



BUSINESS STUDIES

COURSE INFORMATION



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Dear Potential Student,

Thank you for your interest in studying Business at the Brisbane College of Australia.

This document contains our Business Course information. There are two different Business courses available at our college:

- Certificate IV in Business
- Diploma of Business

Brisbane College of Australia is located in the prime position of Brisbane's Central Business District surrounded by many shops, cafes, entertainment and public transport.

We have an experienced, dedicated teaching team and excellent materials. As an insight into our well-equipped facilities, we offer Counselling Services and Social Activities. Our college has a kitchen, lunchroom, computer room, printing and photocopying facilities and library available to all students. The library has a range of books, CDs and journals to assist our students in their learning experience.

Information regarding the course details, duration and entry requirements can be found in the pages to follow.

We hope this information is useful and look forward receiving your application.

Yours Sincerely

Administration Team

2012 Course Information

All fees are Australian Dollars

COURSE	FULL TIME TUITION FEE	DURATION	TEXTBOOKS
Certificate IV in Business	\$4 500	½ year	\$400
Diploma of Business	\$9 250	1 year	\$400

2012 COURSE STARTING DATES

16 Jan	6 Feb	5 Mar	2 Apr	8 May	4 June	2 July	6 Aug	3 Sept	1 Oct	5 Nov	3 Dec
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2012 PUBLIC HOLIDAYS

2 Jan	26 Jan	6 Apr	7 Apr	9 Apr	25 April	7 May	11 June	15 Aug	25 Dec	26 Dec
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ACADEMIC CALENDER

TERM	TERM DATES	HOLIDAY PERIOD
Term 1 2011	10 January 2011 – 25 March 2011	26 March 2011 – 3 April 2011
Term 2 2011	4 April 2011 – 24 June 2011	25 June 2011 – 10 July 2011
Term 3 2011	11 July 2011 – 23 September 2011	24 September 2011 – 2 October 2011
Term 4 2011	3 October 2011 – 23 December 2011	24 December 2011 – 15 January 2012

ACADEMIC CALENDER

TERM	TERM DATES	HOLIDAY PERIOD
Term 1 2011	16 January 2012 – 16 March 2012	26 March 2012 – 3 April 2012
Term 2 2011	2 April 2012 – 15 June 2012	16 June 2012 – 1 July 2012
Term 3 2011	2 July 2011 – 14 September 2012	15 September 2011 – 30 September 2012
Term 4 2011	1 October 2012 – 14 December 2012	15 December 2011 – 13 January 2013

OVERSEAS STUDENT HEALTH COVER

Length of policy	Single	Family
Up to 3 months	\$99.99	\$250.14
Up to 6 months	\$199.98	\$500.28
Up to 9 months	\$299.97	\$750.42
Up to 12 months	\$399.96	\$1,000.56

Health Cover is provided by Bupa OSHC. All premiums include GST, are in Australian dollars and may be subject to change.

ACCOMMODATION

TYPE	PRICE (\$AU)	PROVIDED
Homestay	\$230 p/wk	3 Meals/day & Utilities
Share Accommodation	\$150-250 p/wk	Price includes an estimation of food and utilities costs.

Accommodation requires a \$100 placement fee and additional nights for home-stay accommodation is \$30 per night.

SAMPLE TIMETABLE*

DAY/TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30am – 10:00am	Business	Business	Business	Business	Business
10:00am – 10:15am	Break				
10:15am – 11:30am	Business	Business	Business	Business	Business
11:30am – 11:45am	Break				
11:45am – 1:00pm	Business	Business	Business	Business	Business

*The sample timetable is subject to change

Certificate IV in Business

BSB40207

Course Length: ½ year



Description

This qualification is aimed at people wishing to obtain a lower to medium level business position or wanting to expand on their Certificate III qualification and is ideally suited to people who wish to gain knowledge and theory in some depth, across a range of business areas.

Students will be required to complete a core unit in Occupational Health and Safety and their choice of electives from Customer Service, Continuity, Administration, Innovation, Intellectual Property, Interpersonal Communication, Learning and Development, Marketing, Recordkeeping, Research, Sustainability, Writing and various Management fields.

Entry Requirement

For International Students, the pre-requisite for entering this course is an IELTS score of 5.5 with no band less than 5.0 (or equivalent). A high school certificate is also required to enter this course.

Career and Study pathway

Students who successfully complete this course may find employment in lower to medium level business positions, such as an Administrator or Project Officer or continue on to further business study such as Diploma of Business or University Degree Programs.

Units of Competency

This qualification requires students to complete 10 units of competency. It allows for 1 specific core unit, then a further 9 elective units may be chosen from any of the fields listed below. The elective units must be relevant to the work outcome and local industry requirements.

Students who have already completed any Certificate IV in Business units may apply for Recognition of Prior Learning towards the qualification (More information on appropriate units that may be credited towards this qualification is available upon request).

The units of competency that will be offered have been listed below grouped by field:

Core Units

Occupational Health and Safety

BSBOHS407A Monitor a safe workplace

Elective Units

Customer Service

BSBCUS401A Coordinate implementation of customer service strategies

BSBCUS402A Address customer needs

BSBCUS403A Implement customer service standards

Continuity

BSBCON401A Work effectively in a business continuity context

Financial Administration

BSBFIA402A Report on financial activity

General Administration

BSBADM405B Organise meetings

BSBADM409A Coordinate business resources

Innovation

BSBINN301A Promote innovation in a team environment

Intellectual Property

BSBIPR401A Use and respect copyright

BSBIPR402A Protect and use new inventions and innovations
BSBIPR403A Protect and use brands and business identity
BSBIPR404A Protect and use innovative designs
BSBIPR405A Protect and use intangible assets in small business
Interpersonal Communication
BSBCMM401A Make a presentation
Learning and Development
BSBLED401A Develop teams and individuals
Marketing
BSBMKG413A Promote products and services
BSBMKG414A Undertake marketing activities
Project Management
BSBPMG510A Manage projects
Recordkeeping
BSBRKG402B Provide information from and about records
Relationship Management
BSBREL401A Establish networks
Research
BSBRES401A Analyse and present research information
Risk Management
BSBRSK401A Identify risk and apply risk management processes
Sustainability
BSBSUS301A Implement and monitor environmentally sustainable work practices
Writing
BSBWRT401A Write complex documents

Program Structure

All units of competency are to be taught separately due to the wide range of possible combinations available. This allows for students to choose units which do not overlap with other units they have chosen, or have already completed.

The duration of this course will only be offered as 6 months.

Diploma of Business

BSB50207



Course Length: 1 year

Description

This course is ideal for those wishing to enter the middle to upper echelons of business, or those wishing to expand on their previous Certificate IV qualification. Students will gain an extensive depth of understanding across a broad range of business areas. The Diploma of Business is suited to students with substantial experience in a range of settings and who are seeking to further develop their skills across a wide range of business functions.

Students will select units from Advertising, Business Administration, Human Resources Marketing, Public Relations, and various Management fields.

Entry Requirement

For International Students, the pre-requisite for entering this course is an IELTS score of 5.5 with no band less than 5.0 (or equivalent). A high school certificate and the successful completion of the Certificate IV in Business is also required.

Career and Study Pathway

Upon successful completion of this course students may gain employment in middle to upper business as an Executive Officer, Program Consultant or Coordinator, may go on to study an Advanced Diploma, or use this qualification to gain credit for a the first year of University Degree in Business.

Units of Competency

This qualification requires students to complete 8 units of competency. It allows for 8 units to be selected from any of the units listed below. No more than 3 may be selected from any one area. The units must be relevant to the work outcome and local industry requirements.

Students who have already completed any Diploma of Business units may apply for Recognition of Prior Learning towards the qualification (More information on appropriate units that may be credited towards this qualification is available upon request).

The units of competency that will be offered have been listed below grouped by field

Advertising Units

Advertising

BSBADV503B Coordinate advertising research

BSBADV507B Develop a media plan

BSBADV509A Create mass print media advertisements

BSBADV510A Create mass electronic media advertisements

BSBADV511A Evaluate and recommend advertising media options

BSBADV512A Develop an advertising strategy and brief

Business Administration Units

Financial Administration

BSBFIM502A Manage payroll

General Administration

BSBADM502B Manage meetings

BSBADM503B Plan and manage conferences

BSBADM504B Plan or review administration systems

BSBADM506B Manage business document design and development

Human Resource Management Units

BSBHRM501A Manage human resources services

BSBHRM502A Manage human resources management information systems

BSBHRM504A Manage workforce planning

BSBHRM505A Manage remuneration and employee benefits

BSBHRM506A Manage recruitment, selection and induction processes

BSBHRM507A Manage separation or termination

BSBHRM509A Manage rehabilitation or return-to-work programs

BSBHRM510A Manage mediation processes

Learning and Development

BSBLED502A Manage programs that promote personal effectiveness

Marketing Units

Marketing

BSBMKG501B Identify and evaluate marketing opportunities

BSBMKG502B Establish and adjust the marketing mix

BSBMKG506B Plan market research

BSBMKG507A Interpret market trends and developments

BSBMKG508A Plan direct marketing activities

BSBMKG509A Implement and monitor direct marketing activities

BSBMKG510A Plan electronic marketing communications

BSBMKG514A Implement and monitor marketing activities

BSBMKG515A Conduct a marketing audit

Public Relations

BSBPUB501A Manage the public relations publication process

BSBPUB502A Develop and manage complex public relations campaigns

BSBPUB503A Manage fundraising and sponsorship activities

BSBPUB504A Develop and implement crisis management plans

Management Units

Continuity

BSBCON601A Develop and maintain business continuity plans

Information Management

BSBINM501A Manage an information or knowledge management system

Intellectual Property

BSBIPR501A Manage intellectual property to protect and grow business

Project Management

BSBPMG510A Manage projects

Risk Management

BSBRISK501A Manage risk

Workplace Effectiveness

BSBWOR501A Manage personal work priorities and professional development

Program Structure

All units of competency are to be taught separately due to the wide range of possible combinations available. This allows for students to choose units which do not overlap with other units they have chosen, or have already completed.

The duration of this course will only be offered as 1 year.

All Students must read this document carefully before signing the student agreement

REFUND POLICY

1. All requests for cancellations, transfers and refunds must be made in writing and require the presentation of relevant supporting documentation.
2. Upon approval the application will be refunded in accordance with the ESOS regulations.
3. No refunds will be given to students who are expelled for unacceptable behaviour or non-compliance with visa conditions.
4. If, after the full payment of fees a student withdraws an application the following will apply:
 - 4.1 If written notice is received by BC for more than 28 days before the commencing of the course a cancellation fee of 15% will be deducted from the fees received.
 - 4.2 If written notice is received by BC up to 28 days, but more than 14 days prior to the course commencing a cancellation fee of 20% will be deducted from fees received.
 - 4.3 If a student withdraws within 14 days of the commencement of the course, no refund will be made.
 - 4.4 No refund will be made for that portion of the tuition fee that is payable as counselling fees to the students appointed agent.
5. If the visa is refused by the Australian Authority an administration fee will be deducted and a refund of the tuition fee will be given.
6. If the course has not commenced and BC cannot deliver the course, BC will refund your full tuition fee (including your enrolment fee).
7. If the course has commenced and BC can no longer deliver the course, BC will refund the tuition fees for the portion of the course that has not yet been delivered.
8. The registered provider's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.
9. This agreement does not remove the right to take action under Australia's consumer protection laws.
10. BC may provide student information, including enrolment details, visa-related information, academic performance and attendance records, to Australian Commonwealth and State agencies and to the managers of the ESOS Assurance Fund.
11. In the case of a student returning home any refund will only be made after the student ID card is returned and immigration notified.

GUARANTEE OF TRAINING/ASSESSMENT

Once a student has successfully enrolled and paid for an entire course, BC is under obligation to deliver the training and assessment for that entire course. In the event that BC is unable to deliver the training and assessment for that course, a refund will be given in accordance with BC's Refund Policy.

ATTENDANCE OBLIGATIONS

Students studying courses in Australia on a student visa are required by law to attend 80% of all classes. It is mandatory to attend 20 hours of lessons per week. BC is under obligation to report to the Department of Immigration and Citizenship if this requirement is not met.

TRANSFERS

Transfer to another educational institution

1. Under Student Visa Regulations it is not possible to transfer to another education institution for the duration of any preliminary course and/or the first six months of the principal course, except where:
 - 1.1 The college has ceased to be registered or the course in which the student is enrolled has ceased to be registered.
 - 1.2 A written letter of release has been provided by the College.
 - 1.3 A sanction has been imposed on the College's registration by the Queensland or Australian Government that prevents the student from continuing the principal course.
- 1.3 Any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.
2. Requests for transfer must be made to the Administration Office in writing and be accompanied by a letter of offer from the receiving institution. Evidence of exceptional and/or extenuating circumstances is also required.
3. If approved, any money transferred will be in accordance with BC's Refund Policy.

Transfer to another course at BC

- 1 All applications to transfer to another course at BC should be made on the 'Request for Internal Transfer' form available at the Administration Office in consultation with the relevant teaching departments.
- 2 Where a transfer is granted students must pay an administration fee of AU\$100 plus any additional tuition fees applicable to the new course before starting the new course.

ACCOMMODATION AND AIRPORT TRANSFER FEE REFUND POLICY

1. If the student's application for enrolment or visa is denied, a full refund is given.
2. Except for in the above instance, the Accommodation Placement and Airport transfer fees are non-refundable.
3. If at least 28 days notice is given for cancellation of accommodation, a full refund will be given. If less than 28 days notice is given, a cancellation equal to 2 weeks rent is incurred. After accommodation has commenced, 2 weeks notice must be given, otherwise the above cancellation charge is incurred.
4. If the College is not notified of any change in flight details at least 48 hours before arrival, another Airport transfer fee may be incurred.

ACCOMMODATION FEES

Placement Fees:	\$100
Home-stay (at least 4 wks):	\$230 p/wk
Additional Nights:	\$30 per night

(Includes all meals throughout your stay)

Brisbane College of Australia

Application Form

PERSONAL INFORMATION

Family Name _____
 Given Name/s _____
 Date of Birth (d/m/y) / / Sex: F M
 Nationality _____
 Language _____
 Passport Number _____
 Home Address _____

Current Address _____

Note: You must notify BC of a change in address while enrolled in a course.

Telephone _____
 E-mail Address _____

Do you have any special needs that may affect or prevent you from completing any of the course requirements? _____

VISA STATUS IN AUSTRALIA

Student Holiday Visitor Other

STUDENT'S ENGLISH LEVEL

Elementary Pre-Intermediate
 Intermediate Upper Intermediate
 Pre-Advanced Advanced
 (Your level will be officially assessed when you enter the school)

Program Selection English Programs

Business English General English IELTS

Term 1: 16 Jan – 14 Mar Term 2: 2 Apr – 15 Jun

Term 3: 2 Jul – 14 Sep Term 4: 1 Oct – 14 Dec

Less than 9 weeks start date: ___/___/___

CAE FCE

Term 1: 12 Mar – 8 Jun Term 2: 3 Sep – 30 Nov

Vocational Education and Training Course

Please write the name of the course you are applying for _____

Note: Please attach a passport copy for enrolment into any course. If enrolling in a certificate or diploma course please attach English test results and certified copies of your highest level of education.

Recognition of Prior Learning

I wish to apply for recognition of prior learning (domestic student only)

ACCOMMODATION

BC accommodation placement fee AU\$ 100

I prefer BCE home-stay for weeks

I will make my own living arrangements.

Course Start Date: ___/___/___ Weeks: ___

AIRPORT TRANSFER FEES

Transfer from airport to accommodation AU\$100

Do you require Airport Transfer service? Yes No

HEALTH INSURANCE

Do you require OSHC? Single Family No

Student Visa Students must have Overseas Student Health Cover (OSHC).

Month	3	6	12	18	24
Single	\$99.99	\$199.98	\$399.96	\$599.94	\$799.92
Family	\$250.14	\$500.28	\$1000.56	\$1650.33	\$2200.44

AGREEMENT

I certify that the information provided on this form, including attachments is true and correct. I have read, understand and agree to the terms and conditions of enrolment as set out overleaf (pages one and two).

_____/_____/_____
 Signature Date

UNDER 18 APPLICANTS

Will you be accompanied by a guardian? Yes No

If no, College Guardian fee is \$750.00

If the student is under the age of 18, a parent or guardian's signature is required:

_____/_____/_____
 Signature Date

AGENT DETAILS

Please complete this section if your application is being submitted by an approved education agent.

Name of Consultant _____

Business Name of Agent _____

Where to send your application:

Brisbane College of Australia
PO Box 10704 Adelaide Street
Brisbane Qld Australia 4000
Email: study@bc.edu.au

How did you hear about us?

Our Website Friend/Family Agency
 Advertisement School Other _____



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