



BSB50415 Diploma of Business Administration

The BSB50415 Diploma of Business Administration is a full-time course which requires 3 days of college attendance per week, over a period of 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. A nationally recognised Statement of Attainment will be issued where a student has withdrawn but has successfully completed part of the qualification or completes the course but does not demonstrate competency in all units.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 \$750 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 services.

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.

www.acbc.nsw.edu.au / info@acbc.nsw.edu.au

➤ **1300 COLLEGE**



On-Campus mode Tuition Fee \$10,500.00
Fully Funded by VET Student Loans
Gap Tuition Fee: Zero

IMPORTANT: VET Student Loans will not be approved for students who do not meet eligibility requirements and a VET student loan gives rise to a HELP debt that continues to be a debt due to the Commonwealth until it is repaid.

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 BSB50415 Diploma of Business Administration.

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 resources, learner guides, student handouts and assessment instructions at no cost. A list of prescribed resources 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 computers. There are also computer labs which can be utilised, with every student allocated their own computer. These computers can also be used to access the Internet.

WORK PLACEMENT PROGRAM

Students enrolled in the BSB50415 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.

(8) 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



AUSTRALIAN CAREERS
Business College
'Empowerment Through Education and Training'

CAMPUS LOCATIONS

The Liverpool campus is located in the heart of the local Business District and is no more than a seven minute walk from the train station and public transport.

➤ **28 MEMORIAL AVENUE LIVERPOOL NSW 2170**

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

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