

# FACULTY OF BUSINESS



## BSB50215 DIPLOMA OF BUSINESS



# ABOUT OUR FACULTY OF BUSINESS



Imagine Education Australia's Faculty of Business delivers training in a wide variety of specialist areas including business, management, administration, and marketing and communication. Courses are offered from Certificate III level through to Advanced Diploma level. Our highly-skilled trainers are committed to providing our students the best and most up-to-date training in their chosen area of this dynamic field. At Imagine our aim is to give our Faculty of Business students the tools and training to enter the world of business confidently.



## STUDENT TESTIMONIAL

"I love how studying at Imagine Education allows me to live on the beautiful Gold Coast! I am learning so much in my classes and I would recommend Imagine's business courses to other international students."

Sandra Wesslen  
Sweden  
Main Campus



# BSB50215 DIPLOMA OF BUSINESS



**COURSE CODE:** BSB50215  
**CRICOS CODE:** 087192A  
**COURSE LENGTH:** 28 weeks  
**CAREER OUTCOMES:** Executive officer; program coordinator; program consultant  
**CAMPUS:** Main Campus, Brisbane Campus

## OVERVIEW

Over 28-weeks you will learn important specialised and high-level skills including: managing human resources services; managing mediation processes; managing meetings; undertaking project work; and developing workplace policy and procedure for sustainability. When you have successfully graduated, you may choose to begin your career in a special-

ised role such as executive officer, administration manager, or program coordinator. You may also further your studies with a range of Advanced Diploma level qualifications within the Business Services Training Package, or other Training Packages.

## ENTRY REQUIREMENTS

Students need to be 15 years old and are required to have reading, writing and comprehension skills equivalent to Year 10 pass level to successfully complete the Certificate level courses.

Overseas students English Proficiency Level will be tested prior to the commencement of Vocational Education and Training Courses. Imagine Education Australia requires an IELTS 5.5 with no band less than 5, or equivalent (as determined by Imagine Education Australia).

Should you feel you may not possess these literacy skills or have not completed a formal leaving certificate please contact us to discuss support arrangements.

## TIMETABLE

	TUTORIAL DAY	RESEARCH DAY	DISTANCE EDUCATION
GOLD COAST	Monday 8:30am - 4:30pm	Day to be determined by your trainer; Tuesday - Friday 8:30am - 4:30pm	5 hours per week
BRISBANE	Wednesday 8:30am - 4:30pm	Day to be determined by your trainer; Monday, Tuesday, Thursday or Friday 8:30am - 4:30pm	5 hours per week

\* Please note, course timetables are subject to change

# 2020 ACADEMIC CALENDAR

BSB50215 Diploma of Business  
GOLD COAST

- Start Dates
- Holidays / Public Holiday
- Review

JANUARY						
S	M	T	W	T	F	S
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# CONTACT US



## MAIN CAMPUS

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13 BENOWA ROAD  
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## SOUTHPORT CENTRAL CAMPUS

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## ASHMORE CAMPUS

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## BRISBANE CAMPUS

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LEVEL 2, 170 LEICHHARDT STREET  
SPRING HILL QLD 4000

## WOOLLOONGABBA CAMPUS

12 ANNERLEY ROAD  
WOOLLOONGABBA QLD 4102

## EMAIL

[info@imagineeducation.com.au](mailto:info@imagineeducation.com.au)

## WEBSITE

[WWW.IMAGINEEDUCATION.COM.AU](http://WWW.IMAGINEEDUCATION.COM.AU)

## OUR COURSES

### ENGLISH COURSES

056501E General English; 1 – 60 weeks  
056499E IELTS Preparation; 1 – 12 weeks  
057239F Young Learners English Program; 1 – 40 weeks  
056502D High School Preparation; 60 weeks

### BUSINESS, MARKETING & ACCOUNTING COURSES

BSB30115 Certificate III in Business; 22 weeks  
BSB40215 Certificate IV in Business; 24 weeks  
BSB42415 Certificate IV in Marketing and Communication; 32 weeks  
BSB50215 Diploma of Business; 28 weeks  
BSB50415 Diploma of Business Administration; 23 weeks  
BSB51918 Diploma of Leadership and Management; 36 weeks  
BSB52415 Diploma of Marketing and Communication; 32 weeks  
BSB60215 Advanced Diploma of Business; 30 weeks  
BSB61015 Advanced Diploma of Leadership and Management; 32 weeks  
BSB61315 Advanced Diploma of Marketing and Communication; 32 weeks  
FNS40217 Certificate IV in Accounting and Bookkeeping; 32 weeks  
FNS50217 Diploma of Accounting; 29 weeks  
FNS60217 Advanced Diploma of Accounting; 36 weeks

### AUTOMOTIVE COURSES

AUR30616 Certificate III in Light Vehicle Mechanical Technology; 60 weeks  
AUR40216 Certificate IV in Automotive Mechanical Diagnosis; 36 weeks

### CHILD CARE COURSES

CHC30113 Certificate III in Early Childhood Education and Care; 28 weeks  
CHC50113 Diploma of Early Childhood Education and Care; 32 weeks

### COMMUNITY SERVICES COURSES

CHC33015 Certificate III in Individual Support (Ageing, Home and Community); 27 weeks  
CHC43015 Certificate IV in Ageing Support; 39 weeks  
CHC43015 Certificate IV in Ageing Support (upgrade); 39 weeks

### FITNESS COURSES

SIS30315 Certificate III in Fitness; 36 weeks  
SIS40215 Certificate IV in Fitness; 36 weeks

### HOSPITALITY COURSES

SIT30616 Certificate III in Hospitality; 40 weeks  
SIT30816 Certificate III in Commercial Cookery; 40 weeks  
SIT40516 Certificate IV in Commercial Cookery; 25 weeks  
SIT50416 Diploma of Hospitality Management; 56 weeks  
SIT50416 Diploma of Hospitality Management (Commercial Cookery) (upgrade); 27 weeks  
SIT60316 Advanced Diploma of Hospitality Management; 51 weeks

Cricos Provider No. 02695C  
National Provider No. 31302  
Imagine Education Australia Pty Ltd  
Investing in imaginations

The information in this course guide was correct at time of printing  
(May 2019).

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