



Australian Institute  
of Advanced Studies



## BSB50215 - Diploma of Business

Become a boss at the

# AIAS School of Business

The AIAS School of Business courses have been created to give students the knowledge and skills required to move into management roles in large organisations and the confidence to become their own boss and own a business.

Alongside critical thinking skills, these courses teach researching techniques, analysis and interpretation within the domestic and international business environments.



BSB50120 | CRICOS: 106955A

# Diploma of Business



The Diploma of Business is the qualification to have if you want to secure entry into the dynamic and financially rewarding corporate business sector, if you are seriously considering a career in business, or want to start up on your own. We cover the essentials needed and then go further to teach the in-depth knowledge required for any ambition.

Students are set up with the knowledge and skill set to be able to chase promotions, switch careers and impress their bosses. Within the course students are also given the know-how to not only set up their own businesses as Entrepreneurs but we also teach the business acumen that helps drive growth and betterment.

The course has also been designed for recent graduates who want to bridge into university by getting required credits or grades.

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## Pathways & Further Study

Upon successful completion of the Diploma of Business students will be able to apply for university entry in a Business Degree. Students may also use the qualification to assist them in gaining employment within a small to large business.

## Course Requirements

To be awarded a Diploma of Business, competency must be achieved in eight (8) units of competency; (8) Elective units of competency. This course has no core units.

# Course Overview



## Good to know

Online only

Max class size: 24

Grade 12 supported



## Course start dates

Courses start first Monday of every month



## Commitment

Full-time or Part-time

Self paced

6 - 12 months

## Programs learned:



Microsoft Office



MS Word



MS Excel



MS Outlook



MS PowerPoint

## Core Units

**BSBOPS501** MANAGE BUSINESS RESOURCES

**BSBFIN501** MANAGE BUDGETS AND FINANCIAL PLANS

**BSBXCM501** LEAD COMMUNICATION IN THE WORKPLACE

**BSBCRT511** DEVELOP CRITICAL THINKING IN OTHERS

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

## Elective Units

**BSBLDR523** LEAD AND MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS

**BSBPNG430** UNDERTAKE PROJECT WORK

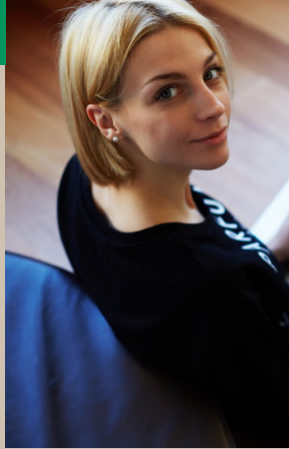
**BSBTWK501** LEAD DIVERSITY AND INCLUSION

**BSBTWK502** MANAGE TEAM EFFECTIVENESS

**BSBLDR522** MANAGE PEOPLE PERFORMANCE

**BSBTWK503** MANAGE MEETINGS

**BSBPEF501** MANAGE PERSONAL AND PROFESSIONAL DEVELOPMENT



## At the AIAS School of Business, you can study these fantastic courses:



**BSB30415 Certificate III in Business Administration**



**BSB50215 Diploma of Business**

To learn more, email [info@aias.edu.au](mailto:info@aias.edu.au)  
or call **+61 7 3343 8073** and you can visit  
us online at [www.aias.edu.au](http://www.aias.edu.au)