



BSB50120

CRICOS 109359H

Diploma of Business

OVERVIEW

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 DURATION

60 scheduled tuition weeks and up to 18 weeks of holidays (78 weeks total)

Students will participate in a total of 1000 hours of training, learning and assessment activities.

This includes 20 hours of class each week.

Serious about your Dreams!

Have a question?

 **1300 EDUNEX**

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 www.edunex.edu.au

WHO SHOULD APPLY FOR THIS COURSE?

Diploma of Business is a course for those who are:

- Seeking to build on their existing business knowledge.
- Seeking to manage all the business operations including but not limited to developing their skills in relation to personal and team effectiveness, communication with customers, business continuity for sustainability and risk, and business success through planning.
- Seeking a pathway to higher education qualifications.

CAREER PATHWAY

Students who complete this course can expect to gain skills and knowledge to open their own business or gain work as Executive Officer, Program Consultant, Program Coordinator, Office Manager and other roles involving business planning. Students who complete this course may wish to continue their education with the following courses:

- BSB60420 – Advanced Diploma of Leadership and Management

COURSE STRUCTURE

This course requires the completion of the following 12 (including 5 core and 7 electives).

Code	Title	Type
BSBCRT511	Develop critical thinking in others	Core
BSBFIN501	Manage budgets and financial plans	Core
BSBOPS501	Manage business resources	Core
BSBSUS511	Develop workplace policies and procedures for sustainability	Core
BSBXCM501	Lead communication in the workplace	Core
BSBFIN601	Manage organisational finances	Elective
BSBHRM525	Manage recruitment and onboarding	Elective
BSBMKG546	Develop social media engagement plans	Elective
BSBOPS502	Manage business operational plans	Elective
BSBOPS601	Develop and implement business plans	Elective
BSBPRC504	Manage a supply chain	Elective
BSBPEF502	Develop and use emotional intelligence	Elective

ENTRY REQUIREMENTS

The Training Package states that there are no prerequisites or mandatory entry requirements for this qualification, allowing flexible entry points.

This course is available to students who are able to provide evidence that they:

- have completed year 12 or equivalent
- are over the age of 18
- meet ONE the following English proficiency requirements of this course:
 - evidence of holding any of the following English language test scores within the last 3 years

Test Type	Score or Level
International English Language Testing System	6.0
TOEFL Internet-based Test	60
Cambridge English: Advanced (Certificate in Advanced English)	169
Pearson Test of English Academic (PTE Academic)	50
Occupational English Test	B for each test component

OR

- be able to provide any of the following evidence of English Language competence requirements of this course:
 - that they were educated for 5 years in an English-speaking country.
 - that they have successfully completed their Year 12 or equivalent in English Language.
- have the required level of Language, Learning and Numeracy skills required by the course by:
 - completing a Language, Literacy and Numeracy (LLN) assessment conducted by an EduNex Training Trainer/Assessor, which includes a written test and interview to complete the verbal component of the test. For international students applying from their home country this will be completed during a video interview. For all students applying within Australia the test will be completed during an interview at the RTO.