DIPLOMA OF BUSINESS ADMINISTRATION

BSB 50407

THE NEW DIPLOMA IN BUSINESS (ADMINISTRATION) IS DESIGNED TO PROVIDE MANAGERIAL LEVEL TRAINING FOR THE CLERICAL-ADMINISTRATIVE OCCUPATION. IT WILL PROVIDE A BASIS FOR A WIDE RANGE OF CAREERS AND OCCUPATIONS. IT IS DESIGNED TO PROVIDE OPPORTUNITIES FOR PARTICIPANTS WHO ARE SEEKING ENTRY INTO HIGHER LEVEL POSITIONS AND NEED TO GAIN SKILLS AND KNOWLEDGE TO UPGRADE TO DIPLOMA LEVEL CLERICAL-ADMINISTRATIVE POSITIONS SUCH AS: OFFICE MANAGERS, BUSINESS ADMINISTRATORS, AND SENIOR EXECUTIVE ASSISTANTS.

COURSE OBJECTIVES

This qualification 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.

On completion of this course, you should be able to:

- plan and manage meetings, projects, payroll and conferences;
- plan or review administration systems;
- manage people performance and quality service; and
- ensure team effectiveness.

COMPONENTS

BSBFIM502A
Manage payroll

BSBADM502B
Manage meetings

BSBADM503B
Plan and manage conferences

BSBPMG510A
Manage projects

BSBADM504B
Plan or review administration systems

BSBCUS501A
Manage quality customer service

BSBMGT502B
Manage people performance

BSBWOR502A
Ensure team effectiveness

DURATION

The total nominal hours for this course are 375 hours. This should include completing both the online training module and the associated formal assessment component.

FULL TIME

Load – 12hrs/wk
Duration – 32 weeks
Maximum 12mths access to online course. *(Approx. 10-20hrs to complete each unit).*

DELIVERY MODE

Online

PREREQUISITES

Course entry requirements include:

- sufficient literacy and numeracy skills to complete the course; and
- access to an Internet connection and computer.

COST

Member	$3,218
Corporate Supporter	$3,960
Standard	$4,950

This qualification is delivered online providing you with the flexibility to complete the training when and where you wish. You will be fully supported throughout the learning process by qualified trainers from Accredited Online Training (AOT), Australia's leading provider of online qualifications.

YOUR LEARNING . OUR PASSION

Book online now at **www.qld.ipaa.org.au** or call us on (07) 3228 2800

Institute of Public Administration Australia Queensland

IQ TRAINING