

BSB50415 DIPLOMA OF BUSINESS ADMINISTRATION

CRICOS 091729E

COURSE OVERVIEW

The Diploma of Business Administration provides managerial level training for clerical and administrative personnel moving into leadership roles. You will build on existing skills and knowledge in business technology, organisation and coordination, and will develop expertise in team effectiveness, project management, resource allocation and communication.

This Diploma of Business Administration is geared towards preparing administrative personnel for a wide range of leadership and top-tier administrative roles. It teaches advanced corporate management values and processes that form the cornerstone of enterprising executive careers.

JOB PROSPECTS

Administration Manager, Accounts Clerk, Accounts Payable Clerk, Personal Assistant, Office Administrator, Receptionist

ENTRY REQUIREMENTS

- Students must be at least 18 years old.
- Completion of Year 12 or equivalent.
- Non school-leavers are selected according to eligibility and merit, vocational experience, previous study and personal competencies.
- English language requirements: IELTS 5.5 (with no individual band less than 5.0) or equivalent, or Site Institute pre-admission level 4.

INTAKES

**MULTIPLE
INTAKES**

DURATION

52 WEEKS



**INDUSTRY CONNECTED.
FUTURE FOCUSED.**

488 Queen Street, Brisbane, QLD 4000

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apply@si.edu.au
si.edu.au

PATHWAYS

Completion of a Site Institute Diploma of Business Administration will provide you with a pathway into a Bachelor degree at leading Australian Universities.

This means you can cut down the amount of time and money you need to complete your degree, or in some cases, even enrol straight into the second year of your university course.

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) is available for each Unit of Competency based on relevant workplace experience, formal training or other expertise.

Recognition will involve mapping and submission of evidence in a portfolio form to be assessed by Site Institute assessors.

UNITS

BSBADM502 Manage meetings

BSBADM504 Plan and implement administration systems

BSBADM506 Manage business document design and development

BSBFIM502 Manage payroll

BSBPMG522 Undertake project work

BSBWOR501 Manage personal work priorities and professional development

BSBCUS501 Manage quality customer service

BSBINN301 Promote innovation



*Information current at time of printing. Units may be subject to change.

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