

# Course Outline

## BSB50407 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.

### Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Administration Manager
- General Office Manager
- Office Manager.

There are no specific pre-requisites for this qualification, however some language, literacy and numeracy skills will be required; if this poses any difficulty at all, discuss with your Work Plus Development + Training contact person, with your workplace supervisor or take advantage of the programs offered by Work Plus Development + Training (refer participants guide).

Distance education gives the individual the flexibility to design a program that suits their needs. Whether looking to launch a career or up skill in an existing role, the Work Plus Development & Training model allows the flexibility to make it work.

Work Plus Development & Training view distance education and workplace education equally, with both achieving the same quality service delivery and nationally recognised qualifications.

In order to ensure that the business and the individuals gain the most out of this qualification, a **flexible** approach is taken by Work Plus Development + Training, which includes:

Undertaking a Training Needs Analysis with the business and the individuals...  
...Negotiating the “Planned Outcomes” with the business and the individuals...  
...Provision of quality learning and assessment resources...

... and as distance education participants, there is still plenty of opportunity to access Work Plus Development & Training’s qualified consultants, using a range of methods including...

- ...Telephone & Facsimile
- ...Email
- ...Online Forums & Blogs

Please ask your Work Plus Development + Training representative to provide you with any further information that you require – qualification rules on following page.

**Enrol now online at [www.workplus.com.au](http://www.workplus.com.au)  
or call 03 6344 3747 to talk to a  
Work Plus Development + Training representative today**

## **Diploma of Business Administration** **– the qualification rules**

**Requiring 8 units for the qualification.**

**5 administration units** plus  
**3 elective units**

The **3 elective units** may be selected from the elective units listed below, the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed below, 1 unit may be selected from either a Certificate IV or Advanced Diploma qualification.

### **Administration Units**

#### **Financial Management**

BSBFIM502A Manage payroll

#### **General Administration**

BSBADM502B Manage meetings

BSBADM503B Plan and manage conferences

BSBADM504B Plan or review administration systems

BSBADM506B Manage business document design and development

#### **IT Building and Implementation**

BSBITB501A Establish and maintain a workgroup computer network

#### **Project Management**

BSBPMG510A Manage projects

### **Elective Units**

#### **Customer Service**

BSBCUS501A Manage quality customer service

#### **Information Management**

BSBINM501A Manage an information or knowledge management system

#### **Innovation**

BSBINN301A Promote innovation in a team environment

#### **Management**

BSBMGT502B Manage people performance

#### **Recordkeeping**

BSBRKG502B Manage and monitor business or records systems

#### **Sustainability**

BSBSUS501A Develop workplace policy and procedures for sustainability

#### **Workplace Effectiveness**

BSBWOR501A Manage personal work priorities and professional development

BSBWOR502A Ensure team effectiveness

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