



BSB50120 DIPLOMA OF BUSINESS

CRICOS Course Code:
117687C

APPLY NOW!

Entry Requirements

- ✓ Year 12 or equivalent
- ✓ IELTS 5.5 or higher with a minimum score of 5.0 in each band or equivalent
- ✓ Must be 18 years of age on commencement

Possible Job Roles

- ✓ Business Manager
- ✓ Business Consultant
- ✓ Project Coordinator
- ✓ Office Manager
- ✓ Team leader

Pathways Qualifications

Progress to:

- ✓ BSB60420 Advanced Diploma of Leadership and Management or
- ✓ BSB80120 Graduate Diploma of Management (Learning) at Contempo College

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 task 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.



Contempo
College

Aims and Learning Outcome

This course is aimed at:

- Further developing business and operational skills across a wide range of business functions.
- Developing in-depth knowledge of key business processes including operational planning and financial management
- Effectively operating in a workplace in a leadership role in both independent and team environments
- Providing a pathway to further qualifications and learning



February/April/July/October



1 year (Full-Time)

40 weeks – study periods

12 weeks – breaks/holidays



Face to Face

20 hours/week



Application Fee: \$250 (Non-refundable)

Course Fee: \$ 14,000.00

Material Fees: \$1,000.00

***All students must have their own laptop and software

Course / unit selection can be tailored to clients needs, contact us for further information



1300 764 661 | (+61) 8 6150 2138



info@contempocollege.edu.au

Please note: Tuition Fees quoted are subject to change. Actual fees payable are the fees published at the commencement of each year for all subsequent terms in that year.

- Please refer to the Department of Home Affairs (DHA) website www.homeaffairs.gov.au
- Please consult the website: www.contempocollege.edu.au for current prices as these prices are subject to change.

Diploma of Business

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
BSBOPS502	MANAGE BUSINESS OPERATIONAL PLANS
BSBTWK503	MANAGE MEETINGS
BSBCRT611	APPLY CRITICAL THINKING FOR COMPLEX PROBLEM SOLVING
BSBTWK502	MANAGE TEAM EFFECTIVENESS
BSBCMM511	COMMUNICATE WITH INFLUENCE
BSBOPS503	DEVELOP ADMINISTRATIVE SYSTEMS
BSBHRM525	MANAGE RECRUITMENT AND ONBOARDING

*These units have pre-requisite requirements which must be scheduled and completed prior to commencing relevant scheduled units above

For more information refer to:

<https://training.gov.au/training/details/BSB50120/qualdetails>



Visit website for full details to assist you in making an informed decision

www.contempocollege.edu.au

Level 3, 379 Hay Street, Perth, WA 6000, Australia.

RTO Code: 45720 | CRICOS Code: 03933H