



Diploma of Business

BSB50120

Course description:

Gain sought-after, transferable business skills to become an operations manager, team leader, or project administrator. Develop a broad range of expertise in management, marketing, human resources, business communication, finance and workplace sustainability.

Focus-on streams:

This qualification presents a unique opportunity to select a 'focus-on' area of study, including Marketing & Communication, Human Resources (HR) or Business Operations (see details over page).

Course outcomes include:

By successfully completing the Diploma of Business, you may be able to gain employment across a range of business environments. Upon completion, you will also receive one year of credit into a Bachelor of Business with TAFE NSW and many other universities.

Local entry requirements:

This course is designed for students who have well developed language, literacy, numeracy and digital skills. It is recommended you hold a Cert IV or higher in a business qualification, and/or 3 years work experience.

TAFE NSW also provides support to learners who may require any additional assistance through our unique support structures.

- Nationally Recognised Training
- This training is subsidised by the NSW Government
- VET Student Loans available

Locations

TAFE NSW Meadowbank, Liverpool, St George, Newcastle (virtual), Ultimo campuses

Duration

1 Semester

Study type

Full time – 3 days per week

Attendance

Combination or Virtual

Start date

Week beginning Monday 20 July 2026

Study commitment

16 hrs of class time and approx. 14 hrs of additional study per week.

Enrol here:

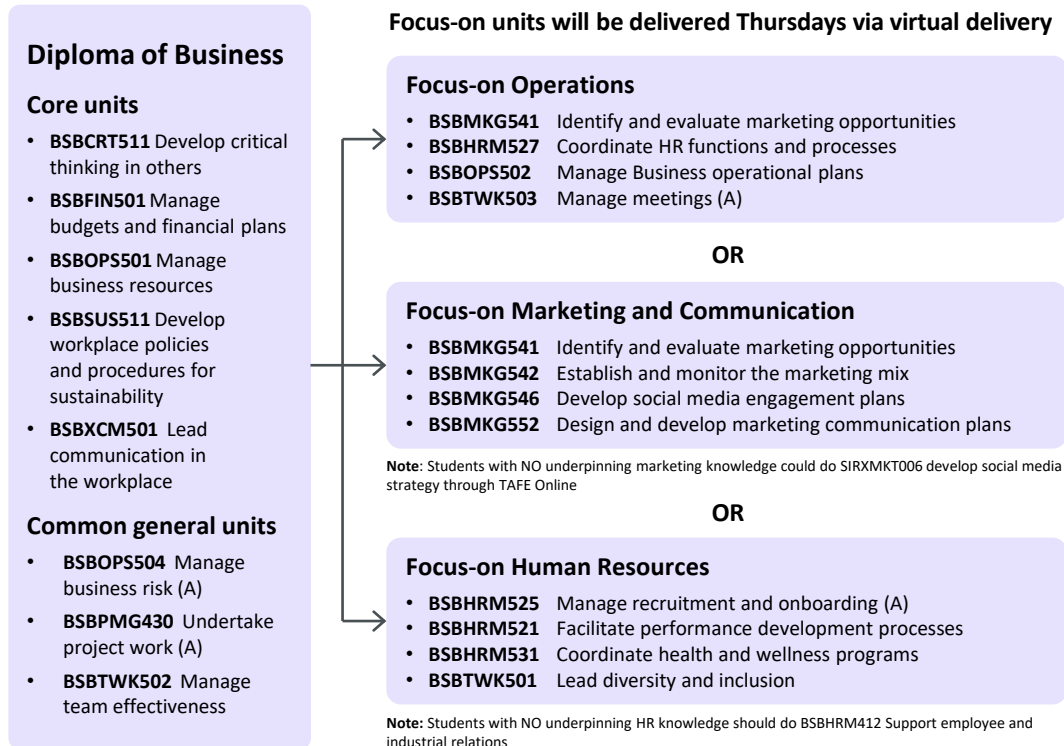


Course delivery modes:

The Diploma of Business will be delivered via a combination of delivery modes, designed to suit a range of study preferences.

Some locations offer a combination of on-campus classes, with the addition of a virtual class, while others offer solely virtual delivery. All 'focus-on' units will be delivered virtually, where you will have the opportunity to work with specialist teachers and build networks with other learners in your nominated focus-on stream.

An example timetable may be: Monday and Tuesday at your local campus for core and general units, and Thursday via virtual class for focus-on units. Please refer to website details for your chosen location and delivery.



Career opportunities:

On completion of this qualification, you may be able to work across a broad range of roles in different industry sectors. Apply for positions such as:

- Office Manger
- Team Leader
- Executive Assistant
- Account Manager
- Business Manager
- Operations Manager
- HR Officer/Coordinator
- Marketing Coordinator
- Digital Marketing/Social Media Coordinator

How to get involved:

For more information, please register for one of our information sessions. Visit the TAFE NSW website at [tafensw.edu.au](https://www.tafensw.edu.au)



81%
of employers
likely to hire

a TAFE NSW graduate²



90%
student
satisfaction

with overall quality of training at TAFE NSW.³



87%
of graduates
recommend
TAFE NSW

as a training provider.³



80%
employer
satisfaction

With the overall quality of training offered by TAFE Australia-wide.¹

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TAFE NSW Business and Marketing