



**Australian
College**
of Commerce & Management
RTO ID: 1441

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1300 515 321

Diploma of Business

BSB50120

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

the
ACCM
difference

*ACCM College's online program reflects
over 25 years of meeting our employers' needs.*

- **No extra fees!** All services included in the enrolment fee.
- **Maximum flexibility** - No set study times or off-site training, set weekly training commitments around your daily operations.
- **Suitable for full time or part time employees.**
- **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** is part of our service.
- **Real time progress visibility** - check your staff's progress, timetable and results 24/7 via our online Employer Dashboard.

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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



*To see enrolment fees for
your region, please click
or scan the QR code*

courses@accm.edu.au

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	BSBCRT511	9
	• Lead communication in the workplace	BSBXCM501	
Professional and Effective Work Practices	• Develop personal work priorities	BSBPEF402	6
	• Manage personal health and wellbeing	BSBPEF401	
	• Lead personal development	BSBPEF403	
	• Manage personal and professional development	BSBPEF501	
Manage Budgets and Financial Plans	• Manage budgets and financial plans	BSBFIN501	10
Effective Sustainability and Resource Policies	• Develop workplace policies and procedures for sustainability	BSBSUS511	10
	• Manage business resources	BSBOPS501	
	• Develop organisational policy	BSBSTR503	
Manage and Chair Effective Meetings	• Manage meetings	BSBTWK503	7
	• Use digital technologies to collaborate in a work environment	BSBTEC404	

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