

BSB50207 Diploma of Business

The Diploma of Business program provides participants 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. The program is ideal for people with little or no business experience, but is also useful for business owners, team leaders, and managers who wish to formalise their existing knowledge and skills.

How long does the course take?

The Academy has a schedule of course dates so you will be able to decide which will be most convenient for you to attend. Total nominal hours: 24 or 48 weeks, depending on program structure chosen.

Delivery Mode

Class & Tutorial Attendance

Entry Requirements

Academic Entry Requirements:

Prior to commencing the Phoenix Diploma of Business program, one of the following must have been successfully completed:

- Certificate IV in Business Administration or Certificate IV in Frontline Management
- High school certificate (or equivalent)
- Vocational experience in senior support roles without formal qualification

English Language Entry Requirements:

To enter into the Diploma of Business program you will need to meet Phoenix Academy's English Language requirements. To satisfy these requirements you need qualifications in an international English language test except where your studies have previously been conducted in English or you have completed the Phoenix English Proficiency Test. Other evidence may be accepted on review by Phoenix.

Employability Skills

Communication
Teamwork
Problem Solving
Initiative and Enterprise
Planning and Organising
Self Management
Learning
Technology

Note: This is a summary of employability skills that are typical of this qualification and should not be interpreted as definitive.

PROGRAM STRUCTURE

Bridging Diploma	(3 mths/12 weeks)
Fast Track Diploma	(6 mths/24 weeks)
Standard Diploma	(1 yr/48 weeks)
Extended Diploma	(1 yr or 36/48 weeks)



"The atmosphere at Phoenix Academy is great as you get many friends from different parts of the world. The teachers are very helpful and friendly and they try their level best to make all students feeling at ease. The Diploma Of Business class is well equipped with digital projector, sound system and also each student have access to a PC with free internet connection which they can they can access at any time.

Once I complete the Diploma of Business, I will be able to continue second year at university with 8 units of advanced standing.

If you are considering coming to Perth to study, I would say: "GO FOR IT and DO NOT GIVE UP!" With the booming economy, there are a lot of opportunities awaiting for you here such as plenty of part time jobs, quality education, international friends and plus heaps of good things that you would not even expect."

Robin Muthyalu, Mauritius.

SUBJECTS:

Management 500	(8hrs/wk)	Business Statistics & Research Skills 500	(6hrs/wk)
Economics 500	(6hrs/wk)	Marketing 500	(8hrs/wk)
Legal Framework 500	(2hrs/wk)	Communication 500	(8hrs/wk)
Accounting 500	(6hrs/wk)	Information Systems 500	(2hrs/wk)

- ✓ Flexible Entry - 4 start dates per year
- ✓ Entry to Second Year University
- ✓ Fast Track Study
- ✓ Australian Accreditation Recognition
- ✓ Standard or Extended Diploma
- ✓ Small Lecture and Tutorial Groups
- ✓ Flexible Course Delivery

COURSE STRUCTURE

ACCOUNTING 500 (ACC500)

The purposes and uses of accounting. The accounting equation cash versus accrual. Compliance with company values and external standards. Record keeping and audits, codes of practice. Financial ratio, financial trend and accounts analysis. Performance indicators, npv, investment rate of return. Financial planning, analysis of strategic and operational plans and decision making. Cost benefit analysis and risk analysis. (BSBFIM501A)

COMMUNICATION 500 (COM500)

Introduction to modern business communications. Research skills and note taking skills. The stages of essay writing including the draft and revision stage and referencing skills. Oral presentation skills including the draft and revision stage and referencing skills. Oral presentation skills including the use of IT and the comprehension analysis and synthesis of texts. (BSBWRT401A, BSBADM502B, BSBADM506B, BSBCMM401A, BSBWRT501A)

ECONOMICS 500 (ECO500)

Introduction to economics (both micro and macro economic). Supply and demand, how businesses use economics for decision making. Government and reserve bank policies including fiscal and monetary policy, unemployment, sustainable development, inflation. International trade and exchange rates. Consumption and investment.

INFORMATION SYSTEMS 500 (INF500)

Introduction to computing including IT and IS. Information security, computer hardware and software, the telephone network in computing, information networks and systems, practical use of WP and spreadsheets. File management, creating files and folders. The internet and intranet. Copyright, data protection legislation. Networking and software for problem solving. (ICDL)

LEGAL FRAMEWORK 500 (LEG500)

Introduction to Australian business law. Legislation, codes and regulatory requirements for business operations. Contract law including contractual rights and responsibilities. The law of including negligence, defamation and contracts. The law of partnerships, agencies and trusts. The legal rights procurement law, compliance in goods and services. Health and occupational requirements. Legal document maintenance and record keeping, security and accessibility. (BSBR501A, BSBSBM401A)

MARKETING 500 (MKT500)

The unit includes an overview of marketing and its role in business and the economy. Plan and review the marketing process, researching new markets. The essentials of the marketing mix. Evaluation of marketing information. Customer needs and preferences. Research marketing opportunities. Ethical marketing. Distribution channels. A marketing project is included in this unit. (BSBMKG501B, BSBMKG502B, BSBMKG602A)

MANAGEMENT 500 (MGT500)

An introduction to the discipline and practice of Management including modern management styles. Topics covered include generic management strategies such as performance indicators, performance management and code of conduct. Functions of an organisation and organisational behaviour. Work allocation internal and external. Understanding the global environment and developing a cross-cultural management style. (BSBWOR501A, BSBMGT515A, BSBMGT502B)

RESEARCH SKILLS & BUSINESS STATISTICS 500 (RES500)

In this unit students are introduced to statistical techniques including both quantitative and qualitative data analysis. Interpretation by statistical analysis including central tendency and dispersions. Interpretation of trends, market development, market performance and market data. Research purposes including aims and expected outcomes, uses and benefits of research, resources, timeframes, targets methodology and feasibility of conducting research. (BSBRES401A, BSBMKG507A)

ASSESSMENTS:

Phoenix Academy uses competency based assessment methods to ensure students have demonstrated their performance to a required standard. Competency based assessment is the focus of accredited vocational courses on what the student can actually do - and the standard at which they are able to perform.

Performance is measured in terms of whether students meet the prescribed levels of competency, not how well they carry out tasks relative to each other or the length of time taken to attain the skills.

Assessment process may consist of the following tasks, dependant on the unit/chapter requirements:

- Portfolios / Case Studies
- Task Based Projects
- Holistic Assessments
- Oral &/or Written Questioning
- Recognition of Prior Learning (RPL)