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,
Payment Plan

Funding:
Not Available

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

Nationally Recognised Training

Skills Assure
Proud to be a Queensland Government subsidised training provider

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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Visit our website ca.edu.au or call us on 07 3255 0506 for more information and current pricing. All information is correct at the time of printing. While every attempt is made to ensure that information is updated and accurate, some changes may occur without notice. V25.0

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