WESTBOURNE
COLLEGE
#41084

Reward the courage to learn

NATIONALLY RECOGNISED TRAINING

BSB50120

DIPLOMA OF BUSINESS

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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 DETAILS

COURSE NAME:
DIPLOMA OF BUSINESS (OPERATIONS)

COURSE CODE:
BSB50120

DURATION:
FULL TIME: 6 MONTHS | PART TIME: 12 MONTHS

UNITS STUDIED:
12 UNITS

NATIONALLY RECOGNISED TRAINING:
YES

COURSE FEE TOTAL:
$2,600.00

UNITS OF COMPETENCY

To achieve this qualification, 12 units of competency must be completed comprising of 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

BSBPMG530 Manage project scope

BSBTWK503 Manage meetings

BSBHRM525 Manage recruitment and onboarding

BSBOPS502 Manage business operational plans

BSBOPS504 Manage business risk

BSBTWK502 Manage team effectiveness

BSBOPS505 Manage organisational customer service

ABOUT THIS QUALIFICATION

COURSE ENTRY REQUIREMENTS

There are no formal entry requirements for this course, however, learners studying this qualification must have sound communication skills and can demonstrate they have the skill level and competency to undertake this training.

Learners must have access to a computer or tablet throughout the duration of this course and a stable internet connection to access our learning management system. Other software requirements include:

- Adobe PDF Reader
- Latest version of Google Chrome
- Microsoft Teams
- Microphone, smartphone or tablet to record audio

DURATION AND STRUCTURE

The course duration is 12 months and self-paced, with access to our online Learning Management System. You will be assigned a trainer/assessor who will assist throughout your course completion.

Assessment methods include:

- Short answer questions/written responses
- Demonstrations/observations
- Written assessments
- Third-party reports
- Practical activity/projects

POTENTIAL CAREERS

Potential job roles on completion of this program include:

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

COURSE FEES

- All learning resources and access to our learning management system included, no additional costs.
- Payment plan and instalment options are available. Please enquire about these options when contacting us if applicable.

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