



Diploma of Business (Operations) BSB50120 (Finance Stream)

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have frontline management and financial 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
- Business Manager
- Finance Manager
- Administration Manager

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.

Course duration: 12 – 24 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
BSBFIN601	Manage organisational finances
BSBHRM525	Manage recruitment and onboarding
BSBHRM526	Manage payroll
BSBOPS504	Manage business risk
BSBOPS601	Develop and implement business plans
BSBST502	Facilitate continuous improvement

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

Contact us for more information:

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