



DIPLOMAS

BSB50120 - Diploma of Business

Course Overview

Learn advanced business skills with BSB50120 - Diploma of Business and put yourself ahead of your peers.

In this course you will develop the skills and knowledge on how to recruit and onboard quality staff, plan projects, manage business resources and develop sustainable workplace policies.

Business leaders are vital for organisations of every size and industry, and pursuing your diploma level studies could give you a wider variety of employment opportunities in the future.

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.

Course Delivery

The BSB50120 - Diploma of Business is delivered over a period of 12 months through an external delivery model.

Training and assessment will be delivered online with regular trainer support sessions.

Entry Requirements

There are no prerequisites for entry into this course.

AT A GLANCE



12 Months



External Delivery



\$5,995 ^

CAREER OPPORTUNITIES

- Executive Officer
- Business Development Manager
- Department Manager
- Program Coordinator
- Business Sales Team Leader
- Office Manager





Course Requirements

To achieve a BSB50120 - Diploma of Business, 12 units must be completed including 5 core units and 7 elective units.

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

- BSBHRM525** Manage recruitment and onboarding
- BSBPMG430** Undertake project work
- BSBTWK503** Manage meetings
- BSBLDR522** Manage people performance
- BSBPEF501** Manage personal and professional development
- BSBWHS521** Ensure a safe workplace for a work area
- BSBMKG541** Identify and evaluate marketing opportunities

Payment Method / Cost [^]

\$5,995. Flexible payment options are available. Contact Aurora Training Institute for further information.