

KNOWLEDGE | EXPERIENCE | SKILLS

*Give yourself options. This diploma can lead you into employment or university studies. The choice is yours.*

# BSB50120 DIPLOMA OF BUSINESS

Earn credit towards a Bachelors Degree

Find out more



## COURSE INFORMATION



## About the Diploma



**QUALIFICATION:** Diploma



**UNITS:** 12



**DURATION:** 24 Months



**START DATE:** Anytime

A cutting-edge snapshot of the latest trends in the business world, the Look Now Training Diploma of Business has been developed to ensure you graduate with knowledge, skills and options.

You can choose to move straight into employment or to further your studies at university through a Bachelor's Degree.

The Diploma of Business will teach you how to research, analyse and interpret information in a business environment. The practical skills you learn will equip you to effectively market a brand, manage projects and help you become a valued business professional.

**In addition to gaining a nationally accredited qualification, the Diploma of Business will provide students:**

- An understanding of business functions such as marketing, management and human resources.
- Specialised knowledge including communicating with influence, project management, workforce planning and risk management.
- Skills relevant across a wide range of industries.

---

## Employment Options

Diploma graduates are exposed to the core knowledge and contemporary corporate skills required to move into business and management roles in established organisations or to launch your own business.

Existing employees can use this qualification to have their high-level business capabilities recognised, to enhance career opportunities.

**The Diploma can lead to employment as:**



**HUMAN  
RESOURCES  
OFFICER**



**EXECUTIVE  
OFFICER**



**PROJECT  
CONSULTANT**



**BUSINESS  
OWNER**



**ADMINISTRATOR**



**BUSINESS  
DEVELOPMENT  
MANAGER**



**CORPORATE  
SERVICES  
MANAGER**



**ENTREPRENEUR**

---

*"Never once did I think the course would lead me to where I am now. Financially I am more secure & I am so proud to be working in a job I love." (Business Graduate, 2020)*

*"You learn a lot about yourself when studying a course like this. Thank you for encouraging me to stay at the beginning when I thought it was all too much." (Business Graduate, 2021)*

*I learnt so much from this course and my Trainer really knew her stuff. I would recommend it to anyone looking to start a career. (Business Graduate, 2021)*



**15% Scholarship on remaining university fees\*\***

## University Pathway Options

Start studying at home, save money and earn credits towards a Bachelor's degree.

Look Now Training has a verified credit arrangement with our partner universities to give Diploma of Business graduates course credits towards their university study.

The University of the Sunshine Coast pathway provides up to 7 course credits towards a Bachelor of Business, and Torrens University confirms 8 course credits for any of their Bachelor of Business Degrees or Bachelor of Commerce Degree.\*

Torrens University also offers a scholarship arrangement for all Look Now Training graduates which reduces the remaining University fees by 15%.

\* May differ for specific specialisations within Business and Commerce courses. Graduates will need to follow specific entry processes.

\*\* 15% scholarship only applicable for study with Torrens University.

### Partner Universities:



#### SAVE MONEY

A cost-effective and innovative pathway to accelerate undergraduate studies enabling students to earn credits recognised by universities nationally.

#### SAVE TIME

The Diploma is delivered online, meaning you can start and finish anytime. This means students are in control of their progress by how much time they dedicate to study.

#### STUDY FLEXIBLY

Students can save a significant amount of time and money by taking online classes while working or traveling.

#### SUPPORTED STUDY

Choosing to study online does not mean studying alone. You will receive guidance from your dedicated trainer, along with support staff committed to ensuring your success.

From learning how to navigate your online classroom to providing assessment support, our team will provide the help you need.

#### Study support includes:

- 30 minute coaching session for each unit (Video meeting)
- 30 minute practical session (Video meeting)
- Phone support within working hours (Pre-arranged appointments)
- Ongoing email support within 24 hours

#### STUDY ONLINE

Our online learning system guides you through each unit of your course. It's intuitive and easy to use. Once enrolled, you can familiarise yourself with the online system by watching a guided tour. If you ever do feel a little confused, our support staff can assist.

## Price

Please visit our website for current pricing and payment options.

# Diploma of Business Units

## **BSBTWK503 MANAGE MEETINGS**

This unit focuses on the skills and knowledge required to manage meetings including overseeing the meeting preparation processes, chairing meetings, organising the minutes and reporting meeting outcomes.

## **BSBHRM415 COORDINATE RECRUITMENT AND ONBOARDING**

This Human Resource unit provides the skills and knowledge required to develop and implement strategies to source candidates and to assess their suitability for available positions.

## **BSBXCM501 LEAD COMMUNICATION IN THE WORKPLACE**

This unit has a specific focus on the communication skills required for team leaders required to lead communication in the workplace including establishing communication practices and negotiating persuasively.

## **BSBTWK502 MANAGE TEAM EFFECTIVENESS**

This unit provides the skills required to lead teams in the workplace and to actively lead and build a positive culture within the organisation.

## **BSBCRT511 DEVELOP CRITICAL THINKING IN OTHERS**

This unit provides the skills required to develop and coach team members to acquire critical and creative thinking skills (including analysis, synthesis, and evaluation) within a workplace context.

## **BSBWHS521 ENSURE A SAFE WORKPLACE FOR A WORK AREA**

This unit provides the skills to establish, maintain and evaluate work health and safety (WHS) policies, procedures and programs to ensure a safe workplace, according to WHS legislative requirements. This unit takes a systems approach and addresses compliance with relevant legislative requirements.

## **BSBOPS504 MANAGE BUSINESS RISK**

This unit provides the skills to manage business risks in a range of contexts and implement change across the organisation, business unit, program or project area to reduce risk.

## **BSBFIN501 MANAGE BUDGETS AND FINANCIAL PLANS**

This unit provides the skills to ensure that financial resources are managed in line with the financial objectives of the organisation. This unit includes planning and implementing financial management approaches and supporting and evaluating effectiveness of financial management processes.

## **BSBOPS501 MANAGE BUSINESS RESOURCES**

This unit covers the skills and knowledge required to manage physical and/or human resources according to planned business strategies, including analysing resource requirements, developing resource plans, allocating resources, and reviewing and reporting on resource usage.

## **BSBPMG530 MANAGE PROJECT SCOPE**

This unit focuses on determining and managing project scope. It involves obtaining project authorisation, developing a scope management plan, and managing the application of project scope controls.

## **BSBMKG541 IDENTIFY AND EVALUATE MARKETING OPPORTUNITIES**

This unit provides the skills and knowledge required to identify, evaluate and take advantage of marketing opportunities by analysing market data, distinguishing characteristics of possible markets and assessing viability of changes to operations.


## **BSBSUS511 DEVELOP WORKPLACE POLICIES AND PROCEDURES FOR SUSTAINABILITY**

This unit focuses on the minimisation of an organisation's social, economic and environmental impact, as well as proactive value creation in these areas through the development, implementation and review of workplace sustainability policies.

*\*Units may be substituted periodically pending qualification guidelines with prior notice.*

## **How to Enrol:**

Applications for this course can be made by contacting Look Now Training:

 (07) 5334 9922

 [training@looknowtraining.edu.au](mailto:training@looknowtraining.edu.au)

[looknow.edu.au](http://looknow.edu.au)

Scan the QR code  
to start now!



NATIONALLY RECOGNISED TRAINING