



ALPHA COLLEGE OF AUSTRALIA



BSB50120 Diploma of Business

CRICOS Course Code 107959M

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.

Quick Facts



Course Duration

Total of 52 weeks
Study: 40 weeks | Break: 12 weeks



Study Load

Full-time
20 hours per week/4 terms



Delivery Mode

Face-to-face

Course Structure

The following units are included in this course and all are required for the award of the qualification. Students who only complete some units will be awarded with a Statement of Attainment for units successfully completed. There are 12 units of competency in total as listed below:

| Unit Code | Unit Name | Core | Elective |
|-----------|--|------|----------|
| BSBCRT511 | Develop critical thinking in others | • | |
| BSBFIN501 | Manage budgets and financial plans | • | |
| BSBOPS501 | Manage business resources | • | |
| BSBSUS511 | Develop workplace policies and procedures for sustainability | • | |
| BSBXCM501 | Lead communication in the workplace | • | |
| BSBHRM525 | Manage recruitment and onboarding | | • |
| BSBLDR522 | Manage people performance | | • |
| BSBMKG542 | Establish and monitor the marketing mix | | • |
| BSBTWK503 | Manage meetings | | • |
| BSBOPS505 | Manage organisational customer service | | • |
| BSBPEF401 | Manage personal health and wellbeing | | • |
| BSBSTR501 | Establish innovative work environments | | • |

Assessment Methods

Assessments will be conducted in a variety of formats which can include written knowledge assessments, project and presentations, assessor observations and practical tasks

Credit Transfer

Alpha College of Australia recognises qualifications and Statements of Attainment issued under the Australian Qualifications Framework by Registered Training Organisations.

Job Outcomes

- Executive Officer
- Project Consultant
- Office Manager
- Business Development Manager
- Corporate Services Manager
- Records Management Coordinator
- Office Manager
- Team Leader
- Administration Manger
- Procurement Officer
- Customer Service Manager

Entry Requirements

- Be at least 18 years of age.
- Have completed study of Year 12 or equivalent.
- Proof of English language proficiency: IELTS 6.0 or equivalent

Study Pathways

Students may undertake a range of qualifications within BSB training Packages for example BSB60120 Advanced Diploma of Business or other training packages.

