



**AUSCANUS**  
INSTITUTE OF AUSTRALIA  
CRICOS: 04062J | RTO: 45202

BSB50120

# Diploma of Business

CRICOS Course Code: 111214G

## ABOUT THE COURSE

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.

### Course Entry Requirements:

There is no pre-requisites or specific entry requirement for this qualification. However, AIA requires that students are able to provide evidence that they:

- Are at least at age of 18 on the date of course commencement.
- Have successfully completed Australian year 12 or equivalent.
- Minimum IELTS score of 5.5 or PTE score of 42 or equivalent.

For other various English proficiency test, please refer to enrolment & admission policy available in your Student Handbook or visit [www.auscanus.edu.au/forms-policies/](http://www.auscanus.edu.au/forms-policies/)

### Additional requirements:

- Student must have access to working PC or laptop with a configuration suitable to meet study requirements.
- Student must have sound digital literacy and access to working internet.
- All the students commencing this course are required to complete LLN test on the orientation day to assist AIA to identify student's needs for additional support during their study with AIA.



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# DELIVERY MODE AND ASSESSMENT



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**20** hours per week and delivered face to face

**05** hours of self-study per week is required

**52** weeks including 44 Study weeks 8 weeks of holiday

## 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.

## Employment Pathways?

Once students have successfully completed this qualification, they can apply for various roles across management positions that have responsibility for the work of other staff and lead teams.

## Further Study Pathways?

The further study pathways available to students who undertake this qualification include: BSB60120 Advanced Diploma of Business or Other Diplomas, Advanced Diplomas or Degree programs in related fields such as Business and Management, subject to meeting entry requirements of the intended qualification.

## Recognition of Prior Learning (RPL) or Credit Transfer (CT)

AIA offers RPL and CT to all prospective students through the enrolment process. For further details, please refer to [www.auscanus.edu.au/forms-policies/](http://www.auscanus.edu.au/forms-policies/)

## Recommended textbook for this qualification?

**Management Theory and Practice**, 7th Edition, Cole, Cengage Learning, 2016

## Course Structure:

Code	Title	Core/ Elective
BSBCRT511	Develop critical thinking in others	Core
BSBFIN501	Manage budgets and financial plans	Core
BSBOPS501	Manage business resources	Core
BSBSUS511	Develop workplace policy and procedures for sustainability	Core
BSBXCM501	Lead communication in the workplace	Core
BSBOPS503	Develop administrative systems	Elective
BSBOPS504	Manage business risk	Elective
BSBTWK503	Manage meetings	Elective
BSBLDR522	Manage people performance	Elective
BSBTWK502	Manage team effectiveness	Elective
BSBCRT512	Originate and develop concepts	Elective
BBSOPS502	Manage business operational plans	Elective

## Auscanus Institute of Australia

Level 6, 55 Swanston St Melbourne VIC 3000 | 1300 AIA EDU / 03 9945 8247

(Admissions@auscanus.edu.au)

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