

# BSB50120 Diploma of Business

CRICOS COURSE CODE **112248M**

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have frontline management accountabilities.

Individuals in these roles carry out moderately complex tasks in a specialist field of expertise that requires business operations skills. They may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

## Units of Competency

Unit Code	Unit Title	Core / Elective
BSBCRT511	Develop critical thinking in others	Core
BSBFIN501	Manage budgets and financial plans	Core
BSBOPS501	Manage business resources	Core
BSBSUS511	Develop workplace policies and procedures for sustainability	Core
BSBXC501	Lead communication in the workplace	Core
BSBTWK503	Manage meetings	Elective
BSBOPS504	Manage business risk	Elective
BSBHRM525	Manage recruitment and onboarding	Elective
BSBOPS503	Develop administrative systems	Elective
BSBPMG430	Undertake project work	Elective
BSBTWK502	Manage team effectiveness	Elective
BSBOPS505	Manage organisational customer service	Elective

\* The list of electives is only a sample

## Entry Requirements

- Be at least 18 years of age and have completed Year 12 or equivalent.
- Prospective students may be asked to participate in course entry interview to determine the suitability for the course and student needs.
- English language competence can also be demonstrated through documented evidence of any of the following:
  - i. Educated for 5 years in an English-speaking country; or
  - ii. Successful completion of an English Placement Test
  - iii. General English - Upper Intermediate

\*Note that other English language tests such as PTE and TOEFL etc can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.

**Course delivery modes:** Face to face | Course conducted in English

**This course is recommended for** International students who are interested in developing their knowledge and skills in business management.

**Course Duration 52 Weeks**

## Career Opportunities

Examples of indicative job roles include:

- Business owner/ Corporate services manager/ Executive officer/ Project consultant
- Study Pathway

## Pathways to the qualification:

There are no pre-requisite requirements for this course but pathways for candidates considering this qualification may include:

- Study Pathway
- BSB40120 - Certificate IV in Business or other relevant qualification/s with extensive vocational experience in a business context

## Pathways from the qualification:

Graduates will have knowledge and skills for application in a business environment. The course is suitable for students with prior knowledge looking to upskill, and others with limited experience in the field, looking to obtain employment in an industry setting.

Graduates can consolidate and build pathways to further education and employment opportunities including:

- BSB60215 Advanced Diploma of Business
- Bachelor programs at university

## Tuition Fee

Course Fee: AUD \$15,000

Non-Tuition Fee: AUD \$500

Estimated Total Course Cost: AUD \$15,500