



DIPLOMA · BUSINESS

BSB50120 DIPLOMA OF BUSINESS

OSCAR INSTITUTE
RTO: 21118 CRICOS 04300M

CRICOS Course Code 117190F · RTO 21118 · CRICOS Provider 04300M

QUALIFICATION DESCRIPTION

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.

Employment Opportunities — occupational titles may include:

Operations Manager

Business Analyst / Project Coordinator

Office Manager

Department Supervisor

FEE INFORMATION

TOTAL COURSE FEE	AUD 12,750
Tuition Fee	AUD 12,000
Material Fee	AUD 500
Application Fee (non-refundable)	AUD 250

COURSE DETAILS



CAMPUS & DELIVERY

Melbourne | Face to face
(Classroom based)



DURATION

52 weeks, including 44 study weeks and 8 weeks of holidays.



STRUCTURE

5 core · 7 elective units



ENTRY REQUIREMENTS

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

- 01 Have demonstrated an IELTS level at score of at 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 or English for Academic Purposes Advanced level.
- 02 Have a suitable level of language, literacy, numeracy and digital to complete course requirements with or without additional support that Oscar Institute is able to provide.
- 03 Have successfully completed Australian Year 12.
- 04 Are at least at age of 18 on the date of course commencement.
- 05 Student must have access to a working PC or laptop with a configuration suitable to meet study requirements. Please consult with student administration for further details.
- 06 Student must have sound digital literacy and access to working internet.



Prior to the finalisation of enrolment, all prospective students are required to complete a Language, Literacy, Numeracy and Digital (LLND) assessment. This assessment assists OSCAR Institute in determining the student's suitability for the course and identifying any additional support requirements during their study.

CAMPUS

Suit 1, Level 1, 333 Queen Street,
Melbourne VIC 3000, Australia

WORKSHOP

29 Lentini Street, Hoppers Crossing VIC
3029, Australia

CONTACT

www.oscarinstitute.edu.au
info@oscarinstitute.edu.au
+61 422 571 122



**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.

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.

CORE UNITS**5**

BSBCRT511	Develop critical thinking in others
BSBFIN501	Manage budgets and financial plans
BSBOPS501	Manage business resources
BSBSUS511	Develop workplace policy and procedures for sustainability
BSBXC501	Lead communication in the workplace

ELECTIVE UNITS**7**

BSBOPS503	Develop administrative systems
BSBOPS504	Manage business risk
BSBTWK503	Manage meetings
BSBLDR522	Manage people performance
BSBTWK502	Manage team effectiveness
BSBCRT512	Originate and develop concepts
BSBOPS502	Manage business operational plans

* An asterisk against a unit code indicates a prerequisite requirement that must be met. Prerequisite unit/s must be assessed and successfully completed before assessment of any unit with an asterisk.

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