



CHOICE BUSINESS
COLLEGE

Choice Business College Pty Ltd
trading as Choice Business College
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CRICOS Provider 03444C

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BSB50120 DIPLOMA OF BUSINESS

CRICOS Course Code: 108279E

ABOUT THE COURSE

The purpose of this course is to develop skills of individuals across a wide range of business functions. Individuals at this level may possess substantial experience in a range of settings but seek to further develop their skills across a wide range of business functions. Conversely, it may also apply to those with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

ENTRY REQUIREMENTS

International students must satisfy the following conditions:

- ◆ An overall IELTS band 5.5 (with no individual band below 5.0) or equivalent.
- ◆ 18 years and above
- ◆ High School Certificate (Year 12) or equivalent BSB40120 Certificate IV in Business

DURATION

This course will be delivered over a total of 52 weeks, which comprises of 40 study weeks and 12 weeks of term break.

FEES & INTAKES

Please refer to international fees schedule on our website.

STUDY LOCATIONS

Gold Coast campus
Melbourne campus
Parramatta campus
Sydney campus

INTAKE DATES

2025	2026
06 JAN	05 JAN
24 FEB	23 FEB
07 APR	06 APR
26 MAY	25 MAY
07 JUL	06 JUL
25 AUG	24 AUG
06 OCT	05 OCT
24 NOV	23 NOV



CAREER OPPORTUNITIES

Employment outcomes resulting from the completion of this course may include the following roles:

- ◆ Executive Officer
- ◆ Frontline Manager
- ◆ Project Consultant
- ◆ Administration Manager
- ◆ Corporate Services Manager
- ◆ Legal Practice Manager
- ◆ Business Development Manager
- ◆ Project Coordinator
- ◆ Business Sales Team Leader

DELIVERY MODE AND ASSESSMENT

20 hours per week and delivered through blended learning

10-15 hours of self-study per week is required

The course is delivered over 20 hours per week. It consists of two 7-hour days face to face in a classroom setting and 6 hours of online/distance course work.

Assessments may be conducted through a combination of written questions and answers, case studies, project portfolio, and class activities and self-study activities.

COURSE STRUCTURE

Total number of units of competencies = Twelve (12) units of competencies. The following table identifies the units of competency delivered by Choice Business College (CBC) for the BSB50120 Diploma of Business.

Code	Title	Core/Elective
BSBCRT511	Develop critical thinking in others	Core
BSBFIN501	Manage budgets and financial plans	Core
BSBXC501	Lead communication in the workplace	Core
BSBSUS511	Develop workplace policies and procedures for sustainability	Core
BSBOPS501	Manage business resources	Core
BSBTWK503	Manage meetings	Elective
BSBHRM525	Manage recruitment and onboarding	Elective
BSBOPS502	Manage business operational plans	Elective
BSBOPS504	Manage business risk	Elective
BSBTWK501	Lead diversity and inclusion	Elective
BSBPEF501	Manage personal and professional development	Elective
BSBLDR523	Lead and manage effective workplace relationships	Elective

Students may request alternative electives, if the above do not meet their target work outcomes. The request will be considered on a case-by-case basis and approval is dependent on the availability of the required resources and appropriately qualified trainers.

PATHWAYS

On successful completion of this course, the candidate may pursue BSB60120 Advanced Diploma of Business or a range of other advanced diploma qualifications in BSB training package or alternatively, the students will be able to access the appropriate employment.

RECOGNITION OF PRIOR LEARNING

We offer everyone the opportunity to apply for Recognition of Prior Learning (RPL) at enrolment. Students may be granted credit or partial credit in recognition of skills and knowledge gained through work experience, life experience and/or prior training.

