



AUSTRALIAN NATIONAL COLLEGE

BSB50215 Diploma of Business

Management and Commerce

CRICOS Code 087226G



Qualification

Students successfully completing the course will receive the Nationally Recognised; BSB50215 Diploma of Business.

Course Duration

This course is offered over 1 year or 52 weeks including holidays on a full time basis.

Contact Hours

20 hours per week for 40 weeks

*Additionally, students are expected at least **10 hours** of individual study per week not limited to research, learning activities and assessment activities utilising the facilities and resources available at ANC.*

Tuition Fee

AUD\$ 6,900

*Fees and Charges are subject to change with prior notice.
Material Fee will be charged extra.*

Training Location

- Level 1, 58 Franklin Street, Melbourne VIC 3000
(Classes as per scheduled timetable)

Course Objective

This qualification 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.

Conversely, it may also apply to those 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.

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Entry Requirements

Age Requirements

ANC has a requirement that all students must be over 18 years of age at the commencement of course.

Academic Requirements

To gain entry to this course, participants should have successfully completed year 12 or secondary studies in applicants home country equivalent to an Australian Year 11* or 12 qualification. (*Subject to the country Assessment Level) and course.

English Language requirements.

All International Students entering this qualification must have a minimum English Language proficiency level of one of the below:

You should qualify in any one of the following:

An English Language proficiency level of one of the following:

- IELTS overall band of 5.5 or equivalent internationally recognised exam result in line with DHA regulations;
- TOEFL iBT test score band of 46 equivalent or above;
- PTE Academic band score 42 equivalent or above;
- Cambridge English Advanced (CAE) test score band of 162 equivalent or above;
- OET score band Pass equivalent or above;
- Successful completion of Senior Secondary certificate of education in Australia conducted in medium of English;
- Completion of a full time studies in Australia towards a Certificate III or above;
- English as the first language;
- Satisfactory completion of the EAL course/English language course or satisfactory completion of 10-20 weeks ELICOS from a National ELT Accreditation Scheme (NEAS) Accredited English Institution with an IELTS score of 5.0;
- OR any other form of test which satisfies the Institution.

Teaching Methods

Teaching is conducted in the classroom. The delivery will include face to face teaching, lectures, discussions.

Assessments

Assessments comprise of activities, questions, case studies, project, reports.

Course Structure

Units of Competency

Code	Title
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| • BSBWOR501 | Manage personal work priorities and professional development |
| • BSBADM502 | Manage meetings |
| • BSBADM504 | Plan and implement administrative systems |
| • BSBSUS501 | Develop workplace policy and procedures for sustainability |
| • BSBLED502 | Manage programs that promote personal effectiveness |
| • BSBMKG501 | Identify and evaluate marketing opportunities |
| • BSBPMG522 | Undertake project work |
| • BSBRSK501 | Manage risk |

anc.vic.edu.au
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