



Diploma of

Business

BSB50120 / 105452K



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BSB50120 – Diploma of Business

Qualification 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 Structure

The course is delivered over 2 days per week and is made up of the following 12 units:

- BSBCRT411** - Apply critical thinking to work practices
- BSBXCM501** - Lead communication in the workplace
- BSBOPS404** - Implement customer service strategies
- BSBLDR601** - Lead and manage organisational change
- BSBOPS502** - Manage business operational plans
- BSBSUS411** - Implement and monitor environmentally sustainable work practices
- BSBSUS511** - Develop workplace policies and procedures for sustainability
- BSBOPS504** - Manage business risk
- BSBFIN501** - Manage budgets and financial plans
- BSBOPS501** - Manage business resources
- BSBCRT511** - Develop critical thinking in others
- BSBHRM525** - Manage recruitment and onboarding
- BSBPMG530** - Manage project scope