## School of Business & Law

### BSB50215 Diploma of Business

#### Study Plan – 2019 Onwards

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Unit Type</th>
<th>Credit/RPL</th>
<th>Passed/Enrolled</th>
</tr>
</thead>
</table>
| 1        | BSBWOR501 | Manage Personal Work Priorities and Professional Development  
Recommended Elective (not mandatory) | Core Elective |  |  |

- Elective (see below list)
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**Total Units: 8**

✓ Completed

### Elective Options

You must select any eight elective units from the list below:
- BSBWOR501 - Manage Personal Work Priorities and Professional Development
- BSBITU401 - Design and Develop Complex Text Documents
- BSBADM502 - Manage Meetings
- BSBADM503 - Plan and Manage Conferences
- BSBITU402 - Develop and Use Complex Spreadsheets
- BSBPMG522 - Undertake Project Work
- BSBFIM502 - Manage Payroll
- BSBWRT501 - Write Persuasive Copy
- BSBHRM506 - Manage Recruitment Selection and Induction Processes
- BSBHRM501 - Manage Human Resource Services
- BSBINM501 - Manage an Information or Knowledge Management System

**Please note:** If you select BSBWOR501, it is preferred that this unit be your first unit of study. Your remaining seven elective units may be studied in any order.

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**Important Note:** This Study Plan has no formal or legal status but is used to assist students in planning their course. Students should refer to the official University database and/or University transcripts to ensure they are meeting course requirements. Last Updated: 10/01/2019
MORE DETAILS:

To satisfy the requirements for the award of BSB50215 Diploma of Business, students must complete 8 units.

Study Mode/Recommended Study Schedule
There are 12 course intakes: January, February, March, April, May, June, July, August, September, October, November and December.

Please refer to the More Details tab of your course page in the CQU Handbook for further information.

Course Structure Requirements
In the BSB50215 Diploma of Business course, students are required to complete the following course structure:

- 8 Elective Units

Course Duration
- Full Time: 18 months
- Part Time: 2 years

Student Outcomes, Career Opportunities and Occupations
Career possibilities may include executive officers, program consultants or program coordinators.

Credit Transfer & Recognition of Prior Learning
Credit Transfer: Please refer all enquiries regarding credit transfer for your previous studies to your teacher.
Recognition of Prior Learning (RPL): If you would like to apply for RPL for your on-the-job experience, you can request an RPL kit by emailing rpl@cqu.edu.au.

Pathway into Further Education
- CA01 Bachelor of Business
- CQ91 Bachelor of Accounting/Bachelor of Business
- CB06 Bachelor of Arts/Bachelor of Business
- CU47 Bachelor of Business/Bachelor of Professional Communication
- CL53 Bachelor of Laws and Bachelor of Business

If you have any questions in regard to your course, please contact the Course Advice Team:

PLEASE CHECK THE CQU HANDBOOK FOR TERM AVAILABILITIES AND PRE-REQUISITES AS THEY MAY CHANGE FROM YEAR TO YEAR http://handbook.cqu.edu.au