



DIPLOMA OF BUSINESS ADMINISTRATION BSB50415

THE COURSE

The College for Adult Learning helps you achieve your goals with this wholly online diploma qualification course. Designed around your goals, start anytime and finish the course when you want with a generous 24-month timeframe.



24/7 ACCESS

Access your course content any time, anywhere, from the comfort of your own home.



1-1 TUTOR SUPPORT

One on one tutor support with coaching calls when you want them.



NATIONALLY ACCREDITED

Nationally recognised qualifications delivered by The College for Adult Learning.



FLEXIBLE LEARNING

Online learning so you can study when you want and where you want. No more tedious classroom learning!

Are you looking to improve your skills and get qualified in business administration?

The Diploma of Business Administration will help sharpen your competitive edge with a range of select elective subjects designed to hone your administrative skills and advance you to the next level of administrative management.

Learn how to:

- How to fine-tune your operational systems
- Manage meetings
- Develop and design quality business documents
- Execute payroll functions
- Manage budgets and financial plans
- Lead and motivate high performance teams
- Implement and monitor work, health and safety processes
- Monitor people performance
- Provide exceptional customer service

Gain a nationally recognised tertiary qualification

GET QUALIFIED

Already have the skills? New to the industry? Work with your very own course tutor to help you get qualified in a time frame that suits you to receive your nationally recognised diploma qualifications.

COURSE STRUCTURE

The College for Adult Learning has designed the Diploma of Business Administration to have a comprehensive range of units so that you can hit the ground running.

	Unit Code	Unit Title
Core Units	BSBWOR501	Manage Personal Work Priorities and Professional Development
	BSBADM502	Manage Meetings
	BSBADM503	Plan and Manage Conferences
	BSBFIM502	Manage Payroll
	BSBADM506	Manage Business Document Design and Development
	BSBADM504	Plan and Implement Administrative Systems
	Elective Units (Select two)	
Elective Units	BSBCUS501	Manage Quality Customer Service
	BSBWOR502	Lead and Manage Team Effectiveness
	BSBMGT502	Manage People Performance
	BSBFIM501	Manage Budgets and Financial Plans
	BSBHRM405	Support the Recruitment, Selection and Induction of Staff
	BSBWHS401	Implement and Monitor WHS Policies, Procedures and Programs to Meet Legislative Requirements
	BSBHRM403	Support Performance Management Processes
	BSBHRM513	Manage Workforce Planning

A total of 8 units to achieve your qualification

EMPLOYMENT OPPORTUNITIES

This qualification will allow you to apply your learning to a diverse range of industries from finance, property, legal, manufacturing, government, health, hospitality aged care, education and media (just to name a few), this Diploma will help consolidate your dream career.

Possible roles include:

- Senior Administration Officer/Manager
- General Office Manager
- Office Manager
- Accounts Supervisor
- Administration Coordinator/Manager
- Team Leader
- Executive Personal Assistant
- Senior Executive Assistant

This Diploma will help consolidate your dream career.





FREQUENTLY ASKED QUESTIONS

Is this course right for me?

If you're looking to take the next step in your career, learn new skills and move into a higher managerial role, then absolutely!

Where is this qualification recognised?

The College for Adult Learning is a Registered Training Organisation #22228 and all of our qualifications adhere to the Australian Quality Framework (AQF) standards. As such they are nationally recognised and internationally respected qualifications, issued on behalf of the Australian Government.

How is the course set out?

The course is wholly delivered online. You watch video tutorials on all of the course content and complete written activities and assessment tasks relating to that content.

How long does the course take?

The course is self paced but as a general guide, if you study part-time you could complete it in approximately 12 months. As it's self paced, you can complete it faster or slower, it's up to you!

What are the assessments?

There are no exams for the course. All assessments are work based competency assessments. For example, developing a recruitment plan, a budget and financial plan or a mediation process.

What support is provided?

All support is provided by the College for Adult Learning. You will have an individual learning coach throughout your time studying with CAL. You can book in coaching calls when you need them as well as send your coach emails to check over your draft work or ask questions on the course.

ABOUT CAL

The College for Adult Learning, RTO #22228, was established and has been a Registered Training Organisation (RTO) since 2009.

CAL was established and is now run by three senior executives from the TAFE/University sector who wanted to provide a custom designed learning environment for experienced, mature adults.

WHY CHOOSE CAL?

The College for Adult Learning provides the highest quality course content with flexible programs, suited to your needs.



Not just a student number, you receive as much one-on-one support as you want and when you need it!

Expert and up-to-date content that is purposefully developed to be future-focused, rich in current workplace topics that are practical and relevant to your career.



We take the time to understand you and your level of experience. Your team is familiar with your CV, your goals and your unique needs.

Tutors who have real-world experience who will support you to reach your dream career.



For more information talk to a course advisor on:

 1300 907 870

 admin@collegeforadultlearning.edu.au