

## BSB50120

# DIPLOMA OF BUSINESS



**CRICOS COURSE CODE: 105026F**

## ABOUT THE COURSE

Develop the business operations skillset used by coordinators and emerging managers—budgeting, resources, sustainability, communication, and critical thinking—plus electives tailored to operations and team effectiveness.

## COURSE DETAILS

Provider Name	Australian College of Technology & Business
RTO Code	32017
CRICOS Code	03164M
Delivery Location	100 Brunswick St, Fortitude Valley QLD 4006, Australia
Delivery Mode	Face to face (Classroom based)
Duration	52 weeks, including 44 study weeks and 8 weeks of holidays.
Study Load	20 hours per week in the classroom
Estimated Self-Study Hour	5 hours per week (may be more or less depending on learner's pre-existing skills and knowledge)

## FEES STRUCTURE

**AUD 6,500**  
TUITION FEES

**AUD 0**  
NON-TUITION FEES

**AUD 6,500**  
TOTAL FEES

## **COURSE ENTRY REQUIREMENT**

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There is no pre-requisites or specific entry requirement for this qualification. This course is available to all international students and ACTB requires that students are able to provide evidence that they:

- Have demonstrated an IELTS level at score of least 6.0 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Advanced Level or English for Academic Purposes Upper Intermediate level.
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that ACTB is able to provide.
- Have successfully completed Australian year 12 or equivalent.
- Are at least at age of 18 on the date of course commencement.

## **ORIENTATION:**

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New student Orientation will be done face to face only. New students will receive an e-mail and call from the Admissions department on the Friday, prior to their date of commencement with all necessary further information and instructions. If you have any questions regarding this process, please contact **+61 7 3852 6967** or [info@actb.com.au](mailto:info@actb.com.au). Please email or call the student administration should you require any additional support.

## **CLASSES:**

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All classes will be conducted face to face at the student's respective campus of enrollment.

## **ASSESSMENT:**

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Assessment tasks will vary for each unit of competency. The Trainer or Assessor will explain the assessment requirements and due dates in class. Late submission fees applies if the assessment is not submitted on or before the due date.

## **SUPPORT:**

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All staff at ACTB Pty Ltd will continue to work and will continue to provide the students with the support any individual may need. The student will be remained connected with each trainer/assessor through regular class participation to assist them continuing their studies.



## COURSE STRUCTURE

A total of 12 Units (5 Core and 7 electives) must be completed and deemed competent to achieve the qualification BSB50120 Diploma of Business. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 12 units in the qualification. Students completing all the required units of competency will attain full qualification.

CODE	TITLE	CORE/ ELECTIVE
<b>BSBSUS511</b>	Develop Workplace Policies and Procedures for Sustainability	Core
<b>BSBFIN501</b>	Manage Budgets and Financial Plans	Core
<b>BSBOPS501</b>	Manage Business Resources	Core
<b>BSBXCM501</b>	Lead Communication in the Workplace	Core
<b>BSBCRT511</b>	Develop Critical Thinking in Others	Core
<b>BSBTWK503</b>	Manage Meetings	Elective
<b>BSBPMG430</b>	Undertake Project Work	Elective
<b>BSBOPS504</b>	Manage business risk right in course structure and Brochure	Elective
<b>BSBPEF502</b>	Develop and Use Emotional Intelligence	Elective
<b>BSBOPS502</b>	Manage business operational plans	Elective
<b>BSBMKG541</b>	Identify and Evaluate Marketing Opportunities	Elective
<b>BSBMKG552</b>	Design and Develop Marketing Communication Plans	Elective

## PATHWAYS

Progression to BSB60120 Advanced Diploma of Business or other Advanced Diplomas/Degrees (subject to entry criteria). No employment/migration guarantee.

## ASSESSMENT METHODOLOGY

Assessment methods used for this qualification are varied and will provide a range of ways for individuals to demonstrate that they have met the required outcomes. Assessment methods may include:



**WRITTEN  
QUESTIONS**



**PROJECTS**



**PRESENTATIONS**



**REPORT  
WRITING**



**ROLE PLAYS/  
OBSERVATIONS**

At the beginning of each unit, your trainer and assessor will outline the assessment tasks that must be completed.

## GET IN TOUCH

+61 7 3852 6967  
info@actb.com.au

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www.actb.com.au