



Windsor Institute of Commerce



Diploma of Business BSB50101



(CRICOS Code 046385J)

To be awarded a Diploma learners' must demonstrate competency in 8 units of competency at AQTF level V. The course described here has been developed as a standard course of learning that is suitable for learners progressing to Diploma and Advanced Diploma Level studies and then on to further academic studies. It is also suitable for senior line management level employees in the workplace take responsibility for their own outputs in relation to broad quantity and quality parameters; take some responsibility for the achievement of group outcomes where they are expected to apply known solutions to a predictable range of problems and to take responsibility for their own work outputs and some limited responsibility for the outputs of others.

Subject	Nominal Hours	Competency	Description
Management Studies	80	BSBFLM505A	Manage operational plan
		BSBFLM506A	Manage workplace information systems
Managing Finance	80	BSBMGT503A	Prepare budgets and financial plans
		BSBMGT504A	Manage budgets and financial plans
Industrial Relations	80	BSBHR504A	Manage industrial relations policies and procedures
Marketing Principles	80	BSBMKG501A	Evaluate marketing opportunities
		BSBMKG502A	Establish and adjust the marketing mix
Human Resource Management	80	BSBMGT506A	Recruit select and induct staff
		BSBHR505A	Manage remuneration and employee benefits
		BSBHR507A	Manage separation / termination
To tal NominalHours	400		

Elective units of competency

The college at its discretion may offer any of the following units of competency or any other units from the Business Services Training Package or any other endorsed Training Package in lieu of the above-mentioned units to accommodate students' current or future work requirements.

Human Resource Development	80	BSBMGT502A	Manage people performance
		BSZ502 A	Design and establish the training system
Organizational Behavior		BSBFLM503A	Establish effective workplace relationships
		BSBFLM504 A	Facilitate work teams
Customer service		BSBFLM507A	Manage quality customer service
Leadership		BSBFLM502A	Provide leadership in the workplace
Continuous Improvement		BSBFLM509A	Promote continuous improvement
Learning Organisations		BSBFLM511A	Develop a workplace learning environment
Business Law		BSBSBM401A	Establish business & legal requirements
Marketing Practice	80	BSBMKG503A	Develop a marketing communications plan
		BSBMKG504A	Implement a marketing solution
		BSBMKG505A	Review marketing performance
Accounting		(underpinning skills and knowledge for the Managing Finance module)	
		BSBADM308A	Process payroll
		BSBADM309A	Process accounts payable and receivable
		BSBADM310A	Maintain a ledger

Delivery Lectures in support of the competencies may be delivered consecutively or concurrently over a multiple week cycle. Flexible learning pathways are offered within the study sessions to maximise the learning experience.

Introduction to Economics (underpinning skills and knowledge for students who are going to study at Australian universities)