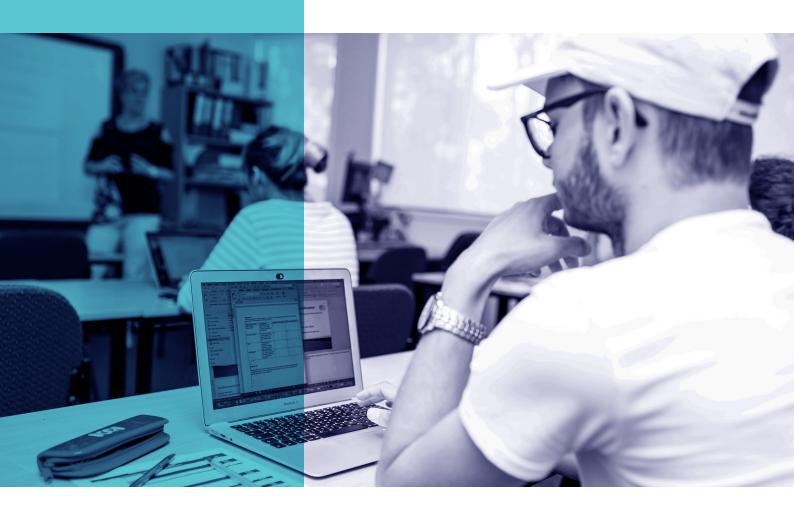
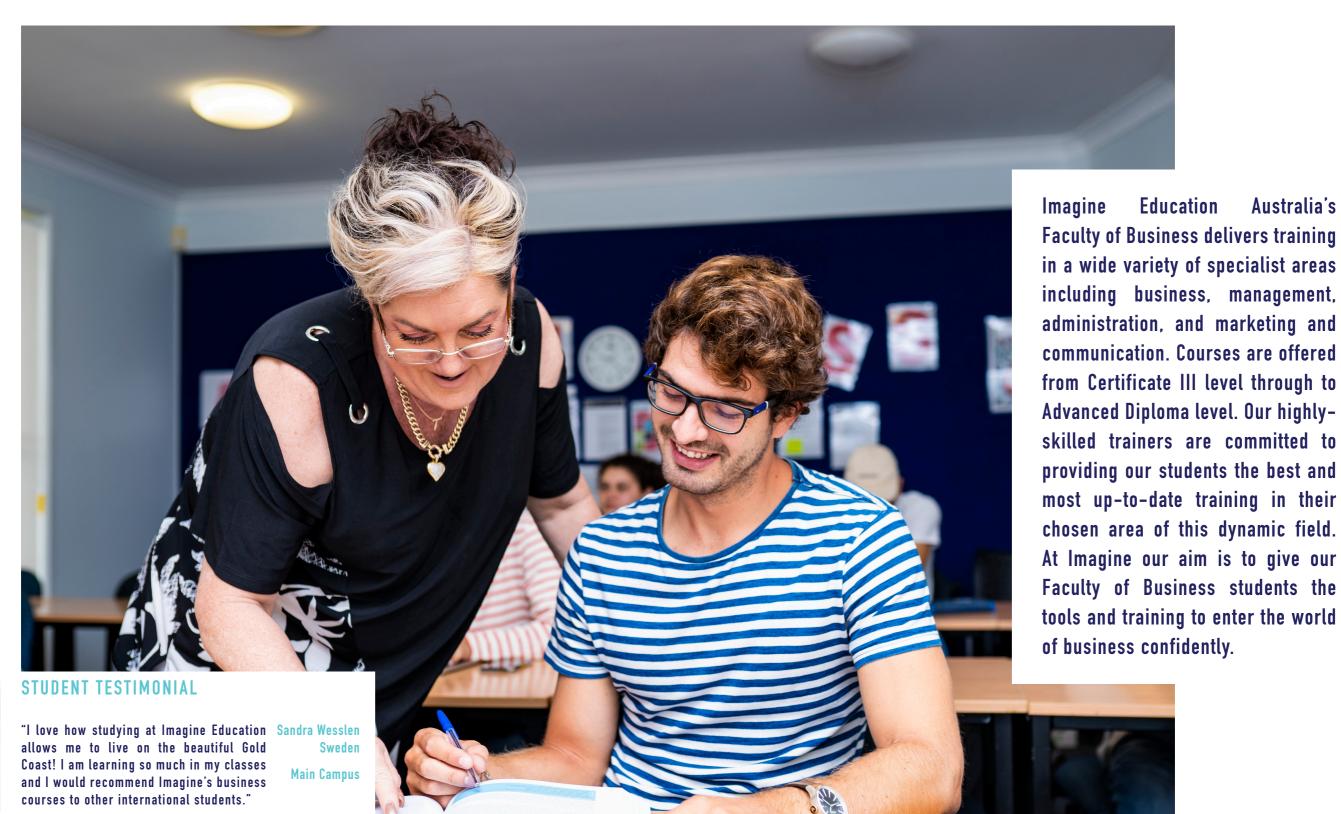
FACULTY OF BUSINESS



BSB50415 DIPLOMA OF BUSINESS ADMINISTRATION



ABOUT OUR FACULTY OF BUSINESS





BSB50415 DIPLOMA OF **BUSINESS ADMINISTRATION**



COURSE CODE: CRICOS CODE: **COURSE LENGTH:**

087300B 23 weeks

CAREER OUTCOMES: Administration manager, general office manager, office manager

CAMPUS: Main Campus

OVERVIEW

Over 23-weeks you will learn key concepts and skills relating to business administration. Units of learning will cover important skills including; customer service; planning and managing conferences and meetings; undertaking project work; planning and reviewing administration systems; and developing workplace policy and procedures for sustainability.

Once you have successfully completed this qualification you may wish to further your studies by undertaking one of Imagine Education's Advanced Diploma level qualifications. Alternatively you may choose to begin your career in such roles as administration officer. executive personal assistant, or project assistant.

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 |
|---|--|---------------------|
| Monday 8:30am - 4:30pm (Attendance is recorded) | Day to be determined by your trainer; Tuesday - Friday 8:30am - 4:30pm (Attendance is recorded) | 5 hours per week |

^{*} Please note, course timetables are subject to change

2020 ACADEMIC CALENDAR

BSB50415 Diploma of Business Administration



- Holidays / Public Holiday
- Review

| JANUARY | | | | | | | | | | | |
|---------|----|----|----|----|----|----|--|--|--|--|--|
| S | М | F | S | | | | | | | | |
| 1 2 3 4 | | | | | | | | | | | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | | | | | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | | | | | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | | | | | |
| 26 | 27 | 28 | 29 | 30 | 31 | | | | | | |

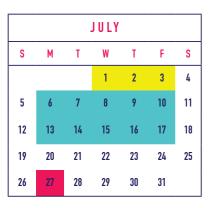
| | FEBRUARY | | | | | | | | | | | |
|----|----------|----|----|----|----|----|--|--|--|--|--|--|
| S | М | T | W | T | F | S | | | | | | |
| | | | | | | 1 | | | | | | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | | | | | | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | | | | | | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | | | | | | |
| 23 | 24 | 25 | 26 | 27 | 28 | | | | | | | |

| | MARCH | | | | | | | | | | | |
|----|-------|----|----|----|----|----|--|--|--|--|--|--|
| S | М | T | W | T | F | S | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | | | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | | | | | | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | | | | | | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | | | | |
| 29 | 30 | 31 | | | | | | | | | | |

| | APRIL | | | | | | | | | | | |
|----|-------|----|----|----|----|----|--|--|--|--|--|--|
| S | М | T | W | T | F | S | | | | | | |
| | | | 1 | 2 | 3 | 4 | | | | | | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | | | | | | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | | | | | | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | | | | | | |
| 26 | 27 | 28 | 29 | 30 | | | | | | | | |



| | JUNE | | | | | | | | | | | |
|----|------|----|----|----|----|----|--|--|--|--|--|--|
| S | М | T | W | T | F | S | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | | | | | | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | | | | | | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | | | | | | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | | | | | | |
| 28 | 29 | 30 | | | | | | | | | | |



| | AUGUST | | | | | | | | | | | | |
|----|--------|----|----|----|----|----|--|--|--|--|--|--|--|
| S | M | T | W | T | F | S | | | | | | | |
| 30 | 31 | | | | | 1 | | | | | | | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | | | | | | | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | | | | | | | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | | | | | | | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | | | | | | | |

| SEPTEMBER | | | | | | | | | |
|-----------|----|----|----|----|----|----|--|--|--|
| S | М | T | W | T | F | S | | | |
| | | 1 | 2 | 3 | 4 | 5 | | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | | | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | | | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | | | |
| 27 | 28 | 29 | 30 | | | | | | |

| OCTOBER | | | | | | | | | | | |
|---------|----|-------------|----|----|----|----|--|--|--|--|--|
| S | М | M T W T F S | | | | | | | | | |
| 1 2 3 | | | | | | | | | | | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | | | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | | | | | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | | | | | |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | |

| | NOVEMBER | | | | | | | | | | |
|----|----------|----|----|----|----|----|--|--|--|--|--|
| S | М | T | W | T | F | S | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | | | | | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | | | | | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | | | |
| 29 | 30 | | | | | | | | | | |

| | DECEMBER | | | | | | | | | | | |
|----|----------|-----------|----|----|----|----|--|--|--|--|--|--|
| S | M | M T W T F | | | | | | | | | | |
| | | 1 | 2 | 3 | 4 | 5 | | | | | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | | | | | | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | | | | | | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | | | | | | |
| 27 | 28 | 29 | 30 | 31 | | | | | | | | |

CONTACT US



MAIN CAMPUS

+617 5552 0900 13 BENOWA ROAD SOUTHPORT QLD 4215

SOUTHPORT CENTRAL CAMPUS

+617 5571 1122 BUILDING 3F, 9 LAWSON STREET SOUTHPORT QLD 4215

ASHMORE CAMPUS

+617 5586 2244 151 CURRUMBURRA ROAD ASHMORE QLD 4214

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

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).

BRISBANE CAMPUS

+617 5521 0595 LEVEL 2, 170 LEICHHARDT STREET SPRING HILL QLD 4000

WOOLLOONGABBA CAMPUS

12 ANNERLEY ROAD WOOLLOONGABBA QLD 4102

EMAIL

info@imagineeducation.com.au

WEBSITE

WWW.IMAGINEEDUCATION.COM.AU

AUTOMOTIVE COURSES

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

CHILD CARE COURSE

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

IMAGINE EDUCATION AUSTRALIA

p. +617 5552 0900 w. www.imagineeducation.com.au f. Imagine Education insta. imagine education au