

Qualification Outline

Diploma of Business Administration

Code: BSB50407

QUALIFICATION PACKAGING RULES

8 units must be selected for this qualification

5 Administration units *plus*
3 Elective units

Administration Units

- BSBFIM502A Manage payroll
- BSBADM502B Manage meetings
- BSBADM503B Plan and manage conferences
- BSBADM504B Plan or review administration systems
- BSBADM506B Manage business document design and development
- BSBITB501A Establish and maintain a workgroup computer network
- BSBPMG510A Manage projects

Elective Units

The 3 elective units may be selected from the elective units listed below, the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed below, 1 unit may be selected from either a Certificate IV or Advanced Diploma qualification.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

- BSBCUS501A Manage quality customer service
- BSBINM501A Manage an information or knowledge management system
- BSBINN301A Promote innovation in a team environment
- BSBMGT502B Manage people performance
- BSBITB501A Establish and maintain a workgroup computer
- BSBSUS501A Develop workplace policy and procedures for sustainability
- BSBWOR501A Manage personal work priorities and professional development
- BSBWOR502A Ensure team effectiveness

Delivery

- On-site delivery program
- Self paced distance learning
- Recognition of Prior Learning/Recognition of current competencies

For further information on courses or training options, please contact us by

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Email: clientservices@setraining.com.au