

School of Business



BSB50407 Diploma of Business Administration

GROUP A UNITS

BSBADM502B	Manage meetings
BSBADM506B	Manage business document design and development
BSBADM504B	Plan or review administrative systems
BSBPMG510A	Manage projects
BSBFIM502A	Manage payroll



GROUP B UNITS

BSBCUS501B	Manage quality customer service
BSBMGT502B	Manage people performance
BSBRKG502B	Manage and monitor business or records systems



Description:

This is an excellent course for individuals interested in a career in business administration. It will enable you to obtain a theoretical knowledge base as well as a range of competencies in both technical and managerial areas. These competencies will assist individuals to plan, carry out and evaluate their own work as well as the team in which they work.

Employment opportunities:

Upon successful completion of this qualification, possible job roles for individuals may include Administration Manager, General Office Manager or Office Manager.

Nominal Hours: 360

Mode of delivery:

This course will be delivered face to face for 20 hours per week.

Entry requirements:

Please see over.

Assessment:

Assessment for this qualification is by written reports, case studies, projects, role plays and written assessments. You will receive more information about assessment in the Student Assessment Kit for each unit after enrolment. You will need to buy workbooks for this qualification. Information about course fees and associated charges is contained in the Course Fee flyer available on our website and will be set out in detail in your Letter of Offer.

Course Duration: 20 weeks (18 weeks tuition plus 2 weeks holiday).

Target Groups:

Domestic Students and International Students wishing to pursue roles as Administration Managers or Office Manager

(International Students must hold an approved visa & study on a full-time basis)

Other Important Information:

Further important information (including the availability of Course Credit) is available on the College website under *Studying with us*.



Entry requirements

Students wishing to enrol in this qualification must either:

- hold the BSB40507 Certificate IV in Business Administration or other relevant qualification/s; or
- provide evidence of competency in the majority of units required for the BSB40507 Certificate IV in Business Administration or other relevant qualification/s; or
- have extensive vocational experience in a range of environments in senior support roles. Examples of indicative job roles for students seeking entry based upon their vocational experience includes Administration Officer, Accounts Supervisor, Executive Personal Assistant, Office Administrator, Project Assistant.

Students who do not satisfy the entry requirements listed above must enrol in the BSB40507 Certificate IV in Business Administration. Students are required to satisfactorily complete the BSB40507 Certificate IV in Business Administration prior to undertaking the units in the BSB50407 Diploma of Business Administration.

Pathways from the qualification

After achieving the BSB50407 Diploma of Business Administration, candidates may undertake the BSB60207 Advanced Diploma of Business or a range of other advanced diploma qualifications.

Employability Skills for BSB50407 Diploma of Business Administration

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill Industry/enterprise requirements for this qualification include:

Communication

- managing organisational systems and processes to ensure usability and compliance by all staff
- participating in complex interpersonal exchanges requiring excellent negotiation and writing skills
- using effective interpersonal skills and relating to a wide range of internal and external clients

Teamwork

- delegating tasks as per job role responsibilities to appropriately skilled team members
- working and consulting with others to develop systems and processes

Problem solving

- anticipating problems and preparing contingency plans
- controlling budgets, reconciling figures, rectifying anomalies and applying estimating skills
- researching and analysing data to prepare work plans and processes as required

Initiative and enterprise

- being creative and providing innovative solutions to complex issues
- choosing appropriate systems to meet organisational needs
- designing and developing documentation and related processes
- responding to new and changing circumstances to ensure accurate and timely advice

Planning and organising

- allocating resources to ensure organisational requirements are met
- collecting, collating and analysing information using appropriate workplace business systems
- developing contingency plans and strategising to meet client needs
- managing meetings and conferences effectively through excellent time management and organisational skills

Self management

- following legislative and regulatory requirements to ensure the safety and security of organisational and employee information
- managing own time and priorities and dealing with contingencies
- meeting statutory requirements in respect to payroll and recruitment practices
- taking responsibility as required by work role and ensuring all organisational policies and procedures are followed

Learning

- planning training needs, and monitoring and evaluating training and induction programmes

Technology

- using complex functions of computer software to design and develop templates, standard documentation and user manuals
- using electronic communication devices and processes i.e. computers, internet, intranet, email to produce written correspondence and reports