



BSB50120 DIPLOMA OF BUSINESS

OVERVIEW

You will develop broad and specialised skills across a wide range of business functions needed in dynamic business environments. You will learn how to manage meetings, manage business risk, lead diversity and inclusion, develop workplace policies and procedures for sustainability and much more.

CAREER OUTCOMES

- Legal Practice Manager
- Business Development Manager
- Business Sales Team Leader
- Corporate Services Manager
- Executive Officer
- Project Consultant
- Administrator
- Project Coordinator

ENTRY REQUIREMENTS

- Minimum 18 years of age
- Must have completed equivalent to Australian year 12
- IELTS band 5.5 (with no individual band below 5.0) or equivalent

STUDY LOCATION

26/54 Beach Street Kogarah NSW 2217

COURSE NAME

Diploma of Business

NATIONAL CODE

BSB50120

CRICOS COURSE CODE

TBA

DURATION

Total Duration is 52 Weeks

Study is 40 Weeks

Break is 12 Weeks

STUDY MODE

Face to Face, 20 hours per week

FEES

Fees may change, please always refer to our website for the latest price.

Course Structure

You must achieve a competent result in the twelve (12) units to obtain the BSB50120 Diploma of Business qualification.

Unit Code	Unit Name	Core/Elective
BSBCRT511	Develop critical thinking in others	Core
BSBFIN501	Manage budgets and financial plans	Core
BSBXCM501	Lead communication in the workplace	Core
BSBSUS511	Develop workplace policies and procedures for sustainability	Core
BSBOPS501	Manage business resources	Core
BSBTWK503	Manage meetings	Elective
BSBOPS503	Develop Administrative Systems	Elective
BSBOPS502	Manage business operational plans	Elective
BSBOPS504	Manage business risk	Elective
BSBOPS601	Develop and Implement Business Plans	Elective
BSBPMG530	Manage Project Scope	Elective
BSBWHS521	Ensure a Safe Place For A Work Area	Elective

Assessment Method

Assessments will be conducted through a combination of questioning, case studies, reports, role-plays, and demonstrations.

Recognition of Prior Learning

We offer everyone the opportunity to apply for Recognition of Prior Learning (RPL) at enrolment. Students may be granted credit or partial credit in recognition of skills and knowledge gained through work experience, life experience and/or prior training.

Pathways

On successful completion of BSB50120 Diploma of Business, you may pursue BSB50420 Diploma of Leadership & Management, BSB60120 Advanced Diploma of Business or a range of other Advanced Diploma qualifications in the BSB training package.