

109008J – BSB50120 Diploma of Business

Course Overview

You will develop broad and specialised skills across a wide range of business functions needed in dynamic business environments. You will learn how to manage risk, plan market research, manage budgets and financial plans, manage people performance and much more.

Quick Facts

Course name: Diploma of Business

VET National Code: BSB50120

CRICOS Course Code: 109008J

Duration: 52 (including 12 Weeks holiday)

Tuition Fee: Please refer to College for latest fees.

Job Opportunities

- Executive Officer
- Office Manager
- Program coordinator

Entry Requirements

All students must be over 18

International Students

- Must have completed equivalent to Australian Grade 12, and
- IELTS band 5.5 (with no individual band below 5.0) or equivalent

Domestic Students

- Must have completed Grade 12, or
- Achieve ACSF Level 4 in a Language, Literacy and Numeracy assessment

Assessment method

Assessments will be conducted through a combination of questioning, reports, presentations, role-plays and observations.

Recognition of Prior Learning

We offer everyone the opportunity to apply for Recognition of Prior Learning (RPL) at enrolment. Students may be granted credit or partial credit in recognition of skills and knowledge gained through work experience, life experience and/or prior training.

Pathways

Upon successful completion of BSB50120 Diploma of Business, you may pursue BSB60120 Advanced Diploma of Business or a range of other Advanced Diploma qualifications in the BSB training package.

Study Location

CAC Sydney Campus – Level 1, 7 Hassall Street, Parramatta, NSW 2150

Course Structure

Total number of units = 12

5 core units plus

7 elective units, of which:

2 elective units must be selected from Group A

for the remaining 5 elective units:

up to 5 units may be selected from Groups A – I

if not listed, up to 2 units may be selected from a Certificate IV, Diploma or Advanced Diploma from this or any other currently endorsed Training Package qualification or accredited course.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

The units delivered by CAC are as follows:

Unit code	Unit name	Elective	
		Core/Elective	Group
BSBCRT511	Develop critical thinking in others	Core	
BSBFIN501	Manage budgets and financial plans	Core	
BSBOPS501	Manage business resources	Core	
	Develop workplace policies and procedures for		
BSBSUS511	sustainability	Core	
BSBXCM501	Lead communication in the workplace	Core	
BSBOPS504	Manage business risk	Elective	Group A
BSBPMG430	Undertake project work	Elective	Group A
BSBLDR522	Manage people performance	Elective	Group B
BSBTWK503	Manage meetings	Elective	Group B
BSBPEF501	Manage personal and professional development	Elective	Group B
BBSBLDR523	Lead and manage effective workplace relationships	Elective	Group B
BSBMKG546	Develop social media engagement plans	Elective	Group E



CAC has relationships with Education Agents to recruit students on our behalf. For a full list of our approved Agents, please refer to the Our Agents page on our website.

USI

All students undertaking nationally recognised training must have a USI in order to receive a qualification.