



Learn for Life

Diploma of Business (Operations)

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:

BBSBOPS504

Manage business risk

BSBOPS502

Manage business operational plans

BSBCMM511

Communicate with influence

BSBINS512

Monitor business records systems

BSBOPS503

Develop administrative systems

BSBSTR503

Develop organisational policy

BSBINS502

Coordinate data management



Workplace Requirement

Not applicable

Entry Requirements:

Not applicable