

BSB60120

ADVANCED 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 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).



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

- ✓ Successful completion of a Diploma level qualification or above from the BSB Training Package OR two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.
- ✓ 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
BSBCRT611	Apply critical thinking for complex problem solving	Core
BSBFIN601	Manage organisational finances	Core
BSBOPS601	Develop and implement business plans	Core
BSBSUS601	Lead corporate social responsibility	Core
BSBTEC601	Review organisational digital strategy	Core
BSBMKG621	Develop organisational marketing strategy	Elective
BSBPMG634	Facilitate stakeholder engagement	Elective
BSBWHS521	Ensure a safe workplace for a work area	Elective
BSBTWK601	Develop and maintain strategic business networks	Elective
BSBINS601	Manage knowledge and information	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:

- ✓ Diploma of Business
- ✓ With substantial vocational experience in a range of environments, acting in a range of senior support or technical roles

Pathways from the qualification

After achieving this qualification candidates may undertake:

- ✓ Bachelor of Business