



Learn for Life

Diploma of Business (General)

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

BSBINS512

Monitor business records systems

BSBMKG541

Identify and evaluate marketing opportunities

BSBHRM531

Coordinate health and wellness programs

BSBTEC403

Apply digital solutions to work processes

BSBTEC404

Use digital technologies to collaborate in a work environment

BSBMKG546

Develop social media engagement plans



Workplace Requirement

Not applicable

Entry Requirements:

Not applicable