Diploma of Business Administration  BSB50407
Participants will identify and assess marketing opportunities. Plan market research, manage workforce planning and risk, manage an information or knowledge management system.

Suggested Units
Course requires 8 elective units
- BSBFIM502A  Manage payroll
- BSBADM502B  Manage meetings
- BSBADM503B  Plan and manage conferences
- BSBADM504B  Plan or review administrative systems
- BSBADM506B  Manage business document design and development
- BSBPMG510A  Manage projects
- BSBMGT502B  Manage people performance
- BSBWOR502A  Ensure team effectiveness

Entry requirements
Preferred pathways for candidates considering this qualification include:
BSB40507 Certificate IV in Business Administration or extensive vocational experience in a range of environments in senior support roles.

Future pathways
After achieving this qualification candidates may undertake a variety of business studies at the advanced diploma level.

Training in South Australia is delivered with Commonwealth Government funding and South Australian Government funding through The Department of Further Education, Employment, Science and Technology.

The information given is intended as a guide. Changes may have occurred since printing. Please check with your nearest MADEC College for further queries.