

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 systems
● BSBINN301A	Promote innovation in a team environment
● BSBMGT502B	Manage people performance
● BSBRKG502B	Manage and monitor business or records systems
● 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

Phone: 1300 739 320

Email: admin@setraining.com.au