



DUAL DIPLOMA

DIPLOMA OF BUSINESS ADMINISTRATION **BSB50415**



DIPLOMA OF LEADERSHIP & MANAGEMENT **BSB51915**

THE COURSE

The College for Adult Learning helps you achieve your goals with this wholly online Dual Diploma course. Designed around your goals, start anytime and finish when you want.



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 and direct email access.



NATIONALLY ACCREDITED

Nationally recognised qualifications delivered by The College for Adult Learning.



FLEXIBLE LEARNING

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

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.

Are you looking for a challenge and career advancement?

The Dual Diploma of Business Administration and Leadership & Management will give you the edge you need to move into a management role.

The Dual program, with its emphasis on Leadership, operational and people management will equip you with the knowledge and skills you need to move from administration into more formal management roles.

Along with the subjects you need to advance you to the next level of administrative management, this dual program will also provide you with a range of Leadership, business and management skills such as:

- 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
- Manage people performance
- Provide exceptional customer service



CORE UNITS - 12 UNITS

BSBWOR501 Manage personal work priorities and professional development

BSBLDR502 Lead and manage effective workplace relationships

BSBLDR501 Develop and use emotional intelligence

BSBWOR502 Lead and manage team effectiveness

BSBMGT517 Manage operational plan

BSBCUS501 Manage quality customer service

BSBADM502 Manage meetings

BSBADM503 Plan and manage conferences

BSBFIM502 Manage payroll

BSBFIM501 Manage budgets and financial plans

BSBADM506 Manage business document design and development

BSBADM504 Plan and implement administrative systems

ELECTIVE UNITS - SELECT TWO

BSBHRM405 Support the recruitment, selection and induction of staff

BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements.

BSBMGT502 Manage people performance

BSBHRM513 Manage workforce planning

BSBWRK510 Manage employee relations

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 support as you want and when you need it!

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



EMPLOYMENT OPPORTUNITIES

- Department/section/unit manager
- Business Manager
- Senior Administration Officer/Manager
- General Office Manager
- Business or Management Consultant
- Accounts Supervisor/Manager
- Administration Coordinator
- Team Leader
- Executive Personal Assistant
- Senior Executive Assistant

In areas such as 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.

Is this course right for me?

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

How long does the course take?

The course is self paced but as a general guide, if you commit 6-8 hours per week to the course you will complete it in approximately 12-16 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, creating a meeting agenda or setting up your own conference.

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.

For more information

talk to a course
advisor on

1300 907 870

