

ONLINE

# BSB50120 Diploma of Business

Is it time to take your business skills to the next level or to enhance your opportunities for higher education? ACBC Online can help you achieve your goals.



## GRADUATE WITH ACBC ONLINE

1. MAKE AN ENQUIRY, COMPLETE AN APPLICATION AND ENROLMENT AND SELECT A DURATION FOR STUDY (52 OR 78 WEEKS).
2. LOG IN AND ACCESS YOUR COURSE MATERIALS AND SUPPORT.
3. LOG IN WEEKLY AND COMPLETE YOUR STUDY TASKS AND ASSESSMENTS.

Graduate with a full nationally recognised qualification when you have demonstrated competency for all units or graduate with a nationally recognised Statement of Attainment for selected units.

Whether you are looking to start your career, a career change or seeking to progress in your current career, this versatile qualification can help you get there.

You could be studying for this nationally recognised qualification within three business days!\*

We've got all the tools and support you need – at a duration to suit you. There's no need to attend the campus to enrol or to complete your studies.

You could be framing your Australian Careers Business College (ACBC) qualification within 12 months\*\*. How does it get better than that?

*\*Courses commence on the next available Monday from your application date allowing for administration requirements.*

*\*\*Depends on your selected course duration.*

The BSB50120 Diploma of Business reflects the role of individuals in a variety of Business Services job roles. These individuals may have frontline management accountabilities.

As a Diploma of Business graduate you will be equipped to progress to a variety of roles. Possible roles include:

- **Manager**
- **Office Manager**
- **Administration Manager**

## QUICK CHECK: AM I READY FOR THIS QUALIFICATION?

### ENTRY REQUIREMENTS

- Year 11 of the NSW Higher School Certificate or its equivalent. Don't have this requirement? Don't worry - We've got you covered! We have an online assessment for you to help us determine that the course will suit your abilities. Talk to a Careers Advisor about this.

### PRE-REQUISITES

- No pre-requisites for this course

### AVAILABLE TIME TO STUDY

It's important to make sure that your online study fits in with your work and lifestyle. Choose from 12 or 18 months to complete your study

| Study Option | Recommended minimum weekly study | Recommended minimum coach contact | Suggested minimum weekly log-ins |
|--------------|----------------------------------|-----------------------------------|----------------------------------|
| 12 months    | 8 hours                          | Weekly                            | 2                                |
| 18 months    | 5 hours                          | Weekly                            | 2                                |

[www.acbc.nsw.edu.au](http://www.acbc.nsw.edu.au) / [online@acbc.nsw.edu.au](mailto:online@acbc.nsw.edu.au)

➤ **02 9824 0000**



**AUSTRALIAN CAREERS**  
**Business College**  
*'Empowerment Through Education and Training'*

## COURSE UNITS

BSB50120 Diploma of Business qualification has 12 units (subjects). The course has been designed using the guidelines provided in the Business Services Training package. There are 5 core units and 7 elective units. The units are listed below:

### FIVE 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

### SEVEN ELECTIVE UNITS

**BSBPMG430** Undertake project work

**BSBTWK503** Manage meetings

**BSBPEF501** Manage personal and professional development

**BSBLDR522** Manage people performance

**BSBOPS505** Manage organisational customer service

**BSBWH5521** Ensure a safe workplace for a work area

**BSBWRT411** Write complex documents

Speak with a Careers Advisor for full details of this course including Recognition of Prior Learning (RPL) and Credit Transfer. Details of tuition fees are available on this website.

### COURSE FEES

➤ **Tuition Fee** \$7,900.00

(Ten payments of \$790.00 across course duration)

This Course may be fully funded by VET Student Loans.

### WHAT YOU WILL NEED

- Access to the internet
- Computer Access (word processing, web surfing, downloading forms and templates)
- Access to Google Drive (Google account)
- Email address (for enrolment communication)

## IT REALLY IS AS EASY AS IT SOUNDS!

Australian Careers Business College gives you great learning materials and instructions and amazing personal support. In a classroom with others you may feel embarrassed to ask questions.

With your dedicated Personal Learning Coach and Assessors, you will be top of the class every time at Australian Careers Business College.

## FAST TRACK TO UNIVERSITY WITH CREDIT POINTS AT LEADING UNIVERSITIES

Every year many Australian Careers Business College graduates use their vocational qualification to fast track into leading universities.

Australian Careers Business College has negotiated credit point deals with leading universities for successful graduates of the full BSB50120 Diploma of Business qualification including:

Graduates are eligible for:

A guaranteed 80 credit points out of 240 credit points into the Bachelor of Business at Western Sydney University, with 160 cps remaining.

80 credit points out of 240 credit points at Australian Catholic University (ACU) for specified units in the Bachelor of Commerce and Bachelor of Business programs.

ACBC graduates have been accepted into various other universities.

**Want to discuss your pathway to university?** Book a Careers Advice Session. Our Careers Advisors are on hand to help you plan a pathway to the university degree you are striving for and show you how you can achieve your career goals. **CLICK HERE**

## THE ACBC ADVANTAGE

Business underpins many roles within an organisation. The BSB50120 Diploma of Business opens opportunities to work in diverse environments.

## VET STUDENT LOANS (VSL)

*ACBC is an approved VSL provider.*

VET Student Loans is a financial assistance scheme offered by the Australian Government. Eligible students can secure a loan to pay for all of their tuition fees for the Diploma of Business. VET Student Loans will not be approved for students who do not meet eligibility requirements and a VET student loan gives rise to a VETSL debt that continues to be a debt due to the Commonwealth until it is repaid.

## WHAT ARE YOU WAITING FOR?

Are you ready to make a real difference in your career opportunities? Join over 6,000 ACBC Graduates who have made the step to rewarding employment or university.

**CLICK HERE** to make an enquiry and you could be studying in less than a week. It couldn't be easier.

Get the qualifications you deserve at a pace that suits you! We're with you all the way.

## For further information please contact:

An ACBC Careers Advisor

**Phone:** 612 9824 0000

**Email:**

online@acbc.nsw.edu.au

**02 9824 0000**

➤ [www.acbc.nsw.edu.au](http://www.acbc.nsw.edu.au) / [online@acbc.nsw.edu.au](mailto:online@acbc.nsw.edu.au)

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ACBC is a Registered Training Organisation (RTO) No. 90271.

