The Diploma of Business qualification reflects the role of individuals who are seeking to develop their skills across a wide range of business functions. This qualification is suited to the needs of all individuals who wish to develop sound theoretical and practical business skills and knowledge, in order to create further educational and varied employment opportunities within the business environment.

The smart start to a better future

Diploma of Business (BSB50215)
CRICOS Code 068132D

Delivery and Assessment
- Classroom based (face-to-face)

Course Duration
- Up to 50 weeks of full-time study including holidays

Resources & Materials
- All prescribed textbooks, workbooks and/or other printed materials

This Course is Suitable for
Individuals who wish to enter areas of business including administration, marketing and management.

Entry Requirements
- Must be at least 18 years of age at commencement
- Completion of equivalent Australian Year 12, and
- Minimum IELTS overall score of 5.5 or equivalent, or the equivalent Certificate IV in EAL
Career Prospects

It can lead to a career as an Executive Officer, Program Consultant, or Program Coordinator in fields such as administration, marketing and management.

Course Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
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<tbody>
<tr>
<td>BSBSUS501A</td>
<td>Develop workplace policy and procedures for sustainability</td>
</tr>
<tr>
<td>BSBADM502B</td>
<td>Manage meetings</td>
</tr>
<tr>
<td>BSBADM506B</td>
<td>Manage business document design and development</td>
</tr>
<tr>
<td>BSBHRM506A</td>
<td>Manage recruitment, selection and induction processes</td>
</tr>
<tr>
<td>BSBWOR501B</td>
<td>Manage personal work priorities and professional development</td>
</tr>
<tr>
<td>BSBRSK501B</td>
<td>Manage risk</td>
</tr>
<tr>
<td>BSBADV509A</td>
<td>Create mass print media advertisements</td>
</tr>
<tr>
<td>BSBADV507B</td>
<td>Develop a media plan</td>
</tr>
</tbody>
</table>

Units are subject to change

Recognition of Prior Learning (RPL) and Credit Transfer (CT)

Students have an option to apply for RPL or CT based on their previous qualifications, knowledge and experience.

Duration and fees may vary depending on the circumstances.

Delivery Location

VIT City Campus
123 Queen Street
Melbourne Victoria 3000
(Reception - Level 14)

Contact VIT

Email: info@vit.edu.au
Phone: (03) 9670 7848
Fax: (03) 9670 7849