

# Diploma of Business Administration



## Descriptor

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.

## Possible Job Titles

- Administration Manager
- General Office Manager
- Office Manager

## Mode of delivery

This course is delivered to domestic students via online/distance education. There is 800 hours of online/distance training and 400 hours of independent, unsupervised study and research projects.

## Assessment and Monitoring

Assessment for this qualification is by written reports, case studies, projects, role plays, written assessments. Monitoring will take the form of monitoring of online activities and telephone/Skype consultation

## Recognition of Prior Learning

Recognition of Prior Learning (RPL) is available to all students applying for this qualification. Conditions apply. RPL is the recognition of your current skills and knowledge acquired through prior learning from other training, work or life experience.

## Target Groups

Students with substantial experience in a business environment or those wishing to develop such skills to increase their job opportunities.

## COURSE DURATION

52 weeks

## UNITS OF COMPETENCY:

- BSBADM502 Manage meetings
- BSBADM504 Plan and implement administrative systems
- BSBADM506 Manage business document design and development
- BSBPMG522 Undertake project work
- BSBFIM502 Manage payroll
- BSBCUS501 Manage quality customer service
- BSBMGT502 Manage people performance
- BSBWOR501 Manage personal work priorities and professional development

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