



BSB51407 Diploma of Business Administration

Course Description

This qualification reflects the role of individuals who are engaged to manage the work of others or to add value to or review management practices. Their role may be in any industry or organisational setting. Typically people in these roles will have considerable experience in their respective industries or vocational areas and couple an informed perspective of the specific work requirements with their managerial approaches.

The BSB51407 Diploma of Business Administration requires a sound theoretical knowledge base of high level administrative and managerial competencies to plan, carry out and evaluate own work and/or the work of a team.

Qualification Rules

Total number of units = 8

5 core units from the core units listed below plus

3 elective units

The **3 elective units** may be selected from the core or elective units listed below. If not listed below, 1 unit may be selected from either a Certificate IV or Advanced Diploma qualification.

Subjects

Choose from the following subjects in designing a course that suits your needs:

Core units (choose 5)	Elective units (choose 3)
BSBFIM502A Manage payroll	BSBCUS501A Manage quality customer service
BSBADM502B Manage meetings	BSBINM501A Manage an information or knowledge management system
BSBADM503B Plan and manage conferences	BSBINN301A Promote innovation in a team environment
BSBADM504B Plan or review administration systems	BSBWOR501A Manage personal work priorities and professional development
BSBADM506B Manage business document design and development	BSBWOR502A Ensure team effectiveness
BSBPMG510A Manage projects	BSBMGT515A Manage operational plan
	BSBMGT516A Facilitate continuous improvement
	BSBOHS509A Ensure a safe workplace

Delivery

Delivery options for this course are:

Programs (6-9 Session Workshop Delivery): 3-4 hour sessions conducted every 4 weeks, with 2 one hour face to face individual session at your workplace to enhance assessment and provide greater individual understandings of the competencies in the workplace. With the course covering topics over a 6 month period, participants are more able to reflect and apply lessons into the workplace.

Recognised Prior Learning (RPL): feel that you already have the skills covered in any of our qualifications or units of competence? RPL is a process to recognise your current skills.

Price

Our website price for this course is:

\$2,640 (for individuals)

\$2,200 (for groups of 4 or more)

The current price for RPL of the qualifications is:

\$1,144

Payment plans allow expenditure to be spread across the term of the qualification.

Students undertaking the Certificate IV can be assessed as a dual qualification to attract funding using existing worker traineeships.

The Next Step

To enrol in this course click on the enrolment form

Alternatively, and for further information, contact Seed Skills via email at admin@seedskills.com

