

# DIPLOMA OF BUSINESS ADMINISTRATION

The Diploma of Business Administration 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 BSB50415 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, which is currently in release 1. A nationally recognised Statement of Attainment will be issued where a student has withdrawn but has successfully completed part of the qualification or completes the course but does not demonstrate competency in all units.

## CAREER OPPORTUNITIES

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

- Administration Manager
- General Office Manager
- Office Manager

## CREDIT TRANSFER (CT)

ACBC recognises and grants credit transfer for nationally recognised units of competency issued by other RTOs. Full details of the application process can be acquired from the college's student services.

## 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 qualification will undertake an LLN test to determine the student's ability to engage in the course.

## MODE OF DELIVERY

This course is delivered face-to-face in a classroom based learning environment. This mode of delivery will combine theory-based material and practical tasks. The theory sessions are designed to explain the skills, knowledge and tasks that comprise the Diploma of Business Administration.

## 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.

[www.acbc.nsw.edu.au](http://www.acbc.nsw.edu.au) / [info@acbc.nsw.edu.au](mailto:info@acbc.nsw.edu.au)

➤ **1300 COLLEGE**





### 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.

### QUALITY OF TRAINING

ACBC is responsible for the quality of the training and assessment being provided in this course and for the issuance of any AQF certificate.

### UNIVERSITY OPTIONS

Students wishing to pursue university after completing studies at ACBC can do so in conjunction with various universities and educational institutions. Graduates are eligible for a minimum of 40 credit points (equivalent to one full-time semester) and up to a maximum of 60 credit points through Western Sydney University depending on units studied.

### 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 will be given to students. Students have access to college computer labs and the Internet.

### FACILITIES

The qualification is partially held in a designated classroom for lectures, tutorials and group work. For any work requiring computers, students will be able to use college laptops. There are also computer labs which can be utilised, with every student allocated their own workstation. These computers can also be used to access the Internet.

### WORK PLACEMENT PROGRAM

Students enrolled in the Diploma of Business Administration course are offered an optional one day a week work-placement opportunity in terms 3 and 4, which is organised by our Work Placement Team.

<b>(8) ELECTIVE UNITS</b>	<b>➤ BSBPMG522</b>	Undertake project work
	<b>➤ BSBADM502</b>	Manage meetings
	<b>➤ BSBADM503</b>	Plan and manage conferences
	<b>➤ BSBADM504</b>	Plan and implement administrative systems
	<b>➤ BSBADM506</b>	Manage business document design and development
	<b>➤ BSBCUS501</b>	Manage quality customer service
	<b>➤ BSBWOR501</b>	Manage personal work priorities and professional development
	<b>➤ BSBWRT401</b>	Write complex documents



**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.

The Australian Careers Business College is registered by Australian Skills Quality Authority (ASQA) to deliver selected Nationally Recognised Qualifications

- 28 MEMORIAL AVENUE LIVERPOOL NSW 2170**
- LEVEL 1, 85 GEORGE STREET PARRAMATTA NSW 2150**
- 313-323 CROWN STREET WOLLONGONG NSW 2500**

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

