



BSB50120 DIPLOMA OF BUSINESS

CRICOS Course Code: 106157J

Duration: 78 weeks (54 weeks study & 24 weeks holidays)

Study Mode: 13.5 hours face-to-face on campus and 6.5 hours online per week.

COURSE DESCRIPTION

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.

TARGET GROUP

- Individuals seeking to pursue higher education qualification
- Individuals seeking to pursue a career as an Executive officer, Program Consultant, or Program Coordinator.
- Individuals holding other business qualifications or business experience seeking to gain additional business management and leadership skills.

ENTRY REQUIREMENTS

- Must be at least 18 years of age or older at course commencement.
- Students must have completed Australian Year 12 or equivalent or have completed an AQF Certificate IV or relevant qualification.
- An overall valid academic IELTS score of at least 6 or equivalent with no band less than 5.5 unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of Advanced level from an approved ELICOS provider; or have completed Certificate IV level course in an Australian RTO within the last 2 years; or have successfully passed Western Sydney College's English Placement Test.
- For Packaged courses, student must (successfully) complete the lower qualification to progress to the higher qualification.
- International Students must meet the Student Visa (SC500) requirements.

CAREER OUTCOMES

Program Consultants, Executive Officers, Program Coordinators, Managers.

FUTURE PATHWAY

Students who complete this course may pursue BSB60420-Advanced Diploma of Leadership and Management or higher education qualifications in business or management.

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

BSBLDR523	Lead and manage effective workplace relationships
BSBOPS504	Manage business risk
BSBTWK503	Manage meetings
BSBOPS502	Manage business operational plans
BSBPEF501	Manage personal and professional development
BSBPEF502	Develop and use emotional intelligence
BSBWHS521	Ensure a safe workplace for a work area