

**B**ERKELEY  
BUSINESS INSTITUTE



Berkeley Business Institute Course Guide

# BUSINESS ADMINISTRATION

[www.berkeley.edu.au](http://www.berkeley.edu.au)

BSB40120 & BSB50120 & BSB60120

# BUSINESS ADMINISTRATION



## WHY STUDY BUSINESS?

Business administration is the supervising and overseeing of business operations. A career in this field is likely to involve working in many different aspects of a company, from business research, to economics and finance. You'll carry out a range of tasks such as managing finances, analysing data and market trends, and developing policies to increase business operations' efficiency.

If you want to study a subject with almost endless career potential, you may want to consider a business administration degree. A qualification in this field can open up many opportunities within the business arena.

The knowledge and skills from your learning, including:

- ✔ Problem-solving and strategics
- ✔ Setting clearly defined goals
- ✔ Practical Marketplace Knowledge
- ✔ Relationship Building
- ✔ Effective communication skill
- ✔ Time Management
- ✔ Work-Life Balance

## MEDIAN YEARLY EARNINGS

Administrator	\$65,465
Office Administrator	\$55,307
Team Administrator	\$60,972
Customer Service Representative	\$57,293
Administrative Officer	\$72,322



### An Introduction to the Business World

A key benefit of studying business administration is that it serves as an introduction to the real world of business. You will learn from experienced professionals in their fields about the most up to date practices and tools. You'll also find opportunities for work placements and experience in real companies.



### Wide Range of in-Demand Careers

In today's expanding international business marketplace, the demand for qualified professionals is high. The business world is thriving and there are many job possibilities. You'll be able to choose between many possible career roles.



### Natural Progression to Further Study

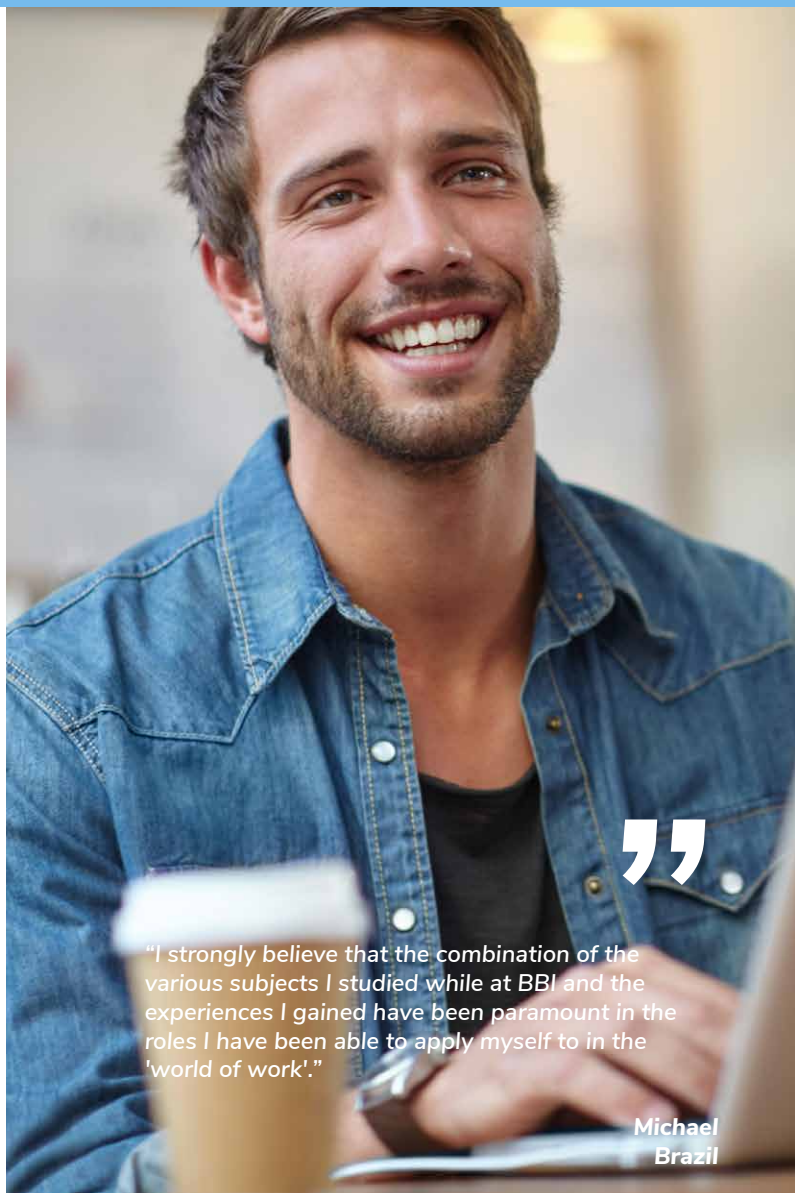
Once you've completed your business administration courses, you may choose to progress to a Bachelor or Master of business administration degree program. An MBA can lead to an increased salary, a fast track to a management or senior position, and the opportunity to develop your business networks.



### Learn about Multiple Disciplines

One of the major appeals of working in business administration is that you'll be involved with many different areas of an organization; it's unlikely that you'd ever be restricted to just one department or taskforce. In the workplace, you'll oversee operations varying from finance to marketing. Your business administration program will reflect this diversity and you'll have the opportunity to learn about multiple disciplines.

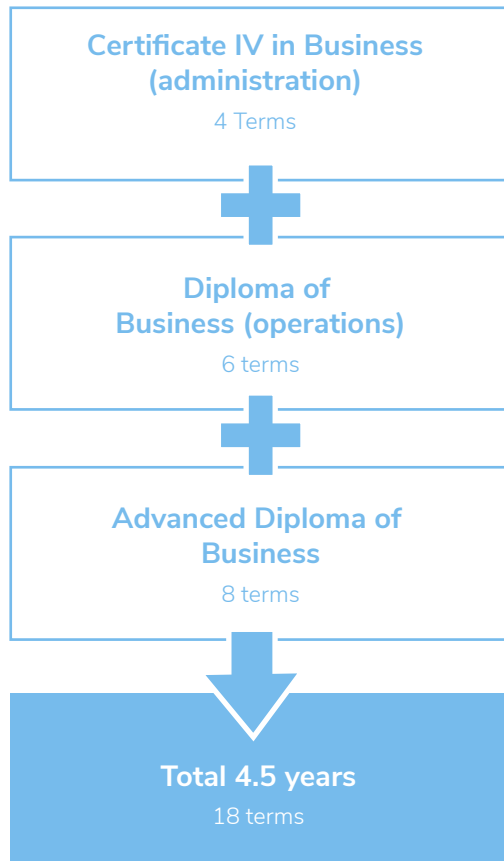




“I strongly believe that the combination of the various subjects I studied while at BBI and the experiences I gained have been paramount in the roles I have been able to apply myself to in the 'world of work!'”

Michael  
Brazil

## COURSE PATHWAYS



## FLEXIBLE ONLINE STUDY

Our online study option is available to all domestic and overseas students. This study mode is best for students who prefer a flexible schedule that matches their daily routine and to study at their own pace.

Students who enrol in our courses will have access to Berkeley Business Institute's learning resources through our online platform 'E-learning'. Studying the theory component of our course online will not change the learning outcomes required by the courses.

## UNIVERSITY ARTICULATION PATHWAYS



E-learning Access

<https://elearning.berkeley.edu.au/login/index.php>

Tutorial for Virtual Class

<https://www.youtube.com/watch?v=uYnryIM0Uw&t=1s>



### WHAT CAN YOU DO ON E-LEARNING:

- ✔ On-line study and attendance
- ✔ Download study materials
- ✔ Download online study guide
- ✔ Download assessments
- ✔ Assessment submission
- ✔ Weekly online activities



CRICOS CODE 105031J | COURSE CODE: BSB40120

# CERTIFICATE IV IN BUSINESS (ADMINISTRATION)

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have supervisory performance accountabilities.

Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills. They use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources.

## COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
52 weeks	Face to face + Online	20 hours / week

## ENTRY REQUIREMENT

There are no entry requirements for this qualification. However, substantial work experience would be highly regarded. It is recommended that individuals should:

- be 18 years or older; and
- have completed Year 11 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 6.0 or equivalent.

## POTENTIAL CAREER OUTCOMES

Job roles and titles may vary across different industry sectors. Upon successful completion of **BSB40120**, a person could seek employment opportunities in various business and commercial enterprises as:

- ✓ Personal Assistant
- ✓ Office Administrator
- ✓ Sustainability Manager
- ✓ Sales Assistant
- ✓ Sustainability Officer
- ✓ Trade Coordinator
- ✓ Exporter
- ✓ Importer
- ✓ Assistant Records Manager
- ✓ Analyst
- ✓ Customer service assistant

## QUALIFICATION STRUCTURE

BSBCRT411	Apply critical thinking to work practices
BSBTEC404	Use digital technologies to collaborate in a work environment
BSBTWK401	Build and maintain business relationships
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBWRT411	Write complex documents
BSBXCM401	Apply communication strategies in the workplace
BSBPEF402	Develop personal work priorities
BSBPEF403	Lead personal development
BSBOPS405	Organise business meetings
BSBPMG430	Undertake project work
BSBTEC401	Design and produce complex text documents
BSBTEC402	Design and produce complex spreadsheets

## PATHWAYS FROM THE QUALIFICATION

After achieving this qualification candidates may undertake a range of Diploma level qualifications within the BSB Training Package, or other Training Packages.



CRICOS CODE: 105032H | COURSE CODE: BSB50120

# DIPLOMA OF BUSINESS (OPERATIONS)

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have frontline management accountabilities.

Individuals in these roles carry out moderately complex tasks in a specialist field of expertise that requires business operations skills. They may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

## COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
78 weeks	Face to face + Online	20 hours / week

## ENTRY REQUIREMENT

It is recommended that individuals should:

- Be 18 years or older; and
- Have completed Year 12 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 6.0 or equivalent.

## POTENTIAL CAREER OUTCOMES

Job roles and titles may vary across different industry sectors. Upon successful completion of BSB50120, a person could seek employment opportunities in various business and commercial enterprises as:

- ✓ Executive Officer
- ✓ Business Development Manager
- ✓ Project Consultant
- ✓ Office Manager
- ✓ Business Sales Team Leader
- ✓ Administrator
- ✓ Corporate Services Manager
- ✓ Administration Manager
- ✓ Administration Manager (Local Government)
- ✓ Evaluation
- ✓ Records Management Coordinator
- ✓ Team Leader
- ✓ Unit Leader
- ✓ Project Coordinator
- ✓ Customer Service Manager

## QUALIFICATION STRUCTURE

BSBCRT511	Develop critical thinking in others
BSBFIN501	Manage budgets and financial plans
BSBOPS501	Manage business resources
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBXCM501	Lead communication in the workplace
BSBOPS502	Manage business operational plans
BSBOPS503	Develop administrative systems
BSBOPS504	Manage business risk
BSBTWK503	Manage meetings
BSBOPS505	Manage organisational customer service
BSBHRM525	Manage recruitment and onboarding
BSBSTR502	Facilitate continuous improvement

## PATHWAYS FROM THE QUALIFICATION

Further study in our Advanced Diploma to develop specialised technical and theoretical management skills, or a range of other Advanced Diploma qualifications.



CRICOS CODE: 105033G | COURSE CODE: BSB60120

# ADVANCED DIPLOMA OF BUSINESS

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have general management accountabilities.

Individuals in these roles carry out complex tasks in a specialist field of expertise. They may undertake technical research and analysis, and will often contribute to setting the strategic direction for a work area.

The qualification is suited to individuals who are responsible for the supervision and leadership of a team or work area (including by managing staff performance and making staffing decisions).

## COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
104 weeks	Face to face + Online	20 hours / week

## ENTRY REQUIREMENT

It is recommended that individuals should:

- Be 18 years or older; and
- Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).
- International Students are also required to have an English ability at the IELTS 6.0 or equivalent.

## POTENTIAL CAREER OUTCOMES

Job roles and titles may vary across different industry sectors. Upon successful completion of BSB60120, a person could seek employment opportunities in various business and commercial enterprises as:

- ✓ Quarry Business Manager
- ✓ Business Analyst
- ✓ Senior Executive
- ✓ Business Development Director
- ✓ Administrator

## QUALIFICATION STRUCTURE

BSBCRT611	Apply critical thinking for complex problem solving
BSBFIN601	Manage organisational finances
BSBOPS601	Develop and implement business plans
BSBSUS601	Lead corporate social responsibility
BSBTEC601	Review organisational digital strategy
BSBINS601	Manage knowledge and information
BSBLDR601	Lead and manage organisational change
BSBSTR601	Manage innovation and continuous improvement
BSBSTR602	Develop organisational strategies
BSBAUD601	Establish and manage compliance management systems

## PATHWAYS FROM THE QUALIFICATION

Further training pathways from this qualification may lead to a relevant higher education based qualifications.





# B

## JOIN BBI



### Flexible study options

33% of the courses are delivered online that gives you flexibility at your suitable time



### Multi pathway entry

Successful completion will entry into higher education of hospitality courses.



### Student support

Students are satisfied with the support they received at their institution, whether enrolment systems, learning advice, careers advisors and health services were available and helpful.



### Teaching quality

All the students are satisfied with the teaching they have received



### Campus futures

Modern and up-to-date new campus with mutipal facilities which located in Sydney CBD, closed to transports, mall and restaurants.



### Learner engagement

Students are satisfied with their engagement with learning at their institution and whether they had a sense of belonging at their institution.

## ORIENTATION AND ENROLMENT

Orientation is usually held on the Thursday prior to the course commences dates and starts at 9.00 am. It is compulsory for all new newly arriving international students. At orientation, students will get to meet our friendly staff, have a tour of the campus, receive their timetable, their student ID card and have a chance to ask any questions about the course and living in Australia. Students will be provided with the information they need to know about BBI and links to all the forms they will need whilst studying with us.



## STUDENT SUPPORT

To assist you while studying at BBI, we have student welfare officers who provide on-going support services to students. The student welfare officers are friendly and they can give personal advice and assistance to students in many areas including academic advice, student visas, health insurance, welfare, social activities and effective study methods. They are also the initial point of contact for all students.





## START YOUR STUDY JOURNEY WITH US

### STEP 1: CHOOSE A COURSE

Check out our course outline and entry requirements at [www.berkeley.edu.au](http://www.berkeley.edu.au)

### STEP 2: COMPLETE ENROLLMENT FORM

Download and complete the Enrolment form. Read the terms & conditions and Student Handbook, these available from our website.

Enrolment Form 

Student Handbook 

### STEP 3: STEP 3: PROVIDE RELEVANT DOCUMENTS

Attach all relevant documents. For example

- Certified copies of passport
- Education qualifications
- English qualifications
- Working experience (if relevant)
- RPL application (if relevant)

### STEP 4: SUBMIT YOUR APPLICATION

Return your application form and the necessary documents to :  
Berkeley Business Institute  
Suite 2, Level 1 , 338 Pitt St. Sydney NSW 2000 AUSTRALIA  
OR email to : [info@berkeley.edu.au](mailto:info@berkeley.edu.au)

### STEP 5: RECEIVE AN OFFER LETTER

Upon receipt of your Enrolment Form and supporting documents, an interview will be conducted by a member of the Institute's Admission Team or a delegate to assess on your suitability to the course that you have applied for.

If your application is successful you will receive a letter of offer for you nominated course along with a written agreement. When we receive your signed student agreement and fees, we will send you an electronic Confirmation of Enrolment(eCoE). This eCoE is used to apply for your student visa. Once the visa is granted, you are ready to go!

## YOUR SAFETY IS OUR FIRST PRIORITY

Our campus is registered as a COVID safe business. Our students' and staff safety is our highest priority. In light of the COVID 19 pandemic, Berkeley Business Institute provides the opportunity for you to attend support classes by attending campus while maintaining social distancing or by joining the live online lectures remotely via video conferencing. Our friendly staff are also here to support !

#### Mode of course delivery:

During the COVID-19 pandemic all of our courses will be delivered 100% online to reduce the spread of the virus and safeguard the welfare of our students, staff and the community.

#### Timetable:

The Online Class timetable may differ from the actual(face-to-face) class timetable. The nature of student support and engagement may also vary during this online delivery period.

Please contact the college if you have any enquiries regarding the mode of delivery and the timetable





# BERKELEY

BUSINESS INSTITUTE

**Make Quality Education**

**Fair and Accessible**

## CONTACT WITH US

 SUITE 2, LEVEL 1, 338 PITT ST. SYDNEY NSW 2000

 +61 2 8316 6666

 [INFO@BERKELEY.EDU.AU](mailto:INFO@BERKELEY.EDU.AU)

 [BBISYDNEY](https://www.facebook.com/BBISYDNEY)