



AUSTRALIAN CAREERS BUSINESS COLLEGE

Course Outline

BSB50407 Diploma of Business Administration

The Diploma of Business Administration is a full-time course which requires 20 hours of college attendance over 20 weeks. The content of the course includes all of the underpinning knowledge and skills required to support learning at the Diploma level, including opportunities for practice of skills in a workplace.

Entry requirements

Students wishing to enrol in this course are able to do so through one of the following pathways:

1. Achieving the BSB40507 Certificate IV in Business Administration or other relevant qualification/s or
2. Providing evidence of competency in the majority of units required for the BSB40507 Certificate IV in Business Administration or other relevant qualification/s
3. Having extensive vocational experience in a range of environments in senior support roles.

Qualification

Graduates completing all components of the course and demonstrating competence in all units of the course will be awarded a nationally recognised Diploma of Business Administration BSB50407. A nationally recognised Statement of Attainment will be issued where a student has withdrawn but has successfully completed part of the course.

Career opportunities

With suitable experience, graduates will be able to progress to positions including Administration Manager, General Office Manager, Office Manager, Administration Officer, Executive Secretary, Office Supervisor and other senior positions.

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 \$250 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.

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.

Language Literacy and Numeracy (LLN) Skills

This course has been designed to redress any deficiencies in participants' key LLN skills and to develop the generic skills of teamwork, communication and problem solving that are highly valued by employers. As achieving the Certificate IV in Business Administration or providing competency in the majority of units from the Certificate IV in Business Administration are a requirement for entry into this course, students will be expected to have LLN skills appropriate to this level.

Course delivery

The course is delivered face to face on campus by a combination of lectures and tutorial sessions. The lectures 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.

Work Experience

Students enrolled in the Diploma of Business Administration course are offered an optional one day a week work experience opportunity, which is organised by our Careers Advisors.

Learning resources

All equipment and resources are provided for students enrolling into this course including student handouts and assessment instructions (textbooks are subject to an additional cost). A list of prescribed textbooks for the course will be given to students during induction day. Students have access to college computer labs and also have access to the Internet.

Facilities

The course is 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.

Campus Locations

ACBC has three campuses located at:

- 149-15 George Street Liverpool NSW
- 169 Macquarie Street Parramatta NSW
- 313-323 Crown Street Wollongong NSW

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

Areas of study covered by the course

A range of underpinning knowledge and skills are delivered in the course such as organising personal work, keyboarding skills, producing a range of business documents, developing teams and individuals, team effectiveness, payroll, organising schedules, organising meetings, electronic presentation and maintain business technology.

Course units of competency

Core Units

BSBFIM502A	Manage payroll
BSBADM502B	Manage meetings
BSBADM503B	Plan and manage a conference
BSBADM504B	Plan or review administration system
BSBADM506B	Manage business documents, design and development

Electives

BSBCUS501A	Manage quality customer service
BSBRKG502B	Manage and monitor business or records systems
BSBMGT502B	Manage people performance

For additional information please refer to ACBC website: www.acbc.nsw.edu.au