



## Diploma of Business Administration

### Qualification Description

The Diploma of Business Administration reflects the role of individuals who 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. This qualification provides knowledge and skills in areas including: the planning, review and management of administration systems, business document design and development, managing meetings, conferences and projects.

### Award

The Diploma of Business Administration BSB50407 provides you with a nationally recognised qualification through high quality, flexible, customised training that will have a positive impact on your career and business

### Our Trainers

Outsource Services will provide experienced training staff that inspire you to achieve great things. All our trainers are approved under the Australian Quality Training Framework and are experienced professionals as well as trainers!

### Delivery

We offer flexible training delivery either face to face, self paced or in blended delivery modes. We will tailor the delivery to meet your needs.

Prior learning and current competency will be taken into consideration for all participants.

### Course Duration

This course is a competency based training program and as such the duration of the course is to be determined on individual levels of current competence and RPL. However, expect to take around a month per module for most of our courses.

### Entry Requirements

No entry requirements apply to this qualification.

### Career Opportunities

This program is aimed at developing your skills for a management role in business administration.

### Applicable occupations are:

Administration Manager

General Office Manager

Office Manager.

### Investment

Please call us on 1300 136 904 and one of our friendly Consultants will help you with the best learning option for you.

All of Outsource Services programs form learning pathways to high level study and University entrance and credits.

### FOR FURTHER INFORMATION

Visit our website at

[www.outsourceservices.com.au](http://www.outsourceservices.com.au)

or call us on 1300 136 904





## BSB50407 Diploma of Business Administration Requiring 8 units for the qualification

- **5 administration units**
- **3 elective units**
- The 3 elective units may be selected from the units listed with this qualification, the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed with the qualification, 1 unit may be selected from either a Certificate IV or Advanced Diploma qualification.
- Units from other Training Packages must not duplicate units selected from or available within BSB07 Business Services Training package
- Elective units must be relevant to the work outcome, local industry requirements and the qualification level

### ADMINISTRATION UNITS

BSBFIM502A Manage payroll .....	<input type="checkbox"/>
BSBADM502B Manage meetings .....	<input type="checkbox"/>
BSBADM503B Plan and manage conferences .....	<input type="checkbox"/>
BSBADM504B Plan or review administration systems .....	<input type="checkbox"/>
BSBADM506B Manage business document design and development .....	<input type="checkbox"/>
BSBITB501A Establish and maintain a workgroup computer network.....	<input type="checkbox"/>
BSBPMG510A Manage projects .....	<input type="checkbox"/>

### ELECTIVE UNITS

BSBCUS501A Manage quality customer service.....	<input type="checkbox"/>
BSBINM501A Manage an information or knowledge management system .....	<input type="checkbox"/>
BSBINN301A Promote innovation in a team environment .....	<input type="checkbox"/>
BSBMGT502B Manage people performance .....	<input type="checkbox"/>
BSBRKG502B Manage and monitor business or records systems .....	<input type="checkbox"/>
BSBSUS501A Develop workplace policy and procedures for sustainability.....	<input type="checkbox"/>
BSBWOR501A Manage personal work priorities and professional development.....	<input type="checkbox"/>
BSBWOR502A Ensure team effectiveness .....	<input type="checkbox"/>

