DIPLOMA OF BUSINESS ADMINISTRATION
BSB50415

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V E T
FEE-HELP

(See Page 3 for more information or call the College)
Course Overview

This qualification would apply to individuals with various job titles including administration managers, general office managers and office managers. Individuals in these roles may possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and/or the work of a team.

A sound business understanding accompanied by well developed administration skills provides an excellent foundation for a career in virtually any industry. The Diploma In Business Administration BSB50415 is Kiama Community College Inc’s premier business administration qualification and equips students with skills and knowledge for roles such as Office or Administration Manager. It is also an excellent ‘stepping stone’ to further university study.

Guaranteed entry to a number of degree courses at University of Wollongong’s Shoalhaven Campus upon successful completion.

Up to 24 credit points towards a Business or Commerce Degree at UOW upon successful completion, which equates to one semester of study. For more details see http:/www.uow.edu.au/content/groups/public/@web/@unia/documents/doc/uow110648.pdf

Entry Requirements

There are no entry requirements for this qualification.

Pathways into the qualification

Preferred pathways for candidates considering this qualification include:

- BSB40507 Certificate IV in Business Administration or other relevant qualification/s, or
- extensive vocational experience in a range of environments in senior support roles.

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

- Administration Officer
- Accounts Supervisor
- Executive Personal Assistant
- Office Administrator
- Project Assistant

This breadth of expertise would equate to the competencies required to undertake this qualification.

Pathways from the qualification

After achieving this qualification candidates may undertake a variety of business studies at the advanced diploma level.
Course Structure

This qualification includes 8 units of competency. Kiama Community College currently offers the following units*:

- BSBADM502 Manage meetings
- BSBADM504 Plan or review administrative systems
- BSBPMG522 Undertake project work
- BSBADM506 Manage business document design and development
- BSBADM503 Plan and manage conferences
- BSBWORS501 Manage personal work priorities and professional development
- BSBMGT502 Manage people performance
- BSBCUS501 Manage quality customer service

*Units are subject to change.

Assessment

This is an accredited course. Successful completion of each unit entitles you to a statement of attainment. Successful completion of all units entitles you to a Diploma of Business Administration BSB50407. Your tutor will give you detailed information about the assessment tasks to be completed at commencement of training.

Need extra help?

We endeavour to provide access to courses for adults (over 15 years of age) regardless of gender, national or ethical background, physical or intellectual impairment, religious affiliation or age. We will assist a student with any specific learning need to access an appropriate program.

Study Time

You will need to allocate 8-10hrs per week of study time to complete this course in the required time as advised by your tutor in addition to scheduled support sessions with your trainer.

Course Fees

This course is subsidised by the NSW Government. Call to confirm your eligibility. Subsidised rate $2510. Full Fee $4950. (VET FEE-HELP available)

Kiama Community College and its campuses, including Shoalhaven Community College, are approved to offer VET FEE-HELP loans under the Higher Education Support Act 2003 to students undertaking Diploma qualifications and above. VET FEE-HELP is a HECS style loan. Students repay their loan to the Australian Government through the tax system once a student reaches an income threshold for repayment. The threshold for 2014-15 is $53,345 per annum. To find out about your eligibility and a VET FEE-HELP assistance form call the college to talk to one of our friendly staff.
Why Kiama Community College Inc.?

Kiama Community College Inc. is a Not for Profit, Volunteer Managed Adult Education Provider. The College has been providing quality training programs to enrich its community and the Greater Illawarra economically, socially and culturally since 1984. It has campuses in Kiama and Bomaderry (Shoalhaven Community College).

Our organisation has been delivering Business training since 1997. In that time, Kiama Community College has become recognised as a regional leader in training and assessment of Business training. This recognition comes from its quality resources, flexibility, professional delivery and most importantly, its embodiment of best practice training & assessment, demonstrating how the National VET system is intended to operate flexibly, holistically and robustly.

A Business qualification issued by Kiama Community College is highly regarded in the industry. The College boasts a team of highly regarded trainers and assessors.