



# 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

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

## 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

Level 8, 131 Queen Street, Melbourne 3000

## COURSE NAME

Diploma of Business

## NATIONAL CODE

BSB50120

## CRICOS COURSE CODE

107006E

## 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
BSBHRM525	Manage recruitment and onboarding	Elective
BSBOPS502	Manage business operational plans	Elective
BSBOPS504	Manage business risk	Elective
BSBTWK501	Lead diversity and inclusion	Elective
BSBPEF501	Manage personal and professional development	Elective
BSBLDR523	Lead and manage effective workplace relationships	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

Upon successful completion of BSB50120 Diploma of Business, you may pursue BSB60120 Advanced Diploma of Business or a range of other Advanced Diploma qualifications in the BSB training package.

## Intake Dates

	Jan	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
<b>2021</b>							16		04	08
<b>2022</b>	24	07	18	23		11	22		03	07
<b>2023</b>	23	06	17	22		10	21		02	06
<b>2024</b>	22	04	15	20		08	19	30		04