

Diploma of Business Administration

BSB50415



A **Diploma of Business Administration** gives you the chance to create a solid foundation for your future, particularly if you are looking to further your career by obtaining advanced-level administrative skills or investigating a career change into an alternative sector or discipline.

By completing the Diploma of Business Administration, you will have the opportunity to build on your existing knowledge, skills and experience to develop advanced-level admin skills to work in a variety of support roles.

Learn how to establish and maintain a workgroup network, manage meetings, plan and manage conferences, overhaul administrative systems, manage payroll and design or develop business documents.

POTENTIAL CAREER OPPORTUNITIES

- Senior Administration Officer/Managers
- General Office Manager
- Executive Personal Assistant

ENTRY REQUIREMENTS

- Students must have computer literacy skills
- Access to a computer, the Internet and an active email address
- Have the required language, literacy and numeracy skills of Diploma level
- Capacity to complete the assessment items within the required timeframes

Other entry requirements may be requested if you choose to access VET FEE-HELP* through our partner Registered Training Organisation, the Australian Institute of Personal Trainers (RTO ID: 32363)*.

COURSE DELIVERY

- Online - 12 months
- 8 units of competency
- Delivered in a flexible learning package designed to suit you, our fully accredited course material is accessible anywhere and anytime, ready for completion at your own pace through our industry leading eCampus platform.

COURSE PAYMENT OPTIONS

Our Diplomas come with a range of different payment options to suit your lifestyle and budget. You can choose to pay for this course upfront or access one of our installment plans. VET FEE-HELP* is also available on this course through our partner Registered Training Organisation, the Australian Institute of Personal Trainers (RTO ID: 32363)*. To discuss what option would suit you best please speak to one of our Careers Advisors.

COURSE UNITS

Unit Code	Unit Name
BSBWOR501	Manage personal work priorities and professional development
BSBPMG522	Undertake project work
BSBADM502	Manage meetings
BSBADM504	Plan and implement administrative systems
BSBADM506	Manage business documents design and development
BSBCUS501	Manage quality customer services
BSBFIM502	Manage payroll
BSBMGT502	Manage people performance

For more information visit www.foundationeducation.edu.au

Foundation Education Pty. Ltd. ABN 60 147 702 725 RTO Number 22557. *VET FEE-HELP is an Australian Government loan scheme, which can be used to help you pay for all or part of your tuition fees. Eligibility criteria apply. *If you enrol in a Diploma course with VET FEE-HELP you will automatically become a student of the Australian Institute of Personal Trainers and are subject to their Terms and Conditions.

Skills Certified Australia
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