

DIPLOMA OF BUSINESS (BSB50120)

If you would like to be able to effectively manage the work of others while adding value and reviewing management practices, this qualification is applicable to a broad range of roles across multiple industries and disciplines.

Students undertaking this qualification may already possess substantial experience with sound theoretical business skills and knowledge, and are seeking to further develop their skills across a range of business functions.

This course is made up of 12 units of competency. This includes 5 core units to cover all the essentials and 7 elective units picked to give you the most desired skills in the market.

ENTRY REQUIREMENTS

To enrol into this course, the following requirements must be met:

- You must be 18 years of age or older at the time of enrolment and must have sufficient English language skills to complete the course.
- You should possess basic technological literacy and have access to the Microsoft Office suite or an equivalent software package.

COURSE DURATION

Students will have a maximum of twelve (12) months to complete the course.

DELIVERY MODE

Online / Self-Paced Study

Successfully completing the Diploma in Business course will help you get personal and professional development experience. Gain and develop the skills to advance your career across different aspects of business operations whether you're into business document design, financial management processes and accounting tasks, business law, or human resources services, among others.

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UNITS OF COMPETENCY

CORE UNITS

- BSBCRT511 - Develop critical thinking in others
- BSBFIN501 - Manage budgets and financial plans
- BSBOPS501 - Manage business resources
- BSBSUS511 - Develop workplace policies and procedures for sustainability
- BSBXCM501 - Lead communication in the workplace

ELECTIVE UNITS

- BSBPEF502 - Develop and use emotional intelligence
- BSBLDR601 - Lead and manage organisational change
- BSBOPS502 - Manage business operational plans
- BSBOPS504 - Manage business risk
- BSBLDR523 - Lead and manage effective workplace relationships
- BSBLDR522 - Manage people performance
- BSBWHS521 - Ensure a safe workplace for a work area



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CAREER OUTCOMES

Completing the BSB50120 Diploma in Business equips you with a versatile set of advanced skills that can be applicable to various aspects of business operations and management. Potential career outcomes could include:

- **Business Manager:** This qualification can lead to roles as a business manager or department manager. Business managers oversee the operations of a specific area within an organisation, such as marketing, human resources, operations, or finance.
- **Operations Manager:** Graduates might pursue roles as operations managers, responsible for optimising and overseeing the day-to-day activities of a business to ensure efficiency and effectiveness.
- **Project Manager:** The skills gained can be valuable for project management roles, where you plan, execute, and manage projects to achieve specific goals.
- **Entrepreneur/Small Business Owner:** The qualification can provide you with the skills needed to start and manage your own small business.
- **Business Development Manager:** Graduates might work in business development, focusing on identifying growth opportunities, partnerships, and strategies to expand the business.
- **Team Leader/Supervisor:** The qualification can prepare you for leadership roles where you supervise and coordinate the activities of a team.
- **Marketing Coordinator/Manager:** For those interested in marketing, you might work as a marketing coordinator or manager, overseeing marketing campaigns, strategies, and initiatives.
- **Human Resources Officer/Manager:** Graduates might work in human resources, handling employee relations, recruitment, training, and other HR functions.
- **Customer Service Manager:** You might manage customer service teams and ensure that high-quality customer experiences are delivered.
- **Business Analyst:** Business analysts assess business operations, processes, and data to identify opportunities for improvement.
- **Consultant:** Graduates might work as business consultants, providing expertise to organisations seeking to solve specific business challenges.

It's important to note that some roles may require additional experience or further education. However, the BSB50120 Diploma in Business provides a solid foundation and is a stepping stone towards more senior roles in administration.

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EDUCATION PATHWAYS

After completion of this course, you can progress your studies and build your skills and knowledge through an Advanced Diploma of Business (BSB60120).

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1

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2

ENROLMENT FORM

Complete the enrolment form sent in a link to your email.

3

START STUDYING

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