

ONLINE

# BSB50415

## Diploma of Business Administration

Is it time to take your management skills to the next level?  
It's as easy as 1-2-3-Graduate with Australian Careers  
Business College Online.

### ACBC ONLINE IS AS EASY AS '1-2-3-GRADUATE'

1. MAKE AN ENQUIRY, COMPLETE AN APPLICATION AND ENROLMENT AND SELECT A DURATION FOR STUDY (26, 52 OR 78 WEEKS).
2. LOG IN AND ACCESS YOUR COURSE MATERIALS AND SUPPORT.
3. LOG IN WEEKLY AND COMPLETE YOUR STUDY TASKS AND ASSESSMENTS.

Graduate with a full nationally-recognised qualification when you have demonstrated competency for all units or graduate with a nationally-recognised Statement of Attainment for selected units.

Whether you are looking for a career choice or seeking to progress in your career, this versatile qualification will give you the skills and knowledge for a great career in business administration.

You could be studying for this nationally recognised qualification within three business days!\*

We've got all the tools and support you need – at a pace to suit you. There's no need to attend a campus to enrol or complete your study.

You could be framing your Australian Careers Business College qualification within 12 months\*\*. How does it get better than that?

*\*Courses commence on the next available Monday from your application date allowing for administration requirements.*

*\*\*Depends on your selected course duration.*

Business Administration professionals ensure consistent productivity in all types of organisations. BSB50415 Diploma of Business Administration equips you to excel in operations for

any organisation. You will graduate with a diverse range of skills that are highly sought after by businesses.

BSB50415 Diploma of Business Administration develops exceptional administration skills. You will broaden your expertise to encompass effective leadership, payroll management and staff direction.

As a Business Administration graduate, you will be equipped to progress to a variety of roles including:

- Organisational administration management
- Office documentation systems design
- In-person and online customer service.

### QUICK CHECK: AM I READY FOR THIS QUALIFICATION?

#### ENTRY REQUIREMENTS

➤ Year 11 of the NSW Higher School Certificate or its equivalent.

Don't have this requirement? Don't worry - We've got you covered! We have a simple and easy online assessment for you to help us determine that the course will suit your abilities. Talk to a Careers Advisor about this.

#### PRE-REQUISITES

➤ No pre-requisites for this course

#### AVAILABLE TIME TO STUDY

It's important to make sure that your online study fits in with your work and lifestyle.

➤ Choose from 6, 12 OR 18 months to complete your study

Study Option	Recommended minimum weekly study	Recommended minimum coach contact	Suggested minimum weekly log-ins
6 Months	15 hours	Weekly	2
12 months	10 hours	Weekly	2
18 months	8 hours	Weekly	2

[www.acbc.nsw.edu.au](http://www.acbc.nsw.edu.au) / [online@acbc.nsw.edu.au](mailto:online@acbc.nsw.edu.au)

➤ 02 9824 0000



**AUSTRALIAN CAREERS**  
Business College  
*'Empowerment Through Education and Training'*

## BSB50415 DIPLOMA OF BUSINESS ADMINISTRATION

BSB50415 Diploma of Business Administration qualification has 8 subjects (units). The course has been designed using the guidelines provided in the Business Services Training package. The subjects are listed below:

### CORE UNITS

<b>BSBPMG522</b> Undertake project work
<b>BSBADM502</b> Manage meetings
<b>BSBADM503</b> Plan and manage conferences
<b>BSBADM504</b> Plan and implement administrative systems
<b>BSBADM506</b> Manage business document design and development
<b>BSBCUS501</b> Manage quality customer service
<b>BSBWOR501</b> Manage personal work priorities and professional development
<b>BSBWRT401</b> Write complex documents

### COURSE FEES

➤ **Tuition Fee** AUD7,500.00

(Five payments of \$1500 in advance across the duration of the course)

### WHAT YOU WILL NEED

- Access to the internet
- Computer Access (word processing, web surfing, downloading forms and templates)
- Access to Google Drive (Google account)
- Email address (for enrolment communication)

### IT REALLY IS AS EASY AS IT SOUNDS!

Australian Careers Business College gives you great learning materials and instructions and amazing personal support. In a classroom with others you may feel embarrassed to ask questions.

With your dedicated Personal Learning Coach and Assessors, you will be top of the class every time at Australian Careers Business College.

### FAST TRACK TO UNIVERSITY WITH CREDIT POINTS AT LEADING UNIVERSITIES

Every year hundreds of Australian Careers Business College graduates use their vocational qualification to fast track into leading universities.

Australian Careers Business College has negotiated credit point deals with the following universities for successful graduates of the full Diploma of Business Administration qualification including:



40cps guaranteed 20cps negotiable (200 credit points remain) into Bachelor of Business



40 credit points towards the Bachelor of Commerce

**Want to discuss your pathway to university?** Book a Careers Advice Session. Our Careers Advisors are on hand to help you plan a pathway to the university degree you are striving for and show you how you can achieve your career goals. [CLICK HERE](#)

### THE ACBC ADVANTAGE

Business administrators are central to every workplace. BSB50415 Diploma of Business Administration opens opportunities to work in diverse environments. Completing this qualification through ACBC creates many career advantages. Our trainers and assessors are respected business administration professionals, so you obtain top employability in Australia and overseas. The Diploma of Business Administration curriculum has been developed in partnership with leading business administration specialists to ensure industry-relevant course content.

### VET STUDENT LOANS (VSL)

*ACBC is an approved VSL provider.*

VET Student Loans is a financial assistance scheme offered by the Australian Government. Eligible students can secure an interest-free loan to pay all or part of their tuition fees for approved courses. 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.

### WHAT ARE YOU WAITING FOR?

Are you ready to make a real difference in your career opportunities? Join over 6,000 ACBC Graduates who have made the step to rewarding employment or university.

**CLICK HERE** to make an enquiry and you could be studying in less than a week. It couldn't be easier.

Get the qualifications you deserve at a pace that suits you! We're with you all the way.

### For further information please contact:

**Nick Elisha** – Director of Studies

**Phone:** 612 9824 0000

**Email:** [online@acbc.nsw.edu.au](mailto:online@acbc.nsw.edu.au)



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➤ [www.acbc.nsw.edu.au](http://www.acbc.nsw.edu.au) / [online@acbc.nsw.edu.au](mailto:online@acbc.nsw.edu.au)

➤ **28 MEMORIAL AVENUE LIVERPOOL NSW 2170**

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