



RTO Code: 45752 CRICOS Code: 03945D

**THE BRIGHT COLLEGE**

# Business Courses



**BSB40120**

CRICOS Course Code: 107460E

**Certificate IV  
in Business**

**BSB50120**

CRICOS Course Code: 107461D

**Diploma  
of Business**

**BSB60120**

CRICOS Course Code: 107462C

**Advanced Diploma  
of Business**

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*This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have supervisory performance accountabilities.*

*Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills. They use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.*

## Career Prospects



- Business Administrator
- Office Administrator
- Project Officer
- Administrative Team Leader
- Office Manager
- Records Information Officer
- Receptionist

## Pathway



On completion of BSB40120  
Certificate IV in Business:

- BSB50120 Diploma of Business

# Course

Students must successfully complete the following units:



## Core Units

BSBCRT411	Apply critical thinking to work practices
BSBTEC404	Use digital technologies to collaborate in a work environment
BSBTWK401	Build and maintain business relationships
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBWRT411	Write complex documents
BSBXCM401	Apply communication strategies in the workplace

## Elective Units

BSBPEF401	Manage personal health and wellbeing
BSBPEF502	Develop and use emotional intelligence
BSBLDR411	Demonstrate leadership in the workplace
BSBPMG430	Undertake project work
BSBOPS402	Coordinate business operational plans
BSBLDR413	Lead effective workplace relationships



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Entry Requirement	IELTS 5.5 or equivalent and 18 years old
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Pre-Requisites	Nil
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Delivery Method	
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Face-to-Face	3 days per week (20 hours)
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Duration	26 weeks
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*This qualification reflects the role of individuals in a variety of Business Services job roles.*

*These individuals may have frontline management accountabilities.*

*Individuals in these roles carry out moderately complex tasks in a specialist field of expertise that requires business operations skills. They may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.*

## Career Prospects



- Administration Manager
- Executive Officer
- Program Consultant
- Program Coordinator
- Team Leader
- Business Owner
- Corporate Services Manager

## Pathway



On completion of BSB50120  
Diploma of Business:

- BSB60120 Advanced Diploma of Business

# Course

Students must successfully complete the following units:



## Core Units

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

## Elective Units

BSBOPS502	Manage business operational plans
BSBOPS601	Develop and implement business plans
BSBLDR523	Lead and manage effective workplace relationships
BSBTWK502	Manage team effectiveness
BSBSTR502	Facilitate continuous improvement
BSBTEC404	Use digital technologies to collaborate in a work environment
BSBCMM511	Communicate with influence



Entry Requirement	IELTS 5.5 or equivalent and 18 years old
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Pre-Requisites	Nil
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Delivery Method	
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Face-to-Face	3 days per week (20 hours)
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Duration	52 weeks
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*This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have general management accountabilities. Individuals in these roles carry out complex tasks in a specialist field of expertise. They may undertake technical research and analysis, and will often contribute to setting the strategic direction for a work area.*

*The qualification is suited to individuals who are responsible for the supervision and leadership of a team or work area (including by managing staff performance and making staffing decisions).*

## Career Prospects



- Senior Administrator
- Senior Executive
- Sales Manager
- Operations Manager
- Program Coordinator
- Customer Services Manager

## Pathway



On completion of BSB60120  
Advanced Diploma of Business:

- Enrolment into universities for Bachelor of Commerce or equivalent.

# Course

Students must successfully complete the following units:



## Core Units

BSBCRT611	Apply critical thinking for complex problem solving
BSBFIN601	Manage organisational finances
BSBOPS601	Develop and implement business plans
BSBSUS601	Lead corporate social responsibility
BSBTEC601	Review organisational digital strategy

## Elective Units

BSBWHS521	Ensure a safe workplace for a work area
BSBSTR601	Manage innovation and continuous improvement
BSBTWK601	Develop and maintain strategic business networks
BSBFIN501	Manage budgets and financial plans
BSBXCM501	Lead communication in the workplace



### Entry Requirement

Completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions), or two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.



### Pre-Requisites Nil



### Delivery Method

*Face-to-Face* 3 days per week (20 hours)





### Duration 52 weeks




## THE BRIGHT COLLEGE

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