Diploma of Business
BSB50120

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.

Job roles:

- Executive Officer
- Program Consultant
- Office Manager
- Operations Manager
- Program Manager
- Program Co-ordinator

To gain the Qualification – 12 Units must be completed consisting of 5 core and 7 elective units. There is an opportunity for students to select from a group of Electives, which will be discussed on enrolment. The 2 Elective Units marked with an * must be undertaken.

Course duration: 12 – 18 months

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

BSBOPS502	Manage business operational plans *
BSBPEF502	Develop and use emotional intelligence
BSBSTR502	Facilitate continuous improvement
BSBWHS521	Ensure a safe workplace for a work area
BSBOPS504	Manage business risk *
BSBPEF501	Manage personal and professional development
BSBOPS505	Manage organisational customer service
BSBMKG541	Identify and evaluate marketing opportunities
BSBLDR522	Manage people performance

The NSW Department of Education has recognised our organisation as a High Performing Provider

Smart and Skilled funding - upon eligibility this training is subsidised by the NSW Government

Diploma of Business BSB50120 may contribute 50 hours of **NESA Elective PD** for NSW Teachers towards maintaining Teacher Accreditation.

Australian Qualifications Framework

TEAMS
Training Education and Management Services

Contact us for more information:

TEAMS Training
Phone: 02 6732 2080
Website: teamstraining.com.au
Email: ttadmin@teamstraining.com.au
Social: Join us on LinkedIn

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