



BSB50415 Diploma of Business Administration

Overview:

The Diploma of Business Administration qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. This qualification would apply to individuals with various job titles including administration managers, general office managers and office managers. Individuals in these roles may possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and/or the work of a team. Job titles relevant to this course may include:

- Accounts supervisor
- Executive personal assistant
- Office administrator
- Project assistant
- Team leader
- Office manager
- Administration manager

Pre-requisites:

There are no pre-requisite units required to enrol into this course under the training package, however participants must have basic computer skills and access to a reliable computer with internet and e-mail access.

Licence & Regulatory Requirements:

Not Applicable

Units of Competency:

On successful completion participants will be issued with a qualification certificate with the following units:

Core Units:

There are no core units

Elective Units:

BSBADM502 Manage meetings
BSBADM503 Plan and manage conferences
BSBADM504 Plan and implement administrative systems
BSBADM506 Manage business document design and development
BSBPMG522 Undertake project work
BSBCUS501 Manage quality customer service
BSBINN301 Promote Innovation in a team environment
BSBMGT502 Manage people performance

Delivery method:

Option 1: Online / self-paced with 12 months to complete. This course could be completed with 30 - 35 hours of study per unit, depending on the individual learner and their personal circumstances and other commitments.

Option 2: Classroom (group bookings only)

Fees and charges:

Fees include all assessments

Option 1: \$799

Option 2: Group bookings only- please contact us for pricing

Recognition of prior learning: \$1,500

More information:

Please head to our website <http://www.atiaustralia.edu.au> to view our learner handbook, which outlines all terms and conditions.

If you require any further information, please do not hesitate to contact us on 1300 738 850 or via e-mail: admin@atiaustralia.edu.au or visit our head office at Shop 7, 51 Brighton Rd, Sandgate QLD 4017.