

BSB20112 Certificate II in Business

An introduction to business and the workplace with a focus on practical skills you can use right away. Graduates may continue with further business studies at SBTA or seek entry-level positions in a wide range of workplaces and organisations.

Career opportunities

Possible job titles include administration assistant, information desk clerk, receptionist, office junior.

Course duration and class times

1 semester (2 terms of 9 weeks each). Morning classes available.

BSB51107 Diploma of Management

For those seeking a successful career in management. Learn how to plan, carry out and evaluate your own work and the work of your team. You'll also be equipped to review and add value to management practices. Areas of focus include human resources, finance, project management and more.

Career opportunities

A variety of management roles in any industry or organisational setting.

Course duration and class times

1 academic year (4 terms of 9 weeks each). Choose from morning, afternoon or evening classes.

BSB60407 Advanced Diploma of Management

Maximise your career potential with this sophisticated management course. Prepare for senior managerial and strategic leadership roles in a variety of industries and organisations. Topics include strategic planning, organisational change, risk management and more.

Career opportunities

Senior management roles in any industry or organisational setting. Possible job titles include area manager, department manager, regional manager.

Course duration and class times

1 academic year (4 terms of 9 weeks each). Morning classes available.

BSB60507 Advanced Diploma of Marketing

A specialised course designed to develop high-level marketing skills for use in both domestic and international settings. As a graduate, you'll be ready to provide leadership and strategic direction in the marketing activities of organisations around the world.

Career opportunities

A variety of marketing roles in any industry or organisational setting. Possible job titles include marketing director, marketing strategist, national or global marketing manager.

Course duration and class times

1 academic year (4 terms of 9 weeks each). Choose from morning, afternoon or evening classes.

Choose a single course or a combination of courses to maximise your **career potential**

course content

BSB20112 Certificate II in Business

- BSBIND201A **Work effectively in a business environment**
- BSBWOR204A **Use business technology**
- BSBWOR202A **Organise and complete daily work activities**
- BSBINM201A **Process and maintain workplace information**
- FNSACC301A **Process financial transactions and extract interim reports**
- BSBINM202A **Handle mail**
- BSBCMM201A **Communicate in the workplace**
- BSBWOR203B **Work effectively with others**
- BSBINN201A **Contribute to workplace innovation**
- BSBSUS201A **Participate in environmentally sustainable work practices**
- BSBWHS201A **Contribute to health and safety of self and others**
- BSBCUS201B **Deliver a service to customers**

BSB51107 Diploma of Management

- BSBMGT515A **Manage operational plan**
- BSBFIM501A **Manage budgets and financial plans**
- BSBHRM405A **Support the recruitment, selection and induction of staff**
- BSBMGT502B **Manage people performance**
- BSBINM501A **Manage an information or knowledge management system**
- BSBCUS501C **Manage quality customer service**
- BSBPMG522A **Undertake project work**
- BSBWOR501B **Manage personal work priorities and professional development**

BSB60407 Advanced Diploma of Management

- BSBMGT617A **Develop and implement a business plan**
- BSBMGT616A **Develop and implement strategic plans**
- BSBDIV601A **Develop and implement diversity policy**
- BSBMGT605B **Provide leadership across the organisation**
- BSBFIM601A **Manage finances**
- BSBINN601B **Manage organisational change**
- BSBRISK501B **Manage risk**
- BSBMKG609A **Develop a marketing plan**

BSB60507 Advanced Diploma of Marketing

- BSBMKG608A **Develop organisational marketing objectives**
- BSBMKG609A **Develop a marketing plan**
- BSBMKG502B **Establish and adjust the marketing mix**
- BSBMKG603B **Manage the marketing process**
- BSBMKG607B **Manage market research**
- BSBMKG605B **Evaluate international marketing opportunities**
- BSBMKG606B **Manage international marketing programs**
- BSBMGT617A **Develop and implement a business plan**

Study mode

All courses are delivered in full-time mode including 20 hours of on-campus study each week.

Entry requirements

Students must be aged 18 years or over and have an intermediate level of English (IELTS 5 or equivalent). Please refer to our website for preferred academic pathways.

For course commencement dates and a price list visit www.sbta.com.au