

DIPLOMA OF BUSINESS

CRICOS 105748E



The **Diploma of Business** equips you with practical skills to manage business operations and support organisational success in a global environment. This course focuses on real-world applications, including business analysis, project coordination, and team leadership. You will gain hands-on experience in solving business challenges, developing strategies, and improving performance. With a strong emphasis on employability, this program prepares you to work confidently across a range of industries and business functions.

Who is this course for?

This course is ideal for individuals looking to start or advance a career in business. Whether you have some experience or are new to the field, it provides practical skills across key business functions. You may be supporting operations, coordinating projects, or working in administrative or team-based roles. It is designed to build confidence, expand your knowledge, and open pathways to further study or employment opportunities.

Career Opportunities

Business Administrator
Average Salary
\$65,000 – \$85,000 AUD

Marketing Coordinator
Average Salary
\$70,000 – \$85,000 AUD

Operations Administrator
Average Salary
\$70,000 – \$90,000 AUD

INTAKES DATES:

5 Jan, 2 Feb, 6 Apr, 4 May, 6 Jul,
3 Aug, 5 Oct, 2 Nov 2026

DURATION:

1 year full-time

CAMPUS LOCATIONS:

Sydney, Melbourne, or Brisbane

ENTRY REQUIREMENTS:

- Year 12 or equivalent and above, or
- Any AQF qualification at the Certificate III level or above in any discipline area, delivered and assessed in English only, or
- IELTS score 5.5 minimum (not lower than 5.0 in any band), or equivalent.

FEES:

\$6,000 AUD



Course Structure

The Diploma of Business consists of 12 units including 5 core units plus 7 electives.

Core Units

- Develop workplace policies and procedures for sustainability
- Develop critical thinking in others
- Lead communication in the workplace
- Manage budgets and financial plans
- Manage business resources

Elective Units

- Plan and interpret market research
- Develop administrative systems
- Establish innovative work environments
- Manage meetings
- Identify and evaluate marketing opportunities
- Facilitate continuous improvement
- Originate and develop concepts

Pathways

Asia Pacific International College (APIC)

Bachelor of Business (BBUS)

CRICOS: 085157J

Victoria University

Bachelor of Business (BBNS)

CRICOS: 092820B

University of Tasmania

Bachelor of Business (B3A)

CRICOS: 002346B

For more information or to apply visit ECA College

