

# BSB50120

## DIPLOMA OF BUSINESS



ALTEC College



### COURSE OVERVIEW

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.



**Campus Location**  
Melbourne (VIC)



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



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



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

### ENTRY REQUIREMENTS

- ✓ Completion of Year 12 or equivalent
- ✓ 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

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## COURSE STRUCTURE

Students must complete all the required units to attain this qualification

UNIT CODE	TITLE	TYPE
BSBCRT511	Develop critical thinking in others	Core
BSBFIN501	Manage budgets and financial plans	Core
BSBOPS501	Manage business resources	Core
BSBSUS511	Develop workplace policies and procedures for sustainability	Core
BSBXC501	Lead communication in the workplace	Core
BSBPEF501	Manage personal and professional development	Elective
BSBMKG546	Develop social media engagement plans	Elective
BSBOPS505	Manage organisational customer service	Elective
BSBOPS503	Develop administrative systems	Elective
BSBHRM525	Manage recruitment and onboarding	Elective
BSBPMG430	Undertake project work	Elective
BSBOPS504	Manage business risk	Elective

## PRE-ENROLMENT & NEEDS ANALYSIS

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. 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:

- ✓ Certificate IV in Business or other relevant qualification/s
- ✓ With vocational experience assisting in a range of environments providing administrative or operational support to individuals and/or teams but without a formal business qualification

### Pathways from the qualification

After achieving this qualification candidates may undertake:

- ✓ BSB60120 Advanced Diploma of Business
- ✓ Bachelor of Business and related programs in most higher education institutions