

FACULTY OF BUSINESS



BSB50415 DIPLOMA OF BUSINESS ADMINISTRATION

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

BSB50415 DIPLOMA OF BUSINESS ADMINISTRATION



COURSE CODE:

CRICOS CODE:

COURSE LENGTH:

CAREER OUTCOMES:

CAMPUS:

BSB50415

087300B

23 weeks

Administration manager, general office manager, office manager

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

- Start Dates
- Holidays / Public Holiday
- Review

JANUARY						
S	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
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FEBRUARY						
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MARCH						
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APRIL						
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MAY						
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JUNE						
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JULY						
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AUGUST						
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SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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DECEMBER						
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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 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

IMAGINE EDUCATION AUSTRALIA

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