



# COURSE GUIDE 2023

BSB50120 Diploma of Business

# Why Equinim College?

At Equinim College we understand what it takes for someone to truly learn and we go beyond the recommendations of industry to make sure the training includes real-world practical skills and everything you need to be career-ready. To us you are not just another student, you are a valued person whose experience matters. The Equinim College way:

- High quality spacious campuses that students enjoy going to
- Trainers who not only know their industry but are great teachers
- Team members who are people focussed with great interpersonal skills
- Management team that is focused on providing quality
- Industry relationships that are vetted for student experience
- College and campus standards of respect, inclusiveness and community
- Modern leading education framework that challenges and evolves



## Government Accredited

We work hard to provide our students with unsurpassed levels of education and service. We run courses in nationally recognised and accredited qualifications which means they have been found to meet the stringent education quality standards developed by industry and endorsed by the Government.

Equinim College is a Registered Training Organisation (RTO) and is approved to deliver the following course:

- BSB50120 Diploma of Business

For other courses which Equinim College is approved to offer, please see our website, at [www.equinimcollege.com](http://www.equinimcollege.com)

Government Accredited qualifications are highly valued by employers and are sought after by those developing a career.

## Job Ready Skills

At Equinim College we understand the importance of needing to be 'job ready' when you graduate. This means that upon graduation you should be able to commence working in your chosen industry with little to no on-the-job training. Being job ready allows the graduate to commence working and earning from completion. It also relieves the stress and burden on employers to spend time and money on training graduates for job roles.

We achieve job ready by focusing on the practical skills that are actually performed in the job. We make sure our training is up to date and relevant to what workers actually experience.



## Your Qualification

On successful completion of the qualification you will receive a:

- certificate of award of the qualification, recognised within the Australian Qualifications Framework
- official academic transcript

With a strong emphasis on practical training, Equinim College graduates emerge job ready and at the leading edge of the industry.

## Nationally Recognised Training

Equinim College is registered to deliver Nationally Recognised Training in the below business qualification. Therefore, your qualification will include the Nationally Recognised Training Logo.

Equinim College's Registered Training Organisation Number is 45758.

**BSB50120 Diploma of  
Business**



## // Course Information

The BSB50120 Diploma of Business is a foundational business course working on developing core skills that allow you to own and operate or manage a business. This course will take you through skills such as team management, finance, concept design, business plans, operations, human resources and more. Our approach in this course is to help you develop the personal skills required to understand the business world and what you can bring to it.

### Course Details

Equinim College delivers nationally recognised training for the BSB50120 Diploma of Business. This course is delivered by highly qualified and industry expert trainers.

<b>Qualification</b>	BSB50120 Diploma of Business
<b>School</b>	Business
<b>Study Method</b>	On-Campus
<b>Duration</b>	12 Months (42 weeks on-campus   12 weeks holiday)
<b>Class Hours (per week)</b>	15 On-campus, 5 Online (3 half day classes per week)
<b>Delivery Locations</b>	Sydney, Brisbane, Perth

# BSB50120 Diploma of Business

This qualification reflects the role of individuals in a variety of industries and settings who have established specialised skills in the various disciplines taught within the Diploma of Business.

## YOU WILL BE ABLE TO WORK IN A:

On completion of the BSB50120 Diploma of Business qualification, you will be equipped with a variety of skills, either to expand your current existing business skills or to gain employment in a vast number of industries and professions.

The Diploma of Business will also equip you with the skills to own and operate your own business.

## OCCUPATIONAL TITLE:

Dependant on job role selection.

## SPECIALISATIONS ACHIEVED:

- Business Operations

## BUSINESS TRAINING PACKAGE

Upon completion of Diploma of Business (Subjects 1–6) students will achieve the following Qualification and Units of Competency from the Business Training Package.

## BSB50120 DIPLOMA OF BUSINESS

### CORE UNITS

BSBCRT511 Develop critical thinking in others  
BSBFIN501 Manage budgets and financial plans  
BSBSUS511 Develop workplace policies and procedures for sustainability  
BSBOPS501 Manage business resources  
BSBXCM501 Lead communication in the workplace

### ELECTIVE UNITS

IBSBPEF502 Develop and use emotional intelligence  
BSBPMG430 Undertake project work  
BSBOPS504 Manage Business Risk  
BSBTWK503 Manage meetings  
BSBHRM525 Manage recruitment and onboarding  
BSBCRT512 Originate and develop concepts  
BSBSTR501 Establish innovative work environments

## COURSE SUBJECTS:

The Diploma of Business consists of 6 subjects.

1. Business Approach and Capacity
2. Budgets, Finance and Resources
3. Projects and Meetings
4. Business Risks and Sustainability
5. Lead Communication and Onboarding
6. Projects and Customers





## // World Class Training

Equinim College uses a unique training system so your learning is more effective and can be achieved in a shorter space of time. Our world class training provides you with lots of hands-on practical sessions and only the essential, up-to-date skills and knowledge are taught.

## // Awesome Career

With a qualification in Business specialising in Business Operations, you will be equipped with the skills to work in a wide range of industries. The Diploma of Business will also equip you with the skills to own and operate your own business with confidence.

## // Learning Made Easy

Equinim College provides world class training that works for you. We use a unique flexible training system to maximise the value you get from your learning. As well as meeting all government guidelines, our flexible course timetable allows you to learn the way you need with maximum support and all the right challenges.

# BSB50120

## Diploma of Business

### Course Program

#### SUBJECT 1

### Business Approach and Capacity

BSBPEF502

Develop and use emotional intelligence

BSBCRT511

Develop critical thinking in others

Begin your first subject learning about the use of critical thinking and emotional intelligence. Start your business journey by looking at the way that these two fundamental elements can form the foundations for a strong business or you as a successful manager.

#### SUMMARY OF CONTENT:

- Application of emotional intelligence attributes
- Emotional intelligence principles and strategies
- Communication strategies
- Developing emotional intelligence in others
- Models of critical and creative thinking
- Features of critical thinking
- Characteristics of organisational learning environments
- Legislative requirements relating to workplace procedures
- Leading teams

#### SUBJECT 2

### Budgets, Finance and Resources

BSBFIN501

Manage budgets and financial plans

IBSBOPS501

Manage business resources

In Subject 2, learn firstly how to undertake financial management in an organisation or work area, as well as the essential basics such as accounting and budgeting, followed by the management of business resources.

#### SUMMARY OF CONTENT:

- Basic accounting principles
- Types of budgets and financial plans
- Budgeting
- Cash flows
- Electronic spreadsheets
- Managing work teams
- Resource acquisition processes
- Managing finance, including project budgets
- Resource allocation review procedures
- Objectives of business unit
- Procedures for risk management



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## Diploma of Business

### Course Program

#### SUBJECT 3

### Projects and Meetings

BSBPMG430  
Undertake project work

BSBTWK503  
Manage meetings

Learn how to undertake project work with confidence, with lessons covering project planning, administering, monitoring and finalising. Then, learn the art of managing meetings, including overseeing the meeting preparation processes, chairing meetings, organising the minutes and reporting meeting outcomes

#### SUMMARY OF CONTENT:

- Project management tools
- Mission, goals, objectives and operations of the organisation
- Project management processes
- Methods for recording meeting notes
- Meeting terminology, structures and arrangements
- Key features of group dynamics in relation to managing meetings
- Face-to-face and virtual meetings

#### SUBJECT 4

### Business Risks and Sustainability

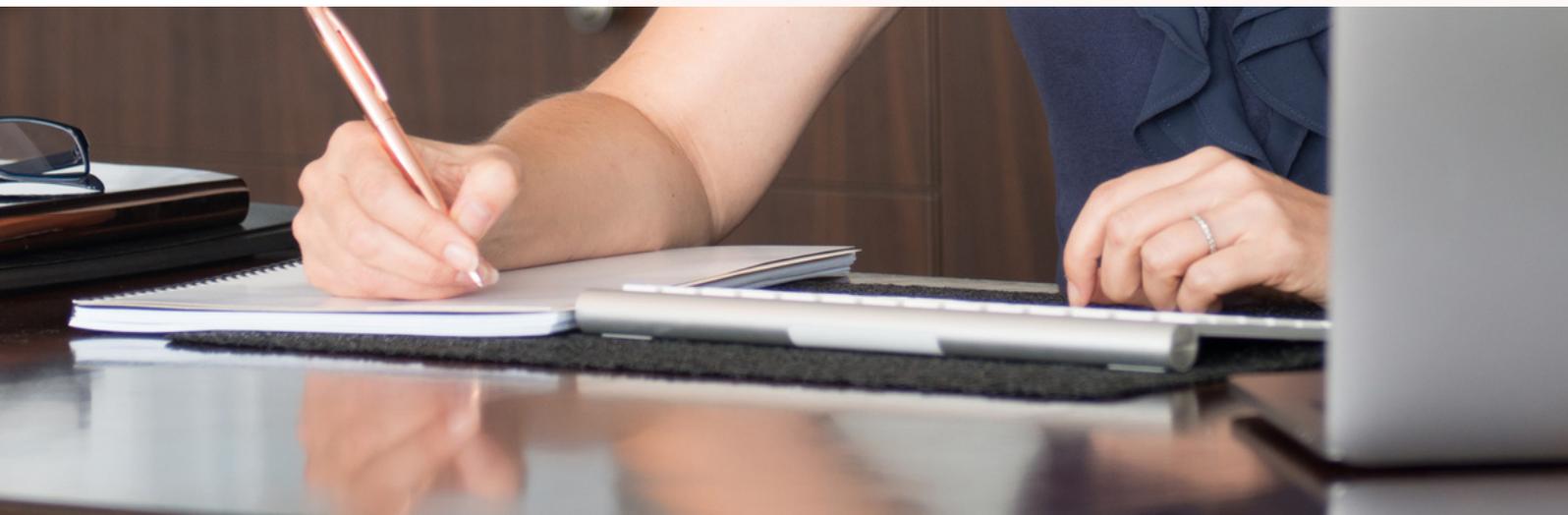
IBSBOPS504  
Manage Business Risk

BSBSUS511  
Develop workplace policies and procedures for sustainability

This subject teaches and arms the student with the confidence to manage business risks in a range of contexts, as well as the development and implementation of workplace sustainability policies and procedures.

#### SUMMARY OF CONTENT:

- Types of business risks
- Options for treating risks
- Risk management process
- Purpose and key elements of current risk management standards
- Tools and techniques to identify risks
- Australian and international standards
- Environmental and sustainability legislation
- Policy timeframes and costs
- Performance indicators
- Record keeping, review and improvement processes



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## Diploma of Business

### Course Program

#### SUBJECT 5

### Lead Communication and Onboarding

BSBHRM525

Manage recruitment and onboarding

IBSBXCM501

Lead communication in the workplace

This subject teaches the student the skills and understanding to manage all aspects of recruitment and onboarding processes, as well as the essential art of leading communication in the workplace, teaching the student valuable managerial skills to become proficient team leaders.

#### SUMMARY OF CONTENT:

- Key features of recruitment, selection and onboarding policies and procedures
- Common recruitment and selection methods
- Psychometric and skills testing programs for recruitment
- Workplace policies
- Techniques to resolve communication challenges
- Methods to mentor and coach others
- Communication protocols
- Communication challenges

#### SUBJECT 6

### Projects and Customers

BSBCRT512

Originate and develop concepts

BSBSTR501

Establish innovative work environments

In this final unit, students are taught the methodology to originate and develop concepts for products, programs, processes or services to an operational level, as well as the necessary skills to create an environment that encourages, fosters and supports innovation across any workplace.

#### SUMMARY OF CONTENT:

- Creative thinking techniques
- Generating of innovative solutions to issues
- Factors affecting viability of possible solutions
- Practical and operational issues
- Techniques for generating creative ideas and solutions
- Concepts and theories of innovation
- Factors and tools that motivate individuals
- Creative thinking and innovative work practices
- Ways of celebrating and promoting innovation
- Challenges and barriers to innovation



# BSB50120 Diploma of Business

Course Guide V23.01

Sydney

Melbourne

Brisbane

Perth

Adelaide

Newcastle

Darwin

Launceston

Townsville

