

BSB50215

# Diploma of Business

Call ITeC on 42 233 100 TODAY to ENROL

**GAIN A PROMOTION**  
in the public or private sector in a  
number of business areas upon  
successful completion of this course!



Mixed mode delivery including 3 hour  
supportive smaller face-to-face classes,  
ensuring individual support & assistance.



**3 Hours Fortnightly**  
Face-to-Face Classes over 32 weeks

**\$0-2,850**

Depending on eligibility of student.

Training funded under NSW Smart & Skilled.  
This training is subsidised by the  
NSW Government.

The Illawarra ITeC Ltd  
Registered Training  
Organisation 90185

## UNITS COVERED:



Manage Personal Work priorities  
and Professional Development



Manage meetings



Manage Operational Plan



Manage Risk



Manage Recruitment, Selection  
and Induction Processes



Plan and implement  
Administrative Systems



Develop Workplace Policy and  
procedures for sustainability



Manage Budgets and Financial Plans

*Completion of this Diploma of Business entitles  
you to 1 year credit on the 2 Year Associate  
Degree of Business & Commerce through the  
University of Southern Queensland*



NATIONALLY RECOGNISED  
TRAINING

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