

BSB50120

Diploma of Business

- Get the skills that employers really want.
- Unrivalled support. Delivered with care.
- Absolute flexibility. Your way, your terms.



NATIONALLY RECOGNISED
TRAINING

RTO: 22530

Ready for the next step in your business career?

Entrepreneurs, business leaders, and innovators in the making all have something in common. They're always looking for ways to do better and step up. They find it hard to sit still. And they know ambition isn't a dirty word. If this sounds like you, the Diploma of Business could be your key to getting to the next level in your business career.

Monarch Institute's Diploma of Business brings together the best of learning from theory, and learning from practical experience. Our experienced trainers are successful business people in their own right. They'll guide you as you challenge yourself to think differently, develop your technical expertise, and practice new skills in a safe and supportive learning environment.

To make your learning journey even more you, Monarch Institute offers three great specialisations - Operations, Organisational Development, or Digital Transformation. Or you can keep your options wide open with the general Diploma. It's up to you.

What does the course cover?

- **Advanced communication skills**
- **Budgeting and resource management**
- **Leading change and innovation**
- **Making the most of technology**

Key Benefits

Tailored to your business career

Monarch Institute is proud to offer one of the most flexible and convenient ways to study business, built for self-driven learners like you. It's made to fit around your work, family and personal commitments - and those side hustles.

What is your specialisation?

Opt for a course specialisation aligned with your interests. Choose from Operations, Organisational Development, or Digital and Data.

Nationally recognised

This qualification is nationally recognised. It's part of the Australian Qualifications Framework. This means you may be able to use it as a pathway to higher education qualifications at institutions around Australia.



Study online. With a difference.

This course has been developed to give you absolute flexibility. Study on your couch, on public transport, on your break at work, out in the park – wherever and whenever you like. The best part is, with Monarch Institute, ‘online’ doesn’t mean ‘alone’. You’ll be backed by our trainers at every step along the way.

You’ll get:

- Easy-to-follow course materials
- Videos and webinars
- Support from your course trainers (phone, email, Zoom)
- A dedicated admin team on hand to guide you
- Online assessments
- Access to a student Facebook group

What is the course structure?

This course is delivered completely online. This means you’ll access your learning and assessment resources using an online portal. You can access this anywhere and anytime.

You’ll need to study a total of 12 nationally recognised units.

What is the course duration?

This course was designed to be completed within 6–24 months but you can complete it as fast as you like. Your completion time frame depends on your previous education, work experience, time availability and work rate. You’re expected to complete at least one module every six months.

What are the entry requirements?

There are no formal entry requirements. Just bring your drive, motivation and passion for the industry. That said, if this is your first time studying at this level, we’ll need to check your levels of English and maths before you enrol. People with disabilities are encouraged and supported to apply.

Course costs

Monarch’s courses are competitively priced.

Check our website for the most up-to-date prices at www.monarch.edu.au/courses or call us on **1300 738 955**.

Nationally recognised units

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This course will give you the theoretical knowledge, practical planning and leadership skills to enjoy a fulfilling career and move your career forward. Check out pages 4 and 5, for specialised options which will allow you to focus on an area that peaks your interest.

Module 1 / Core communication

- BSBXCM501 Lead communication in the workplace (core)
- BSBCRT511 Develop critical thinking in others (core)
- BSBSUS511 Develop workplace policies and procedures for sustainability (core)

Module 2 / Resources and risk

- BSBOPS501 Manage business resources (core)
- BSBFIN501 Manage budgets and financial plans (core)
- BSBOPS504 Manage business risk (elective)

Module 3 / Practical projects

- BSBPEF502 Develop and use emotional intelligence (elective)
- BSBPMG430 Undertake project work (elective)
- BSBMKG433 Undertake marketing activities (elective)

Module 4 / Learning to lead

- BSBLDR601 Lead and manage organisational change (elective)
- BSBXCS402 Promote workplace cyber security awareness and best practices (elective)
- BSBSTR501 Establish innovative work environments (elective)

Specialised Pathways

If you're looking to gain knowledge in a specific area, it may be worth considering one of the below pathways. You'll still graduate with a Diploma of Business, but in an area that offers valuable skills and that will help you with your intended career path.

BSB50120 Diploma of Business (Operations)

This course equips you with the knowledge, skills and abilities required to ensure the smooth day-to-day operation of a business. Through engaging learning activities and case studies, you will develop your business management potential by gaining a greater understanding of key elements of running a business.

Module 1 / Core communication

1. BSBXCM501 Lead communication in the workplace (core)
2. BSBCRT511 Develop critical thinking in others (core)
3. BSBSUS511 Develop workplace policies and procedures for sustainability (core)

Module 2 / Beyond budgets

4. BSBOPS501 Manage business resources (core)
5. BSBFIN501 Manage budgets and financial plans (core)
6. BSBOPS601 Develop and implement business plans (elective)

Module 3 / Overseeing operations

7. BSBOPS50 Manage business risk (elective)
8. BSBPMG430 Undertake project work (elective)
9. BSBOPS502 Manage business operational plans (elective)

Module 4 / People power

10. BSBHRM525 Manage recruitment and onboarding (elective)
11. BSBHRM529 Coordinate separation and termination processes (elective)
12. BSBWHS521 Ensure a safe workplace for a work area (elective)

BSB50120 Diploma of Business (Organisational Development)

This course is designed to provide you with a greater understanding of the business environment, its organisation and people. You'll learn how to develop strategies for developing human capital in your organisation.

Module 1 / Core communication

1. BSBXCM501 Lead communication in the workplace (core)
2. BSBCRT511 Develop critical thinking in others (core)
3. BSBSUS511 Develop workplace policies and procedures for sustainability (core)

Module 2 / Beyond budgets

4. BSBOPS501 Manage business resources (core)
5. BSBFIN501 Manage budgets and financial plans (core)
6. BSBOPS601 Develop and implement business plans (elective)

Module 3 / Captaining change

7. BSBCRT611 Apply critical thinking for complex problem solving (elective)
8. BSBLDR601 Lead and manage organisational change (elective)
9. BSBSTR501 Establish innovative work environments (elective)

Module 4 / Team thinking

10. BSBPEF502 Develop and use emotional intelligence (elective)
11. BSBTWK501 Lead diversity and inclusion (elective)
12. BSBOPS504 Manage business risk (elective)

BSB50120 Diploma of Business (Digital Transformation)

This specialisation gives you an understanding of how digital technology is being used in the context of business. The Diploma of Business (Digital Transformation) provides you with the skills to analyse and interpret data in your organisation. You'll learn how to analyse and interpret data in your organisation, including the management of budgets and financial plans, implementation of business systems and leading and managing a team. This will prepare you for work in any field that involves data-driven decision making.

Module 1 / Core communication

1. BSBXCM501 Lead communication in the workplace (core)
2. BSBCRT511 Develop critical thinking in others (core)
3. BSBSUS511 Develop workplace policies and procedures for sustainability (core)

Module 2 / Beyond budgets

4. BSBOPS501 Manage business resources (core)
5. BSBFIN501 Manage budgets and financial plans (core)
6. BSBOPS504 Manage business risk (elective)

Module 3 / Digital development

7. BSBTEC403 Apply digital solutions to work processes (elective)
8. BSBTEC404 Use digital technologies to collaborate in a work environment (elective)
9. BSBTEC601 Review organisational digital strategy (elective)

Module 4 / People and projects

10. BSBXCS402 Promote workplace cyber security awareness and best practices (elective)
11. BSBPMG430 Undertake project work (elective)
12. BBSBSTR501 Establish innovative work environments (elective)

If you're unsure which pathway is right for you, get in touch with one of our friendly Course Consultants today.

Jobs and career pathways

Thanks to its built-in flexibility, Monarch Institute's Diploma of Business can open up a ton of different career paths. Many graduates go on to become business leaders and managers. Others turn their dreams into goals and start their own businesses. You could even use your Diploma as a stepping stone to further study in advanced strategy and operations.

You'll get skills to help you take on new roles such as:

- Business manager
- Department manager
- Executive officer
- Team leader
- Office manager
- Business development manager

Industry insights



Business management employment/positions projection
9.6% to 2026



Earnings (Average full time earnings)
\$2,298 per week



Full time vs part time
89% full time

Business insights

Skilled business professionals are needed across a variety of different industries, from manufacturing and retail to science and the arts. With a general business education, like you'll get with the Diploma of Business, you'll gain transferable skills in communication, sales, resource management and more, that you can use in just about any workplace. Or move into a specialist development or management role with a specialisation option that fits your interests and aptitude.

Sources: Labour Market Insights, Hays Salary Guide 2024



**Get the skills that you
really need.**



**Unrivalled support.
Delivered with care**



**Absolute flexibility.
Your way, your terms.**

Why choose Monarch Institute?

**You need a different learning experience.
We're ready to deliver.**

Expertise

- ✓ Courses developed with leading academics and industry associations
- ✓ Delivered by brilliant trainers who work with corporate leaders
- ✓ Learn from professionals using real world case studies

Flexibility

- ✓ Fit study around work, family, life
- ✓ Start immediately, or down the track
- ✓ Flexible payment options

Support

- ✓ Dedicated team of trainers and support staff on hand to guide you
- ✓ Up to date, easy to understand course materials
- ✓ Fast assessment turnaround times with comprehensive trainer feedback

Enrol today

Chasing your dream job? Ready to level up in your career?
Start your Diploma of Business with Monarch Institute today.



To discuss the course that's right for you call
1300 738 955



To find out more information email
info@monarch.edu.au



To enrol, visit our website
www.monarch.edu.au

