



Australian Ideal College

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Educating for Excellence

BUSINESS COURSES

Australian Ideal College proudly offers courses in Business and Management fields ranging from Certificate IV level to Advanced Diploma. All our courses are nationally accredited through the Australian Government's Vocational Education and Training Advisory Board (VETAB) of New South Wales and are nationally recognised by both Australian industry and other Australian Registered Training Organisations.

<p>Certificate IV in Business Administration*</p> <p>This qualification reflects the role of individuals who use well-developed administrative skills and a broad knowledge base in a wide variety of administrative contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.</p> <p>Possible job titles relevant to this qualification include:</p> <ul style="list-style-type: none"> • Accounts supervisor, • Office administrator, • Project assistant, • Executive personal assistant. <p>Following are the unit of competencies covered in this qualification:</p> <ul style="list-style-type: none"> • BSBITU404A Produce complex desktop published documents • BSBITA401A Design databases • BSBITU402A Develop and use complex spreadsheet • BSBFIA401A Prepare financial reports • BSBADM405B Organise meetings • BSBWOR404A Develop work priorities • BSBREL401A Establish business networks • BSBLED401A Develop teams and individuals • BSBADM407B Administer projects • BSBCUS401A Coordinate implementation of customer service strategies <p>Entry Requirements: Must be 18 year old or over and satisfactorily complete HSC Year 12 or AQF Level 3 Business Services competencies or other relevant qualifications or mature age entry with relevant work experience. For international students they required IELTS band score 5.5 or above.</p>	<p>Duration : 26 weeks;</p> <p>NTIS Course Code: BSB40507;</p> <p>CRICOS Course Code: 071193J</p> <p>Tuition Fee: \$4000</p> <p>Material Fee: \$250</p> <p>*Australian Ideal College reserves the right to vary its Tuition Fees and/or Materials Fees at anytime without prior notice. For enrolment details, please read the terms and conditions on the reverse page of the application form.</p>
<p>Diploma of Management*</p> <p>This qualification reflects the role of individuals who are engaged to manage the work of others or to add value to or review management practices. Their role may be in any industry or organisational setting. Typically people in these roles will have considerable experience in their respective industries or vocational areas and couple an informed perspective of the specific work requirements with their managerial approaches.</p> <p>The BSB51107 Diploma of Management requires a sound theoretical knowledge base and managerial competencies to plan, carry out and evaluate own work and/or the work of a team.</p> <p>Equipping with the skills and knowledge you learn in such course, you'll be prepared for management level positions such as:</p> <ul style="list-style-type: none"> • Coordinator, • Leading Hand, • Supervisor, • Team Leader. <p>Following are the unit of competencies covered in this qualification:</p> <ul style="list-style-type: none"> • BSBMGT502B Manage people performance • BSBFIM501A manage budgets and financial plans • BSBOHS509A Ensure a safe workplace • BSBMGT516A Manage operational plan • BSBMGT516A Facilitate continuous improvement • BSBWRK509A Manage industrial relations • BSBHRM402A Recruit, select and induct staff • BSBINM501A Manage an information or knowledge management system <p>Entry Requirements: Must be 18 year old or over and satisfactorily complete HSC Year 12 or AQF Level 4 Business Services competencies or other relevant qualifications or mature age entry with relevant work experience. For international students they required IELTS band score 5.5 or above.</p>	<p>Duration : 33 weeks;</p> <p>NTIS Course Code: BSB51107;</p> <p>CRICOS Course Code: 071194G</p> <p>Tuition Fee: \$5000</p> <p>Material Fee: \$250</p> <p>*Australian Ideal College reserves the right to vary Tuition Fees and/or Materials Fees at anytime without prior notice. For enrolment details, please read the terms and conditions on the reverse page of the application form.</p>
<p>Advanced Diploma of Management*</p> <p>This qualification reflects the role of individuals who have senior or managerial responsibilities. They may oversee the work of others or have specialised roles where they do not supervise others but provide strategic leadership.</p> <p>Possible job titles relevant to this qualification include:</p> <ul style="list-style-type: none"> • Area Manager, • Department Manager, • Regional Manager. <p>Following are the unit of competencies covered in this qualification:</p> <ul style="list-style-type: none"> • BSBINN601A Manage organizational change • BSBMGT616A Develop and implement strategic plans • BSBMGT605B Provide leadership across the organization • BSBMGT617A Develop and implement a business plan • BSBFIM601A Manage finances • BSBRSK501A Manage risk • BSBMGT608B Manage innovation and continuous improvement • BSBMKG609A Develop a marketing plan <p>Entry Requirements: Must be 18 years old or over and satisfactorily complete HSC Year 12 or AQF Level 5 Business Services competencies or other relevant qualifications or mature age entry with relevant work experience. For international students they required IELTS band score 5.5 or above.</p>	<p>Duration : 33 weeks;</p> <p>NTIS Course Code: BSB60407;</p> <p>CRICOS Course Code: 071195G</p> <p>Tuition Fee: \$5000</p> <p>Material Fee: \$250</p> <p>*Australian Ideal College reserves the right to vary Tuition Fees and/or Materials Fees at anytime without prior notice. For enrolment details, please read the terms and conditions on the reverse page of the application form.</p>

ACADEMIC CALENDAR FOR BUSINESS COURSES (2011-2013)**

The academic year is divided into 8 blocks of approximately 5 weeks each. The block schedules for a year are shown as follows:

Academic Calendar for Business Course 2011:			
TERM	Blocks	Duration	Period
Term 1	Block 1	5 weeks	17 Jan 2010—19 Feb 2011
	Block 2	5 weeks	21 Feb 2010—26 March 2011
Break		2 weeks	28 March 2010—09 Apr 2011
Term 2	Block 3	5 weeks	11 Apr 2011—14 May 2011
	Block 4	5 weeks	16 May 2011—18 Jun 2011
Break		2 week	20 Jun 2011—02 July 2011
Term 3	Block 5	5 weeks	04 Jul 2011—06 Aug 2011
	Block 6	5 weeks	08 Aug 2011—10 Sept 2011
Break		2 week	12 Sept 2011—24 Sept 2011
Term 4	Block 7	5 weeks	26 Sept 2011—29 Oct 2011
	Block 8	5 weeks	31 Oct 2011—03 Dec 2011
Summer Holidays		6 weeks	05 Dec 2011—14 Jan 2012

Academic Calendar for Business Course 2012:			
TERM	Blocks	Duration	Period
Term 1	Block 1	5 weeks	16 Jan 2012—18 Feb 2012
	Block 2	5 weeks	20 Feb 2012—24 Mar 2012
Break		2 weeks	26 Mar 2012—07 Apr 2012
Term 2	Block 3	5 weeks	09 Apr 2012—12 May 2012
	Block 4	5 weeks	14 May 2012—16 Jun 2012
Break		2 week	18 Jun 2012—30 June 2012
Term 3	Block 5	5 weeks	2 Jul 2012—04 Aug 2012
	Block 6	5 weeks	06 Aug 2012—08 Sept 2012
Break		2 week	10 Sept 2012—22 Sep 2012
Term 4	Block 7	5 weeks	24 Sep 2012—27 Oct 2012
	Block 8	5 weeks	29 Oct 2012—1 Dec 2012
Summer Holidays		6 weeks	03 Dec 2012—12 Jan 2013

Academic Calendar for Business Course 2013:			
TERM	Blocks	Duration	Period
Term 1	Block 1	5 weeks	14 Jan 2013—16 Feb 2013
	Block 2	5 weeks	18 Feb 2013—23 Mar 2013
Break		2 weeks	25 Mar 2013—06 Apr 2013
Term 2	Block 3	5 weeks	08 Apr 2013—11 May 2013
	Block 4	5 weeks	13 May 2013—15 Jun 2013
Break		3 week	17 Jun 2013—06 July 2013
Term 3	Block 5	5 weeks	08 Jul 2013—10 Aug 2013
	Block 6	5 weeks	12 Aug 2013—14 Sept 2013
Break		2 week	16 Sept 2013—28 Sep 2013
Term 4	Block 7	5 weeks	30 Sep 2013—02 Nov 2013
	Block 8	5 weeks	04 Nov 2013—07 Dec 2013
Summer Holidays		6 weeks	09 Dec 2013—18 Jan 2014

Intakes for Business Courses**

2011:	17 Jan	21 Feb	11 Apr	16 May	04 Jul	08 Aug*	26 Sept	31 Oct*
2012:	16 Jan	20 Feb	09 Apr	14 May	02 Jul	06 Aug*	24 Sept	29 Oct*
2013:	14 Jan	18 Feb	08 Apr	13 May	08 Jul	12 Aug*	30 Sept	04 Nov*

**Note: These intake dates are not applicable to Certificate IV in Business Administration.*

TIMETABLE FOR BUSINESS COURSES**

• Timetable for Group 1:

Days	1 st Session	Break	2 nd Session	Break	3 rd Session
Monday to Tuesday	2:00pm-4:00pm	4:00pm-4:10pm	4:10pm-6:40pm	6:40pm-7:00pm	7:00pm-9:30pm
Wednesday	2:00pm-4:00pm	4:00pm-4:10pm	4:10pm-6:40pm	6:40pm-7:00pm	7:00pm-8:30pm

• Timetable for Group 2:

Days	1 st Session	Break	2 nd Session	Break	3 rd Session
Thursday to Friday	2:00pm-4:00pm	4:00pm-4:10pm	4:10pm-6:40pm	6:40pm-7:00pm	7:00pm-9:30pm
Saturday	9:00am-11:00am	11:00am-11:15am	11:15am-1:15pm	1:15pm-1:30pm	1:30pm-3:30pm

**Australian Ideal College reserves the right to vary Timetables at anytime without prior notice. Please check seat availabilities before enrolments.

For any enquires, please contact
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