![College Australia logo]

COLLEGE AUSTRALIA

Learn for Life

Diploma of
Business
(Digital and Data)

Elevate your career and support key aspects of business operations at an office management or executive level, learning advanced business skills.

Duration:
12 - 24 months

Method:
Online, RPL

Payment:
Upfront, Pay Per Unit

Funding:
Certificate 3 Guarantee

What can I expect?

Do you want to become an experienced business professional? With the Diploma of Business, you can solidify your business operational skills and become confident in carrying out complex tasks. Gaining skills in strategic management, business information analysis, and project management, you can broaden your knowledge across a wide range of business functions.

Enhance your knowledge of key business strategies and risk management practices, applying specialised skills and expertise to drive business outcomes to success. This high-level qualification will help you build your knowledge and experience to further develop your skills across a wide range of business functions.

Career Pathway Potential

Team Leader

Office Manager

Administration Manager

Program Coordinator

Qualification Structure

Total Number of Units: 12

✓ **5 Core Units**

✓ **7 Elective units**

Core Units:

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

Elective Units:

BSBOPS504
Manage business risk

BSBOPS502
Manage business operational plans

BSBCMM511
Communicate with influence

BSBINS502
Coordinate data management

BSBTEC403
Apply digital technologies to collaborate in a work environment

BSBTEC404
Use digital technologies to collaborate in a work environment

BSBTEC601
Review organisational digital strategy

Workplace Requirement

Not applicable

Entry Requirements:

Not applicable

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