

Dual Qualification Program

Certificate III in Business
BSB30107
&
Diploma of Management
BSB51107

the private alternative
to TAFE!



Business Management Program



So what exactly is involved in the Business Management Program?

In the Business Management Program you will gain both a Certificate III in Business and a Diploma of Management.

Through the Certificate III in Business EIM trainers will work closely with you to develop knowledge and skills in general workplace capabilities such as:

- occupational health and safety
- time management
- working with diverse people
- managing customer complaints
- recommending and monitoring products/services to customers

No matter your future career path, a business qualification such as the Certificate III Business will equip you to work across workplaces and industries. What's even better is that the hands on learning environment at EIM will see you quickly using the latest software technology.

The Diploma of Management will allow you to build on the skills from the Certificate III in Business you have completed and will assist you to develop effective management and leadership skills. You will gain the skills to coach, facilitate and develop team cooperation within an organisation. This course will provide you with the capabilities and knowledge to manage a business, which is perfect if you are looking to improve your career prospects, or go on to further study at university.

What jobs can this program lead to?

This program will equip you with a wide range of skills that can be applied to many different industries. Here are some of the possible jobs you might be interested in:

Certificate III in Business:

- Reception
- Administration
- Customer Service
- Clerical Worker

Diploma of Management:

- Project manager
- Department manager
- Operations manager
- Senior management

What does the course cover exactly?

The program includes 2 qualifications: Certificate III in Business and Diploma of Management. Certificate III in Business comprises of 12 units: 1 core unit, plus 11 elective units. The Diploma of Management comprises of 8 units: 5 core units, plus 3 electives. All units are competency based and you are assessed as you progress through each part, so you know how you are going at each step of the way.

Certificate III in Business:

Core Units

BSBOHS201A Participate in OHS processes

Elective Units

BSBCUS301A Deliver and monitor service to customers
 BSBADM307B Organise schedules
 BSBCMM201A Communicate in the Workplace
 BSBCMM301A Process customer complaints
 BSBWOR301A Organise personal work priorities & development
 BSBPRO301A Recommend products and services

BSBDIV301A Work effectively with diversity
 BSBWRT301A Write simple documents
 BSBITU302B Create electronic presentations
 BSBITU304A Produce spreadsheet
 FNSICGEN305B Maintain financial/business records



Diploma of Management:

Group A Elective Units

BSBMGT502B	Manage people performance	BSBCUS501B	Manage quality customer service
BSBMGT515A	Manage operational plan	BSBWOR502B	Ensure team effectiveness
BSBPMG510A	Manage projects	BSBOHS509A	Ensure a safe workplace

Group B Elective Units

BSBMKG502B	Establish and adjust the marketing mix	BSBHRM506A	Manage recruitment, selection and induction processes
BSBSMB404A	Undertake business planning		

Why choose the private alternative to TAFE?

EIM Training will provide you with far more than the dual qualification and industry knowledge included in this Business Management Program, because at EIM Training you will also gain the important personal development skills that will set you up for a very successful career!

What can EIM Training offer you?

- Support in job placement
- Students will be trained by industry current professionals
- Resume preparation and job searching skills
- MyDesk - your own personal desktop that can be accessed from any computer in the world, with all the latest Microsoft Office Software available to you, which means you don't have to spend hundreds of dollars purchasing it yourself.
- Personal development - which includes Motivate and the Power of Influence, these courses have been specially designed by EIM Training for the benefit of their students.
- RSA (Responsible Service of Alcohol) - RSA Training will be incorporated in to the program for all students to help them in gaining employment.



The Power of Influence:

You will learn how to positively influence yourself, which means you will increase your confidence in who you are, what you can and will achieve. You will then learn how to positively influence others – successful people in the world know this is the most important skill you will ever learn, and yes anyone can learn how to do it, you just need to receive the training – we like to think of it as, martial arts for the brain.

Motivation:

Goal setting is far more than just writing down a to do list, as motivation has to come from the want and desire to achieve. You will learn how to set goals that are important and valuable to you. You will set your goals and be given the tools to achieve them.

What types of skills will I gain from the Business Management Program?

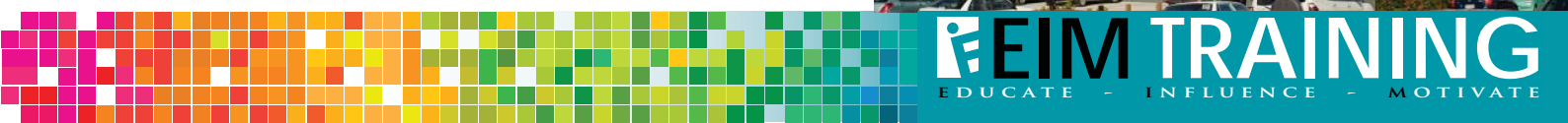
This course provides you with the knowledge and skills to contribute effectively within a team environment.

- Communication and team building: Communicating with business contacts to promote the goals and objectives of the business obtaining feedback from colleagues and clients
- Problem solving: Accessing and assessing information for accuracy and relevance developing strategies for minimising risks. Identifying networking opportunities and developing operational strategies to ensure the viability of the business
- Initiative and Enterprise: Instigating new or different work practices to improve productivity or service delivery
- Planning and self-management skills: Allocating work to meet time and budget constraints. Developing plans and schedules. Prioritising tasks.
- Learning: Participating in professional networks and associations to obtain and maintain personal knowledge and skills. Systematically identifying learning and development needs.
- Business technology: using business technology to access, organise and monitor information

How do I actually take the course?

EIM Training's Business Management Program will be commencing in February 2012 and is delivered in the training room as face-to-face learning with an EIM Training Instructor.

Certificate III in Business will run for 12 weeks, 2 days per week from 9am to 3pm. Once you have completed the Certificate III there will be a 2 week break before commencing the Diploma of Management. The Diploma of Management runs for 20 weeks, 3 days per week from 9:00am to 3:00pm. Within 8 months you will have your Certificate III in Business and Diploma of Management!



What study pathways can I pursue once I've completed this Dual Qualification Program?

Pathways to University:

If you are interested in continuing your study EIM Training has formed articulation pathways with a range of universities including Southern Cross University, Griffith University and Central Queensland University. You will need to have completed your Diploma of Management before you apply to any university under the articulation arrangements. Each university will assess each application individually and you will receive credits towards your undergraduate degree. The credits received could create a saving up to \$8,000.00 in University fees. By completing two qualifications and a degree e.g. a Certificate III, Diploma and a Degree this will give you a competitive edge in the job market.

*Terms and conditions apply to each university and pathway.

I want to do the program, what are the fees and how can I pay for it?

EIM Training offers all of our courses on monthly payment plans of either 6, 12 or 18 months.

All programs require a \$250.00 deposit fee prior to course commencement to secure your place in the course. Then the remainder of the balance is deducted from your account or credit card on a monthly basis. Payment plans are flexible and can be entered into weekly or monthly agreements.

Please see EIM Training's fees, charges and refunds policy for more details.

Program Fees:

- **6 month payment plan = \$791.60 per month**
Total course cost = \$5,000.00
- **12 month payment plan = \$437.50 per month**
Total course cost = \$5,500.00
- **18 month payment plan = \$319.40 per month**
Total course cost = \$6,000.00

For additional information or to book your place on the **Business Management Program** please contact your local campus:

Gold Coast - (07) 55 75 75 75
Wide Bay - (07) 4124 6422

or visit our website at
www.eim.edu.au.

Other dual qualification programs offered at EIM Training:

Children's Services Program
Certificate III in Children's Services
&
Diploma of Children's Services

Tourism Management Program
Certificate III in Tourism
&
Diploma of Management

Information correct at time of printing.
Course content, prices, dates and times are subject to variation.

