Diploma of Business Administration

This qualification reflects the role of individuals who 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.

**Delivery:**
- External
- Online
- Traineeship

**Duration:**
Duration will vary depending on the delivery mode selected, however, as a guide the contact hours for classroom based delivery is 1-2 days per week over 12-18 months with self-paced study required between sessions.

**Future Pathways:**
Administration Officer, Accounts Supervisor, Executive Personal Assistant, Office Administrator, Project Assistant.

Course requires completion of 8 elective units (5 chosen elective units from below & 3 units from Group B)

**Elective Units:**
- BSBFIM502 Manage payroll
- BSBADM502 Manage meetings
- BSBADM503 Plan and manage conferences
- BSBADM504 Plan and implement administration systems
- BSBADM506 Manage business document design and development
- BSBITBS01 Establish and maintain a workgroup computer network
- BSBPMGS22 Undertake project work

**Group B Units:**
- BSBCUS501 Manage quality customer service
- BSBINM501 Manage an information or knowledge management system
- BSBINN301 Promote innovation in a team environment
- BSBMGT502 Manage people performance
- BSBRKG502 Manage and monitor business or records systems
- BSBSUS501 Develop workplace policy and procedures for sustainability
- BSBWOR501 Manage personal work priorities and professional development
- BSBWOR502 Lead and manage team effectiveness

For more information & to enrol contact MADEC
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