

# BSB50415 - DIPLOMA OF BUSINESS ADMINISTRATION

## PROGRAM OVERVIEW

### DURATION \*

Online delivery 52 weeks\*

In class delivery 25 weeks\*\*

### COURSE FEES +

Online delivery \$2,000

In class delivery \$4,250

### PREREQUISITES

Completion of High School Year 12 or equivalent

Certificate IV in Business Administration or equivalent

### YOU WILL NEED

Positive attitude and an interest in business and administration

### CAREER OPPORTUNITIES

Administration Officer

Executive

Personal Assistant

Office Administrator

Project Assistant

+ The Student tuition fees are indicative only and are subject to change without notice.

\*52 weeks is the maximum amount of time, Students are able to work at their own pace and can complete the course sooner if they prefer.

\*\* Duration may vary due to timetable variations, public holidays and study breaks (if applicable).

## DESCRIPTION

AICT's Diploma of Business Administration course is designed for those candidates who want to further develop their skills across a wide range of business functions. The Diploma of Business Administration course includes training and delivery strategies that equip participants with the relevant industry skill sets to successfully handle the most challenging roles in today's business world. This course prepares individuals to launch into a business administration career.

## THIS COURSE IS IDEAL FOR...

People wanting to enhance their career opportunities in business world by diversifying their knowledge in a range of key business functions. This program is also suitable for experienced professionals with no formal qualifications wishing to improve their career advancement opportunities.

## WHAT IS INCLUDED IN THE COURSE

This course follows the structure of the nationally recognised qualification - BSB50415 Diploma of Business Administration

## WHAT'S NEXT?

Graduates of the Diploma of Business Administration can seek employment or continue advancing their knowledge with a bachelor's degree.

## IT ALL ADDS UP WITH AICT!

So, when you finish you'll have in-demand qualifications and be ready to enter the workforce or increase your level of study.

Like what you see? Give us a call, we are here to help!

## UNITS OF COMPETENCY

BSBWOR501- Manage personal work priorities and professional development

BSBINN502- Build and sustain an innovative work environment

BSBADM503- Plan and manage conferences

BSBADM504- Plan and Implement administrative systems

BSBWOR502- Lead and manage team effectiveness

BSBFIM502- Manage Payroll

BSBADM502- Manage meetings

BSBADM506- Manage business document design and development

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**AICT+**