

BSB50120
DIPLOMA

of Business

Advance your knowledge in a wide range of business functions, such as leading communication, recruiting new staff, managing budgets and resources, developing procedures and operational plans, managing risk, marketing, and encouraging critical thinking and innovation.

You'll gain valuable business operations skills that are transferable across many organisations and industries.

Whether you're a budding entrepreneur or looking for the next step in your career, this course will equip you with the skills you need to succeed.



Learning Outcomes


Through this course, you will gain fundamental skills and knowledge to:

- Manage human resources
- Oversee budgets and financial plans
- Develop policies and procedures
- Monitor and mitigate business risk
- Promote critical thinking and innovation

Career Opportunities

Upon graduation, your newly acquired skillset means you could develop your career as a/an:

- Executive Officer
- Business Development Manager
- Project Consultant / Coordinator
- Office Manager / Administration Manager



Why choose ELC Career College?

As one of Australia's most established colleges, we know how to cater for all your needs.

- Over 35 years' experience teaching and supporting students, so you can feel confident you will be in good hands
- Ideal city centre location
- Large college premises with modern learning facilities and comfortable break out areas for eating, relaxing, socialising as well as quiet study
- Trainers highly experienced both in their area of expertise and teaching
- Courses custom-designed to focus on real-world career skills
- Unique methodology to keep you engaged and motivated
- Course package options for long-term study pathways
- Payment plans available to manage your budget
- Timetable options to suit your lifestyle



The experts in international education

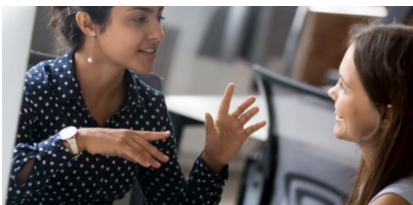
ELC Career College has earned a reputation for delivering quality tuition in English and vocational education for international students. We have strategies in place to make it easy for you to achieve your further study goals, including:

- Course units carefully selected for a global audience
- Extra support and practical tasks to help you understand your lessons
- Trainers specialised in teaching non-native English speakers

Focus on 21st Century skills



All our courses are founded on the blend of 3 essential features



Workplace Communications

The verbal and written communication skills needed to do your job effectively, create a positive impression and make an impact.



Business Competence

The knowledge required to engage in, lead and manage the operations of a business.



Transferable Skills

Skills highly valued by employers that will give you an edge in whatever job you do.

Course Units

Module A - Human resources

Unit Name	Unit Description
BSBHRM525 Manage recruitment and onboarding	Advance your skills in developing recruitment and onboarding procedures, as well as managing the recruitment process according to human resource requirements. You'll learn various aspects of recruitment and onboarding, such as advertising positions, identifying selection criteria, preparing job offers and contracts, organising training, and providing feedback to new staff.
BSBLDR522 Manage people performance	Performance management and development are key requirements for effective managers and this unit will equip you with the skills and knowledge required to manage staff that report directly to you. Learn to allocate tasks, review performance, reward excellence and provide constructive feedback.

Module B - Manage budgets & resources

Unit Name	Unit Description
BSBFIN501 Manage budgets and financial plans	Develop the skills and knowledge required to undertake financial management for your team or your organisation. Learn to prepare and evaluate budgets, formulate contingency plans, implement processes to monitor expenditure and regularly assess the organisation's financial position.
BSBOPS501 Manage business resources	Learn to manage the resources of an organisation according to planned business strategies. You'll build the skills and knowledge required to analyse resource requirements, develop resource plans, establish risk management processes, allocate resources according to objectives, and monitor and review usage of resources.

Module C - Business procedures

Unit Name	Unit Description
BSBSUS511 Develop workplace policies and procedures for sustainability	Build your skills to create, monitor and improve sustainability strategies and policies within the workplace. Learn to prepare, implement and review policies that focus on the minimisation of an organisation's social, economic and environmental impact, as well as proactive value creation in these areas.
BSBXC501 Lead communication in the workplace	Learn to establish and implement communication protocols to meet organisational goals and to coordinate effective communication throughout. Build your skills in addressing communication challenges, presenting and negotiating persuasively, and reviewing communication practices.

Module D - Business operations

Unit Name	Unit Description
BSBOPS504 Manage business risk	Learn to manage business risks across an organisation, by establishing risk context, identifying and analysing risks and their likelihood, and implementing the most appropriate solutions.
BSBOPS502 Manage business operational plans	This unit will equip you with the skills and knowledge required to develop and monitor the implementation of operational plans to support efficient and effective workplace practices and ensure productivity and profitability of the organisation.

Module E - Marketing





Unit Name	Unit Description
BSBMKG541 Identify and evaluate marketing opportunities	Enhance your skills in identifying, evaluating and taking advantage of marketing opportunities by analysing market data, distinguishing characteristics of possible markets and assessing viability of changes to operations. Learn the process to identify resource requirements for marketing opportunities and communicate the viability to relevant stakeholders.
BSBMKG546 Develop social media engagement plans	Develop the skills required to effectively develop social media engagement plans with a preferred target audience. You'll learn to identify requirements and characteristics of the target audience, select preferred platforms and applications, identify and plan for possible risks to your brand, and facilitate delivery of social media content.

Module F - Critical thinking & innovation

Unit Name	Unit Description
BSBCRT511 Develop critical thinking in others	Develop the skills and knowledge required to encourage critical and creative thinking skills in your team, such as analysis, synthesis and evaluation of information. Learn to facilitate learning opportunities and improve thinking practices within your team by establishing a safe, supportive environment.
BSBCRT512 Originate and develop concepts	Build the skills required to originate and develop concepts for products, programs, processes or services at an operational level. Learn to assess possible solutions to issues in the organisation, research relevant information on solutions, and collaborate with others to generate and refine concepts for implementation.



Delivery Mode

 Lecture 5hrs/w Live lectures delivered by trainers with real life experience	 Tutorial <i>(Supported learning)</i> 1hr45/w Small classes focused on developing and practising key capabilities required for assessment	 Workshop <i>(Supported learning)</i> 6hr45/w Collaborative tasks aimed at applying skills and knowledge in simulated workplace conditions	 Self-paced online learning 6hr30/w Structured activities available from our e-learning platform, designed to reinforce skills acquisition
On campus			Online

Timetable

Time	Tuesday	Friday
2:45pm - 4:30pm	Tutorial	Workshop
4:30pm - 5:00pm	Break	Break
5:00pm - 10:00pm	Lecture	Workshop

NB: Timetable subject to change.

Resources

Our resources are carefully developed to meet the needs of international students: they include extra support and practical tasks to help you understand the content clearly. All course materials and workbooks are available to download for free from your e-learning platform.

Assessment

You will be assessed through a combination of assessment types such as written assignments, case studies, reports, group tasks, portfolios and presentations. You must successfully pass all units to complete the qualification.

Program Dates

This qualification is delivered over **6 terms of 9 weeks**.

Your exact enrolment and break lengths depend on your start date, as detailed below:

		COURSE START DATE	COURSE END DATE	STUDY WEEKS	SCHEDULED BREAKS	TOTAL ENROLMENT LENGTH
CHOOSE BETWEEN 8 INTAKES IN 2025	January	28 Jan 2025	19 June 2026	54 weeks	19 weeks	73 weeks
	*February	24 Feb 2025	7 Aug 2026	54 weeks	22 weeks	76 weeks
	April	22 Apr 2025	11 Sept 2026	54 weeks	19 weeks	73 weeks
	*May	19 May 2025	30 Oct 2026	54 weeks	22 weeks	76 weeks
	July	14 July 2025	4 Dec 2026	54 weeks	19 weeks	73 weeks
	*August	11 Aug 2025	19 Feb 2027	54 weeks	26 weeks	80 weeks
	October	7 Oct 2025	25 Mar 2027	54 weeks	23 weeks	77 weeks
	*November	3 Nov 2025	14 May 2027	54 weeks	26 weeks	80 weeks

*The February, May, August and November intakes are mid-term intakes, with a mid-term course end date.

Entry Requirements

Age | Be aged 18 years or over

Academic | Successful completion of Australian Year 12 or international equivalent

English Level | IELTS proficiency level of 5.5 or above or equivalent

Note that students are expected to bring their own laptop or tablet for home and classroom use.

Package Options

Most of our students choose to enrol into 2 or more courses, packaged up in 1 student visa:



Need English?

Study at our English school, English Language Company



Want to prepare for this course?

The Certificate III or Certificate IV in Business will help you to build your skills in this area



Want to mix and match?

You can combine this course with other qualifications in Leadership & Management or Project Management



Get social with us



@elccareercollege

Interested?

To enrol, ask us questions or learn more about our wide range of programs, multiple package options, unique methodology, trainers' experience, welcoming premises, modern facilities or latest promotions, head to our website:
www.elc.edu.au/vocational/

Already in Sydney? Come in for a campus tour with one of our friendly course advisors: we are ideally located in the heart of Sydney, across the road from Town Hall station!



BSB50120 Diploma of Business (AQF – Level 5) is a nationally recognised qualification under the Australian Qualifications Framework (AQF).

CRICOS course code: 108569F

ELC Career College Pty Ltd

RTO: 91721

CRICOS Provider: 00051M

ABN: 34 051 281 380



495 Kent St Sydney NSW 2000 Australia
info@elc.edu.au
+61 2 9267 5688