



Descriptor

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.

Possible Job Titles

- Executive Officer
- Business Development Manager
- Administration Manager

Mode of delivery

DOMESTIC STUDENTS

This course is delivered to domestic students via online/distance education.

INTERNATIONAL STUDENTS

This course is delivered to international students @ 20 hours per week via face-to-face and online delivery modes for 4 terms of 10 weeks each. Additional study is required to complete unsupervised, independent work in your own time.

Assessment and Monitoring

Assessment for this qualification is by written reports, case studies, projects, role plays, written assessments. Monitoring will take the form of monitoring of online activities and telephone/Skype/Zoom consultation.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is available to all students applying for this qualification. Conditions apply. RPL is the recognition of your current skills and knowledge acquired through prior learning from other training, work or life experience.

International students are advised that their student visa duration may be impacted if applying for and granted RPL.

Target Groups

Students who wish to work in a variety of businesses in a supervisory positions or to further their career or promotional prospects.

International students must hold an approved student visa and study according to their visa conditions.

COURSE DURATION

52 weeks

UNITS OF COMPETENCY:

CORE UNITS

- BSBCRT511 Develop critical thinking in others
- BSBFIN5010 Manage budgets and financial plans
- BSBOPS501 Manage business resources
- BBSUS511 Develop workplace policies and procedures for sustainability
- BSBXCM501 Lead communication in the workplace

ELECTIVE UNITS

- BSBHRM526 Manage payroll
- BSBOPS502 Manage business operational plans
- BSBOPS503 Develop administrative systems
- BSBPMG430 Undertake project work
- BSBSTR503 Develop organisational policy
- BSBTWK503 Manage meetings
- BSBOPS504 Manage business risk


The Inter-Continental College of Business
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