



adept training



BSB50215

## DIPLOMA OF BUSINESS

### INTRODUCTION

Welcome to Diploma of Business. Are you ready for a career change or to step up to a management position within your organisation? This qualification develops the skills required to plan and implement strategies and manage people across a wide range of business sectors.

### KEY LEARNING AREAS

Experience a supportive learning environment where topics covered will be:

- Operational planning
- Risk management
- Professional development
- Continuous improvement

### CAREER OPPORTUNITIES

- Management Executive
- Office Manager
- Team Leader
- Programme Coordinator
- Risk Management Consultant

### DURATION & STRUCTURE

This course is delivered face to face classroom based or via online training:

- 5 weekend blocks every alternate month for 9 months.  
OR
- Online learning with access to regular trainer support to assist your progress.
- 18 months to complete your studies

### COST

**\$4000 FACE TO FACE**

**\$2500 ONLINE**

- Pay as you go (payment plans)
- Discounts for current/past students

### CONTACT US

(p) 1300 366 044

(w) [www.adepttraining.com.au](http://www.adepttraining.com.au)

83 Marion Street

HARRIS PARK NSW 2150

RTO NUMBER 90991



NATIONALLY RECOGNISED  
TRAINING

### CONNECT





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### ENTRY REQUIREMENTS

You are required to have a good understanding of written, verbal and spoken English. You will be asked to undertake our Language, Literacy and Numeracy Assessment (LLN). Students are required to bring a tablet or laptop to class with Microsoft Office.

### UNITS OF COMPETENCY

There are 8 units in Diploma of Business.

### UNITS

- BSBADM502 Manage meetings
- BSBADM504 Plan and implement administrative systems
- BSBADM506 Manage business document design and development
- BSBMGT403 Implement continuous improvement
- BSBMGT517 Manage operational plan
- BSBRSK501 Manage risk
- BSBWHS401 Implement and monitor WHS policies, procedures and programs
- BSBWOR501 Manage personal work priorities and professional development

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