

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

International Students

Completed equivalent to Australian Grade 12, and demonstrated English proficiency level as per below:

- All students must be over 18
- Achieved IELTS band 6 *(with no individual band below 5.5) or equivalent score in acceptable English Language Tests (PTE, TOEFL, or OET) Or Minimum test score IELTS 5 or equivalent with either 20 weeks ELICOS.
- Completion of Certificate IV or higher-level qualification in Australia in the last two years Or
- Achieved satisfactory score in English placement test as conducted by the College (Level 3 or higher in CSPA ACER LLN test will meet the requirements for this purpose)

*You must have completed the English language test within either:

- the 2 years before the date your visa application is lodged.
- the 2 years before a decision is made on your visa application if you did not provide evidence of the English language test at the time your application was lodged.

Please contact the College for further information

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	Core/Elective	Elective Group
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	
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.

Intake Dates : 2024

Term 1

09Jan 05Feb
04Mar 01Apr

Term 2

4 May 01 May
24 June

Term 3

22 Jul 19 Aug
16 Sep

Term 4

14 Oct 11 Nov
09 Dec

USI

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