

Specialisation in Leadership

BSB50120 DIPLOMA OF BUSINESS

CRICOS 106812E

Course Overview

This course is the mid-point of the business stream of courses and prepares the students with knowledge and skills for supervisory roles and/or further learning at Advanced Diploma level.

Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills. They use well developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Teaching sessions are trainer-led in-group sizes of up to 30 participants. The teaching program is undertaken using a planned schedule in accordance with national standards.

Course Features

- 12 units in total
- 4 terms per year
- 1 year course
- 40 weeks of learning + 12 weeks holiday
- 20 hours per week face to face learning plus online and self learning

Course Units

Core Units x 5

- BSBXCM501 Lead communication in the workplace
- BSBCRT511 Develop critical thinking in others
- BSBFIN501 Manage budgets and financial plans
- BSBSUS511 Develop workplace policies and procedures for sustainability
- BSBOPS501 Manage business resources

Elective Units x 7

Leadership x 4

- BSBTWK501 Lead diversity and inclusion
- BSBLDR523 Lead and manage effective workplace relationships
- BSBTWK502 Manage team effectiveness
- BSBPEF501 Manage personal and professional development

General Elective x 3

- BSBFIN601 Manage organisational finances
- BSBOPS504 Manage business risk
- BSBLDR601 Lead and manage organisational change

Career Opportunities

- Retail Store Manager
- Account Manager
- Project Administrator
- Business Manager
- Office Manager