



BSB50120

DIPLOMA OF BUSINESS

(OPERATIONS)

CRICOS COURSE CODE: 106897F



ABOUT THIS COURSE

BSB50120 Diploma of Business (Operations) 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.

LICENSING/REGULATORY INFORMATION:

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

COURSE DURATION:

This course is delivered over a period of one (1) year. The course duration is:

52 Weeks of Course duration consisting of:

- ✓ 40 Weeks of scheduled study/tuition (4 terms of 10 weeks each)
- ✓ 12 Weeks of scheduled breaks/holidays (4 breaks of 3 weeks)

NOTES

1. A minimum of 20 contact hours per week of study/tuition have been scheduled by Australian College of Management and Innovation – to ensure students meet their student study Visa conditions.
2. The course duration may vary for students who have been granted Credit Transfer (CT) or Recognition of Prior Learning (RPL) towards this course (e.g., students having completed any units in a previous course/qualification).
3. There is no work placement requirement for this course.

COURSE FEES:

Tuition Fees: AUD 11,500
Course Material Fees: AUD 500
Application Fee is non-refundable: AUD 250

Note: The Course Material Fees covers the equipment and resources used in the delivery of this course.

Campus Address

Level 2, 150 Adelaide Terrace, East Perth Western Australia 6004.

Unit 1 & 2 / 33 Archer Street, Carlisle Western Australia 6101.

Website : www.acmi.wa.edu.au
Email : admin@acmi.wa.edu.au



COURSE DETAIL

DELIVERY METHODS

This course is delivered face to face and is classroom based. All units are delivered and assessed using a combination of the following instructor-led methods, face to face in a classroom, in a simulated business environment and accessing learning and assessment resources via an approved E-Learning platform.

ENTRY REQUIREMENTS

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at a Diploma level, this can be demonstrated via the following:

English Language Requirements (International Students):

IELTS Academic 6.0 Or PTE Academic Test Score of minimum 50 in each component or others equivalent (e.g., TOEFL, ISLPR, CSWE, General English, EAP) English language test scores.

Academic Level: Year 12 or equivalent high school certificate.

Minimum Age: 18 years or over at the time of commencement.

Note: Students who do not meet the minimum English requirement for this course will need to package this course with an appropriate English Course before they can proceed into this course/qualification.

RECOGNITION OF PRIOR LEARNING (RPL) / CREDIT TRANSFER (CT)

Australian College of Management and Innovation provides Recognition of Prior Learning (RPL) and Credit Transfer (CT) opportunities to all students. Students may apply for Recognition of Prior Learning (RPL) or Credit Transfer (CT) prior to enrolment or at any time during their studies if they find that they have an existing competency or prior learning in any of the units offered in this course.

ASSESSMENT

Each unit will be assessed using a combination of assessment resources and tools which may include; compiling portfolios, generating reports, Scenarios, role-plays, demonstrations/observations within simulated Business/workplace environment, case studies, questions and answers.

LANGUAGE, LITERACY AND NUMERACY (LLN) SUPPORT

For all students, LLN is key underpinning skill that will support each individual's vocational learning, the development of their employability skills and their workplace communication skills whatever level of course or training they are doing. Accordingly, Australian College of Management and Innovation has a Language, Literacy and Numeracy (LLN) policy to guide the student support process with LLN.

TRAINING PACKAGE RULES

To attain Diploma of Business (Operations), 12 units must be achieved:

- ✓ 5 Core units; plus
- ✓ 7 elective units

Unit Code and Title		Core / Elective
BSBFIN501	Manage budgets and financial plans	CORE
BSBTWK503	Manage meetings	Elective
BSBOPSS05	Manage organisational customer service	Elective
BSBOPSS04	Manage business risk	Elective
BSBOPSS03	Develop administrative systems	Elective
BSBXCM501	Lead communication in the workplace	CORE
BSBOPSS01	Manage business resources	CORE
BSBCRT511	Develop critical thinking in others	CORE
BSBSUS511	Develop workplace policies and procedures for sustainability	CORE
BSBTWK502	Manage team effectiveness	Elective
BSBPMG430	Undertake project work	Elective
BSBSTR502	Facilitate continuous improvement	Elective

ACADEMIC PATHWAYS

Pathways for the students who have successfully completed the BSB50120 Diploma of Business (Operations) are the following:

- ✓ BSB60120 Advanced Diploma of Business,
- ✓ Or, another relevant Advanced Diploma qualification.

Students may also pursue other desired Advanced Diploma level qualifications with other institutions. Australian College of Management and Innovation shall provide students with the required information regarding their pathway options as a part of student support.

Note: As each unit is delivered as a standalone unit, students who do not successfully achieve competency in all of the required 12 units for this qualification/course, will not be awarded this qualification. However, students who successfully achieve competency in some units of this qualification can be issued with a Statement of Attainment for those individual units.

REQUIRED RESOURCES

Students will have access to all the necessary resources such as lecture rooms, student amenities, free wi-fi internet connection, library access, and course learning materials to enhance their learning experience and complete their assignments.