

Get down to **business** with **Contour College**

BSB50415

Diploma of **Business Administration**

Our **Business Administration** course is designed for those looking to gain more responsibilities in their current or future job role.

Develop the skills and knowledge you need to move forward into senior roles such as an administration manager, or general office manager. You'll learn to plan and review administration systems, along with how to plan and successfully manage meetings, conferences and systems. This nationally recognised qualification combines the practical and theoretical skills needed in a business environment and helps to build confidence in decision making.



Subjects offered in this course:

BSBWOR501	Manage personal work priorities and professional development
BSBCUS501	Manage quality customer service
BSBPMG522	Undertake project work
BSBADM504	Plan and implement administrative systems
BSBMGT502	Manage people performance
BSBADM503	Plan and manage conferences
BSBADM502	Manage meetings
BSBADM506	Manage business document design and development



Australian Government

VET **Student Loans**



DIPLOMA COURSES with **VET Student Loans**

Study now and pay later with our Diploma Courses.
Get the qualifications you need with business training from **Contour College**.

We offer a range of courses to suit your lifestyle and help you on your path to success. From small business basics to management – we can help you get more out of your career.

Call us on 02 **4353 0815**.
Our Course Advisors will help you to choose the course that is right for you and explain more about VET Student Loans.

Course information from **Contour College**



Contour Systems Pty Ltd (ABN 54-069-990-521)

VET Student Loans are available to approved applicants

Contact us 02 4353 0815 to find out if you are eligible to apply



BSB50415 - Diploma of Business Administration

This course is delivered by Contour College (RTO ID: 90504)

Course Duration: 33 weeks

Course Description:

Our Diploma of Business Administration will give you the skills and knowledge you need to administer any type of organisation whether it's in the private, government, or not-for-profit sector.

Career Opportunities:

- Administrator
- Administration Manger
- Office Manager
- Manager of a Professional Practice

Course Structure:

A total of 8 units are required to complete this qualification

Course units on offer:

- SEE REVERSE SIDE Full list of Course Units and Codes

Study Options:

On-line with face-to-face support or a mix of blended learning

Course tuition fees:

AU\$6500 with access to \$5,000 through VET Student Loan Scheme.
\$1,500 Top Up Payment can be made over duration of course.

Delivery Locations:

- New South Wales
- QLD
- Victoria
- ACT
- SA



Contour College engages external support to assist in the marketing and distribution of course materials.
All other services will remain the responsibility of Contour College.
For more student related information visit our website: contourcollege.com.au