## School of Business & Law

### BSB50415 Diploma of Business Administration

#### Study Plan – 2019 Onwards

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Unit Type</th>
<th>Credit/RPL</th>
<th>Passed/Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Elective (please refer to notes on page 2)</td>
<td>Core Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elective (please refer to notes on page 2)</td>
<td>Core Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elective (please refer to notes on page 2)</td>
<td>Core Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elective (please refer to notes on page 2)</td>
<td>Core Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elective (please refer to notes on page 2)</td>
<td>Core Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elective (please refer to notes on page 2)</td>
<td>Core Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elective (please refer to notes on page 2)</td>
<td>Core Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elective (please refer to notes on page 2)</td>
<td>Core Elective</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Units: 8**

✓ Completed

**Important Note:** This Study Plan has no formal or legal status but is used to assist students in planning their course. Students should refer to the official University database and/or University transcripts to ensure they are meeting course requirements. Last Updated: 10/01/2019
MORE DETAILS:

To satisfy the requirements for the award of BSB50415 Diploma of Business Administration, students must complete eight units.

Study Mode/Recommended Study Schedule
There are 12 course intakes: January, February, March, April, May, June, July, August, September, October, November and December.

Please refer to the More Details tab of your course page in the CQUi Handbook for further information.

Course Structure Requirements

In the BSB50415 Diploma of Business Administration course, students are required to complete the following course structure:

- 8 Elective Units

Elective Options

Elective Group A
You must select any five units from Group A as listed below:

- BSBADM502 - Manage Meetings
- BSBADM503 - Plan and Manage Conferences
- BSBADM504 - Plan and Implement Administrative Systems
- BSBPMG522 - Undertake Project Work
- BSBFIM502 - Manage Payroll
- BSBADM506 - Manage Business Document Design and Development

Elective Group B
You may select any three units from Group B as listed below. Alternatively, you may complete three units from any currently endorsed Training Package or accredited course at the same qualification level. Please contact us for further information if you wish to select this option.

- BSBHRM506 - Manage Recruitment Selection and Induction Processes
- BSBMGT502 - Manage People Performance
- BSBINM501 - Manage an Information or Knowledge Management System
- BSBWOR501 - Manage Personal Work Priorities and Professional Development

Please note: If you select BSBWORK501, it is preferred that this unit be your first unit of study. Your remaining seven elective units may be studied in any order.

Course Duration

Full Time 18 months
Part Time 2 years
Student Outcomes, Career Opportunities and Occupations

Career possibilities may include executive officers, office managers and administration managers.

Credit Transfer & Recognition of Prior Learning

Credit Transfer: Please refer all enquiries regarding credit transfer for your previous studies to your teacher.

Recognition of Prior Learning (RPL): If you would like to apply for RPL for your on-the-job experience, you can request an RPL kit by emailing rpl@cqu.edu.au.

Pathway into Further Education

CA01  Bachelor of Business  
CQ91  Bachelor of Accounting/Bachelor of Business  
CB06  Bachelor of Arts/Bachelor of Business  
CU47  Bachelor of Business/Bachelor of Professional Communication  
CL53  Bachelor of Laws and Bachelor of Business

If you have any questions in regard to your course, please contact the Course Advice Team: 13 CQUni (13 27 86) http://handbook.cqu.edu.au/eforms/index (‘Ask a Course Advisor’ e-form).

PLEASE CHECK THE CQU HANDBOOK FOR TERM AVAILABILITIES AND PRE-REQUISITES AS THEY MAY CHANGE FROM YEAR TO YEAR http://handbook.cqu.edu.au