



**Australian
College**
of Commerce & Management

Diploma of Business

BSB50120

A valuable high-level qualification to suit the multi-skilled Office or Business Manager looking to grow



Call ACCM today

1300 515 321

The **ACCM** difference

- ✓ **Maximum Flexibility** - No set study times or off-site training.
- ✓ **All Materials Online** - designed to suit a wide range of learning styles.
- ✓ **Available 24/7** - via computer, tablet or mobile phone.
- ✓ **Proactive Student Advisers** - helping to drive progress.
- ✓ **Coaching and Ongoing Support** - it is part of our service.

Foundation Skills

Advanced communication strategies
Developing critical thinking in teams
Managing priorities and personal development
Organisational sustainability processes

Specialty Skills

Effective budgets and financial planning
Developing organisational policy
Managing key business resources
Chairing effective meetings

30 YEARS
of meeting employers' needs

✉ courses@accm.edu.au

🌐 www.accm.edu.au

RTO ID: 1441

DIPLOMA OF BUSINESS

BSB50120

COURSE DESCRIPTION:

The BSB50120 Diploma of Business offers a broad spectrum of subjects to suit a multi-skilled Office or Business Manager. Your valuable team member will master the techniques behind critical and creative thinking, professional development, business planning, sustainability and strategic client relationships.

SUBJECT	UNIT	CODE	DURATION (weeks)
Lead and Make Good Business Decisions	- Develop critical thinking in others - Lead communication in the workplace	BSBCRT511 BSBXCM501	9
Professional and Effective Work Practices	- Develop personal work priorities - Manage personal health and wellbeing - Lead personal development - Manage personal and professional development	BSBPEF402 BSBPEF401 BSBPEF403 BSBPEF501	6
Manage Budgets and Financial Plans	Manage budgets and financial plans	BSBFIN501	10
Effective Sustainability and Resource Policies	- Develop workplace policies and procedures for sustainability - Manage business resources - Develop organisational policy	BSBSUS511 BSBOPS501 BSBSTR503	10
Manage and Chair Effective Meetings	- Manage meetings - Use digital technologies to collaborate in a work environment	BSBTWK503 BSBTEC404	7

If you would like to discuss additional electives, please contact us.

FEES - BSB50120 DIPLOMA OF BUSINESS

STATE / TERRITORY	NEW ENTRANT TRAINEESHIPS	EXISTING WORKER TRAINEESHIPS	FULL FEE / EMPLOYER SPONSORED
New South Wales	\$0	\$5625	\$5625
Australian Capital Territory	\$350	\$5625	\$5625
South Australia	\$5625	\$5625	\$5625
Tasmania	\$5625	\$5625	\$5625
QLD, WA, NT, VIC	\$5625	\$5625	\$5625

STATE SUBSIDY DECLARATIONS, AS APPLICABLE

New South Wales (NSW)

This training is subsidised by the NSW Government.

Tasmania (TAS)

Supported by the Tasmanian Government

Australian Capital Territory (ACT)

Australian Apprenticeships in the ACT are funded by the ACT and Australian Governments

South Australia (SA)



Supported by
**Government of
South Australia**

Visit www.skills.sa.gov.au for Participant Eligibility Criteria



NATIONALLY RECOGNISED
TRAINING