploma of Business is designed for individuals looking to formalise current skills or further develop their skills across a wide range of business functions.

This qualification is ideal for team leaders and those starting a career in management who may have previous experience and a good understanding of business practices and would like to further develop these skills in order to create further educational and employment opportunities.

The Diploma of Business will provide you with a broad understanding of contemporary business practices, which can be used within a variety of both public and private sectors organisations.

Job titles and roles vary across different industries. Possible job titles relevant to this qualification include:

- > Executive Officer
- > Program Consultant
- > Program Coordinator
- > Team Leader

Further study in this area may include an Advanced Diploma of Business (BSB60207). Refer to www.training.gov.au for further information.

Recruitment.
Employment.
Training.

Maxima
(Training Division)
85 Grange Road
Welland SA 5007
Telephone 8340 7766
Facsimile 8340 7655
www.maxima.com.au





Packaging Rules

Diploma of Business requires a total of 8 units to be completed. 6 elective units must be selected from the elective units listed below no more than 3 units may be selected from any one Group. 2 elective units may be selected from the remaining elective units, or any currently endorsed Training Package or accredited course at the same qualification level. If not listed below, 1 unit may be selected from either a Certificate IV or Advanced Diploma qualification.

Units must be relevant to the work outcome, local industry requirements and the qualification level.

The units in our model program are:

BSBADM502B Manage meetings

BSBADM504B Plan or review administration systems

BSBHRM501A Manage human resources services

BSBHRM506A Manage recruitment, selection and induction processes

BSBMKG510A Plan electronic marketing communications

BSBPUB504A Develop and implement crisis management plans

BSBPMG510A Manage projects

BSBWOR501B Manage personal work priorities and professional development

If it is applicable, participants enrolling in this course are encouraged to apply for Recognition of Prior Learning or credit transfer.

Cost: \$4,200 for full certificate (No GST on full certificates)
Price may vary due to RPL process and delivery of program
Also available under a Contract of Training (conditions apply)