COLLEGE AUSTRALIA

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,
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:

**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

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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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