

QUALIFICATION OUTLINE

BSB50415 Diploma of Business Administration

At the completion of this qualification the individual will have a sound knowledge base to use a range of specialized, technical or managerial competencies to plan, perform and review their own work and/or the work of others

8 units

All 5 units from
Group A
3 from Electives

Group A (5 units must be completed)	
BSBADM502	<input type="checkbox"/> Manage meetings
BSBADM503	<input type="checkbox"/> Plan and manage conferences
BSBADM504	<input type="checkbox"/> Plan and implement administrative systems
BSBADM506	<input type="checkbox"/> Manage business document design and development
BSBPMG522	<input type="checkbox"/> Undertake project work
Elective options (Remaining units 3 from below)	
BSBMGT502	<input type="checkbox"/> Manage people performance
BSBSUS501	<input type="checkbox"/> Develop workplace policy and procedures for sustainability
BSBWOR501	<input type="checkbox"/> Manage personal work priorities and professional development
BSBWOR502	<input type="checkbox"/> Lead and manage team effectiveness
BSBCUS501	<input type="checkbox"/> Manage quality customer service