



BSB50120 Diploma of Business



Course Duration

1 - 2 years depending on the study mode selected.

Mode of Delivery

You can choose to complete your qualification online, structure classroom sessions, virtual or blended delivery.

Possible Job Outcomes:

- Office Manager
- Retail Manager
- Program Coordinator
- Business Owner
- Unit Manager

Entry Requirements

There are no entry requirements for the qualification, however, you must have:

- A USI (Unique Student Identifier) number
- A valid and current email address
- A completed LLN assessment (Language, Literacy & Numeracy test)
- Access to a reliable PC, laptop or tablet computer
- Access to a reliable internet connection and word processing software such as Microsoft Office suite

Course Description

This qualification reflects the role of individuals in a variety of Business Services job roles and introduces individuals to the fundamental concepts of entrepreneurship, human resource management, management, and marketing.

Learning Outcomes

Individuals undertaking this qualification may have frontline management accountabilities and 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 equips individuals to carry out moderately complex tasks in a specialist field of expertise that requires business operations skills by enhancing your understanding of business operations, teamwork and self-management while developing capabilities in problem-solving, effective communication and continuous improvement.

For further details and/or information such as eligibility for discounts and subsidised course fees, support, Recognition of Prior Learning (RPL) and more, please contact us at (02) 9223 1868 to receive support.

This course is comprised of 5 core and 7 elective units which must be completed to meet the Training Package requirements.

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

BSBTWK503	Manage meetings
BSBOPS502	Manage business operational plans
BSBLDR523	Lead and manage effective workplace relationships
BSBTWK502	Manage team effectiveness
BSBLDR522	Manage people performance
BSBSTR502	Facilitate continuous improvement
BSBPEF502	Develop and use emotional intelligence

Certification/Completion

Students who successfully complete all 12 units of competency will be issued with BSB50120 Diploma of Business. Students who successfully complete some units of competency will be issued with a Statement of Attainment for the unit(s) in which they have been deemed competent. Successful completion of this course may gain you recognition towards an Advanced Diploma and/or Degree in Business.

Enrol Today!

(02) 9223 1868

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