

QUALIFICATION OUTLINE

BSB50120 Diploma of Business

At the completion of this qualification individuals will have practical and theoretical skills to provide frontline management accountabilities across a wide range of business activities including but not limited to, undertaking project work with associated resources and risks, managing own work and that of other team members.

12 UNITS

5 Core units
7 Elective Units

Core Units – all 5 units must be completed

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 – all 7 units below to be completed

BSBOPS504	Manage business risk
BSBPMG430	Undertake project work
BSBWHS521	Ensure a safe workplace for a work area
BSBPEF501	Manage personal and professional development
BSBTWK503	Manage meetings
BSBTWK502	Manage team effectiveness
BSBLDR411	Demonstrate leadership in the workplace