



CRICOS: **092955J**

SERO | **Business**

BSB50415 Diploma of

Business Administration

Administration Managers ✓

General Office Managers ✓

Office Managers ✓

This qualification applies 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.

Take the first steps in making your dream a reality. Chat to Sero Institute today about their Diploma of Business Administration and find out how you can join their growing list of successful students.

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*SERO is with
you every step
of the way.*



SERO Institute PTY Ltd RTO # 32303 CRICOS # 03528K

BSB50415

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Diploma of Business Administration

Course structure 0 Core / 8 Elective units | **Course Duration:** 54 Weeks

- ✓ **BSBWOR501** Manage personal work priorities and professional development
- ✓ **BSBLED501** Develop a workplace learning environment
- ✓ **BSBCUS501** Manage quality customer service
- ✓ **BSBADM502** Manage meetings
- ✓ **BSBADM506** Manage business document design and development
- ✓ **BSBADM504** Plan and implement administration systems
- ✓ **BSBADM503** Plan and manage conferences
- ✓ **BSBPMG522** Undertake project work

Entry Requirements:

1. Age 16+
2. IELTS (General) 5.5 or equivalent English proficiency
3. Completed high school, or equivalent

- 📍 **Main Campus** 6-8 Scarborough St, Southport QLD 4215
- 📍 **Queen Street Campus** 3-4/115 Queen St, Brisbane QLD 4000
- 📍 **North Quay Campus** 205 North Quay, Brisbane QLD 4000
- 📍 **Mount Gravatt Campus** Level 2, Nexus Centre, 96 Mount Gravatt Capalaba Road, Upper Mount Gravatt QLD 4122
- 📍 **Perth Campus** 28 Eighth Avenue, Maylands WA 6051

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