



BSB50415

Diploma of Business Administration

DURATION

The Diploma of Business Administration program is a full-time course which requires 15 hours per week of college attendance over 32 weeks (excluding holidays). Additional home-based study will be required.

ENTRY REQUIREMENTS

The Diploma of Business Administration packaging rules have no entry requirements for this qualification. Australian Careers Business College (ACBC) requires students to have completed year 11 of the NSW Higher School Certificate or its equivalent.

QUALIFICATION

Graduates completing all components of the course and demonstrating competence in all units will be awarded a nationally recognised BSB50415 Diploma of Business Administration. A nationally recognised Statement of Attainment will be issued where a student has successfully completed part of the qualification.

CAREER OPPORTUNITIES

With suitable experience, graduates will be able to progress to positions including:

- Administration Manager
- General Office Manager
- Office Manager

CREDIT TRANSFER (CT)

Australian Careers Business College recognises and grants credit transfer for nationally recognised qualifications issued by other RTOs. Full details of the application process can be acquired from the college's student administration.

RECOGNITION OF PRIOR LEARNING (RPL)

Recognition of prior learning acknowledges skills, knowledge and competencies obtained through:

- Formal training/study
- Work experience
- Life experience

Students are eligible to apply for RPL and an administration fee of \$450 per unit of competency applies depending on the evidence supplied by students seeking RPL. Full details of the application process can be acquired from the college's student administration.

LANGUAGE LITERACY AND NUMERACY SKILLS (LLN)

Students enrolling in this course will undertake an LLN test to determine the students LLN abilities.

QUALIFICATION DELIVERY

The qualification is delivered as interactive classroom based learning that integrates both theory and practical tasks. The theory sessions are designed to explain the elements and criteria of each unit of competency.



ASSESSMENT

Assessment is conducted through a combination of practical and written exercises. This may include projects, role-plays, simulations, class presentations and maintenance of record books, journals/logbooks and research and report preparation. Assessment may also include 'integrated assessment' whereby a number of units of competency are assessed together.

UNIVERSITY OPTIONS

Students wishing to pursue university after completing studies at ACBC can do so in conjunction with various universities and educational institutions. Depending on the student's results and the university selected, graduates may be eligible for up to one year's recognition.

LEARNING RESOURCES

All equipment and resources are provided for students enrolling into this qualification including textbooks, learner guides, student handouts and assessment instructions at no cost. A list of prescribed textbooks for the qualification will be given to students during induction day. Students have access to college computer labs and also have access to the Internet.

FACILITIES

The qualification is partially held in a designated classroom for lectures, tutorials and group work. For any work requiring computers there are computer labs which can be utilised, with every student allocated their own workstation. These computers can also be used to access the Internet for research purposes. There is also a range of textbooks and workbooks that students may access as additional resources.

WORK PLACEMENT PROGRAM

Students enrolled in the Diploma of Business Administration course are offered an optional one day a week work placement opportunity, which is organised by our Work Placement Team.

CAMPUS LOCATIONS

All three campuses are located in the heart of the Business District of their respective locations and no more than a five minute walk from the train station.

149-151 George Street Liverpool NSW
 Level 1, 85 George Street Parramatta NSW
 313-323 Crown Street Wollongong NSW

ACBC is a Registered Training Organisation (RTO) No. 90271.

QUALIFICATION UNITS OF COMPETENCY

(8) EIGHT ELECTIVE UNITS

- BSBPMG522** Undertake project work
- BSBADM502** Manage meetings
- BSBADM503** Plan and manage conferences
- BSBADM504** Plan and implement administrative systems
- BSBADM506** Manage business document design and development
- BSBCUS501** Manage quality customer service
- BSBWOR501** Manage personal work priorities and professional development
- BSBWRT401** Write complex documents

