

BSB50120 DIPLOMA OF BUSINESS

Advance your career with practical business skills
and leadership capabilities



ABOUT THIS COURSE

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.

YOU WILL DEVELOP SKILLS IN:

-  Leading and managing people
-  Managing operational plans
-  Financial and risk management
-  Business communication
-  Project management
-  Customer relationship management
-  Work health and safety

UNITS OF COMPETENCY

- BSBAUD411 Participate in quality audits
- BSBAUD513 Report on quality audits
- BSBAUD515 Evaluate and review compliance
- BSBCRT412 Articulate, present and debate ideas

WHY CHOOSE THIS COURSE?

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|  |  |  |  |
| INDUSTRY
ALIGNED TRAINING | EXPERIENCED
TRAINERS & SUPPORT | FLEXIBLE
LEARNING OPTIONS | PATHWAYS TO
FURTHER STUDY |

COURSE DETAILS

Duration: 6 Months - 1 year

Delivery: Blended and face-to-face in a classroom setting through structured self-study.

AQF Level: 5

Campus: Level 1, 379 Bradman Street, Acacia Ridge QLD 4110



ENQUIRE NOW

and start your journey towards a brighter future!

UNITS OF COMPETENCY

Total of 12 units are required to attain BSB50120 Diploma of Business qualification.

Core

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

Elective

- **BSBOPS504: Manage business risk**
- **BSBPMG430: Undertake project work**
- **BSBTEC403: Apply digital solutions to work processes**
- **BSBTEC404: Use digital technologies to collaborate in a work environment**
- **BSBINS502: Coordinate data management**
- **BSBXBD501: Develop big data strategy**
- **BSBXCS402: Promote workplace cyber security awareness and best practices**