

Diploma of Business Administration

This qualification would apply to individuals with various job titles including administration managers, general office managers and office managers. Individuals in these roles may possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and/or the work of a team.



BSB50415

Diploma of Business Administration

Course structure - 8 units:

- BSBWOR501 Manage personal work priorities and professional development
- BSBLED501 Develop a workplace learning environment
- 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
- BSBCUS501 Manage quality customer service

This course is delivered over 12 months with a flexible learning approach.

Content is delivered online with weekly supportive classroom sessions at Brisbane, Gold Coast and Cairns campuses.

Cost:

Fee for Service: \$5000

Entry requirements:

- Australian year 10, or equivalent



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Visit our website www.seroinstitute.com.au or call us at +61 1800 206 010 for more information about available courses.