

BSB50415 Diploma of Business Administration



Our Diploma of Business Administration is designed for learners seeking to further develop their administration and office coordination and management skills

The course is particularly designed for learners with some business or work experience looking to formalise or expand their existing administration skills.

Learner may currently work (or have previously worked) in roles such as Executive Assistant or Office Administration and be looking to advance into more responsible office management roles

Our Difference

Business College Online, is a fully-accredited Registered Training Organisation (RTO Number 91779) and one of Australia's most respected providers of management and business courses



- We use exceptional learning materials to ensure that you enjoy your studies.
- We provide outstanding support to help you complete your course as fast as you can.
- We deliver flexible, distance learning materials as well as organisation-based courses so that you can take your studies with you wherever you go.

Our training college is proud to help Australian business focused people to develop a pathway to gaining the essentials of business management and develop a skill set that will be effective throughout their business careers

Course Duration maximum timeframe 18 months (NB: could be completed earlier)



Entry Requirements

This course has the following enrolment requirement:

- Minimum age 16 years
- Have access to a fully-functional computer/smart device loaded with a web-browser (e.g. Internet Explorer, Firefox) and appropriate software applications to read PDF files (e.g. Adobe), produce documents (e.g. Microsoft Word etc)
- Have access to a computer/smart device with reliable Internet access (ability to download and upload documentation from/to the Dragon College of Business online learning server)
- Have a current valid email account for online learning and assessment communication and support;
- Have a telephone and current valid telephone number for learning and assessment communication and support
- Should have some work experience within the office environment
- Successfully complete all assessment tasks within the required timeframes

Commencement of subject or course

A subject or course is deemed to have started if the "start of study date" has passed and the delivery of the course has commenced.

On-line delivery is said to have commenced if the course is open in the on-line environment for the individual student.

This is automatic once appropriate fees have been paid

Career Opportunities

Successful completion of this qualification may lead to career opportunities such as:

- Administration Manager
- General Office Manager
- Office Manager
- School Administration
- School Administration Assistant

Business College Online - Dragon College of Business

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RPL (Recognition of Prior learning) / Credit transfer

A student may apply for RPL on the basis of their experience (work experience or other experience, including qualifications completed) and our College will grant them credit for any units where the student can provide sufficient evidence that they have already met the requirements of the competency standards set by industry.

Learners applying for RPL may be required to undergo further assessment before being granted RPL.

RPL and or Credit transfer is available and you must meet the criteria associated with this process. Regardless of the assessment pathway undertaken the pricing structure remains the same

Total of 8 units of competency required to complete this Qualification

You may choose from the list below a maximum of 8 units in total.

Course units (5 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

Elective Units of Competency (3)

BSBCUS501	Manage quality customer service
BSBINM501	Manage and information or knowledge management system
BSBINN301	Promote innovation in a team environment
BSBMGT502	Manage people performance
BSBRKG502	Manage and monitor business or record systems
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBOWR501	Manage personal work priorities and professional development
BSBWOR502	Lead and manage team effectiveness
BSBFIM502	Manage payroll
BSBITB501	Establish and maintain a workgroup computer network

Learning Outcomes

- Access the latest thinking about business and management and apply this to your current and future roles
- Learn how to organise many of the critical functions in every organisation, including teams, projects, meetings, and the performance of yourself and your colleagues
- Develop skills in marketing planning and strategy and strategy implementation
- Become a more effective team leader
- Practise more effective ways of managing your own work-life
- Provides the foundation for advanced studies in business and for future roles in business management
- Consider how managing key stakeholders such as customers can be undertaken more effectively
- Practise more effective ways of managing your work-life balance

Assessment

Our Diploma of Business has been designed for the use of both distance learning, the workplace and previous work experience for assessment activities.

As a competency based qualification, the assessment tasks seek evidence that learners have mastered the skills and knowledge contained in each unit.

Commonly used assessment activities in our units are Quizzes with Electronic exams, quick learning activities, work-based projects, case studies, discussions, practical exercises and personal reflections.



E-Learning (web-based online component)

E-Learning quizzes and exams form part of the assessment process; Assignments and workbooks will need to be completed and you will be required to demonstrate that you have an understanding of the knowledge in relation to these Units of Competency



