



BSB50415 DIPLOMA OF BUSINESS ADMINISTRATION

CRICOS CODE: 087310M

COURSE OVERVIEW

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.

JOB OPPORTUNITIES

- Office Manager
- Project Administrator
- Business Administration Managers
- Personal Assistance
- Front Line Administration Officer

ENTRY REQUIREMENT

1. Student must be 18 years of age or over;
2. Students are required to provide evidence to demonstrate English Language competence by any of the following:
 - a. Completing the our Language Literacy and Numeracy test.
 - b. Providing evidence of English language skills test (IELTS or equivalent)
3. Satisfactorily complete a pre-training review interview to determine academic suitability for the chosen course.

International students applying for a student visa are advised to check with the Department of Immigration and Border Protection (DIBP) on separate English requirements that may apply to your student visa application.

COURSE PRE-REQUISITE

There are no pre-requisites for this course.

INTAKES

Please contact AIVTE for course intake information.

COURSE DURATION

- Full-time: 52 weeks

DELIVERY MODES

A flexible blended environment applies to the majority of the target group being a combination of self-paced/tutorial/classroom workshops and work place practical sessions.

LOCATIONS

Gold Coast

10 Scarborough St
Southport, Gold Coast
Queensland 4215
+61 1300 656 693

Sydney

Level 2, Queen St
Auburn, Sydney
New South Wales 2144
+61 1300 083 832

STUDY PATHWAYS

This qualification has pathways for further study in:

- BSB40207 Certificate IV in Business or other relevant qualification





WORLD-CLASS TRAINING

WORLD-CLASS LEADERS



COURSE OUTLINE (UNITS OF COMPETENCY)

TOTAL NUMBER OF UNITS = 8

- 8 elective units

ELECTIVE UNITS

BSBADM502	Manage meetings
BSBADM503	Plan and manage conferences
BSBADM504	Plan and implement administrative systems
BSBADM506	Manage business document design and development
BSBPMG522	Undertake project work
BSBCUS501	Manage quality customer service
BSBMGT502	Manage people performance
BSBSUS501	Develop workplace policy and procedures for sustainability

HOW TO ENROL

Applying to Australian Institute of Vocational and Technical Education (AIVTE) is easy. You can submit your enrolment application any time by email to info@aivte.edu.au. Also, you can call Gold Coast Campus on **+61 1300 656 693** or Sydney Campus on **+61 1300 083 832**.

If your application is successful, we will send you a Letter of Offer including all the enrolment conditions. When you accept it and return a signed copy, we will secure your place in your chosen course.

Enrol now