



**ALTEC** College

**BSB50215**

# DIPLOMA OF BUSINESS

## COURSE OVERVIEW

Diploma of Business would apply to individuals with various job titles including executive officers, program consultants and program coordinators. Individuals in these roles may possess substantial experience in a range of settings but seek to further develop their skills across a wide range of business functions.

This qualification is also suited to the needs of individuals with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.



**CRICOS Code**  
087212B



**RTO Code**  
22034



**Delivery Mode**  
Face to Face  
Classroom-based



**Campus Location**  
Melbourne (VIC)  
Hobart (TAS)



**Course Duration**  
52 weeks  
(Including holiday)



**Contact Hours**  
40 contact weeks  
(20 hours per week)



**Qualification Level**  
Diploma



**Environment**  
Multicultural  
groups



**Nationally  
Recognised**



**Tuition Fee:**  
<https://www.altec.edu.au/altec-student-fee/>

## ENTRY REQUIREMENTS

- Completion of Year 12 or equivalent or students progressing from BSB40217 Certificate IV in Business
- International: IELTS 5.5 with a minimum 5.0 in each band, or equivalent TOEFL iBT 46, TOEFL PBT 527, or PTE 42
- At least 18 years of age at the commencement of the course

# COURSE STRUCTURE

Students must complete all the required units to attain this qualification.



ALTEC College

Unit Code and Title	Type
<b>BSBHRM506</b> Manage recruitment selection and induction processes	Elective
<b>BSBFIM501</b> Manage budgets and financial plans	Elective
<b>BSBWOR501</b> Manage personal work priorities and professional development	Elective
<b>BSBADM506</b> Manage business document design and development	Elective
<b>BSBHRM512</b> Develop and manage performance management processes	Elective
<b>BSBPMG522</b> Undertake project work	Elective
<b>BSBINM501</b> Manage an information or knowledge management system	Elective
<b>BSBADM504</b> Plan and implement administrative systems	Elective



## PRE-ENROLMENT & NEEDS ANALYSES

As per our Admission and Enrolment Policy and Procedure, ALTEC College conducts pre-enrolment Client Needs Analysis to determine course suitability, existing skills and knowledge and an early detection of any learning needs. Pre-enrolment analysis includes determination of course suitability and identification of specific learning and/or support needs. A pre-enrolment interview may also be conducted.

RPL and credit transfer opportunities are provided at the time of enrolment, and an option for students to apply during their studies.

## ACADEMIC PATHWAYS

### Pathways into the qualification

Candidates may enter the qualification through a number of entry points including:

- BSB40215 Certificate IV in Business or other relevant qualification/s; OR
- with vocational experience in a range of work environments in senior support roles but without a qualification

### Pathways from the qualification

After achieving this qualification candidates may undertake:

- BSB60215 Advance Diploma of Business OR
- Bachelor of Business and related programs in most higher education institutions