Diploma of Business Administration  Code  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.

Nationally Accredited Training
TOID 3957

This training is delivered with Victorian and Commonwealth Government funding.
The information given is intended as a guide. Changes may have occurred since printing. Please check with your nearest MADEC College for further information.

To enrol and learn more contact MADEC
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