



The College for
Adult Learning

YOUR FUTURE WITH A DIPLOMA OF BUSINESS ADMINISTRATION



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4 REASONS TO CHOOSE A DIPLOMA OF BUSINESS ADMINISTRATION

Have you considered pursuing further **adult education**? Whether you're a natural-born organiser or are looking to gain new skills in managing and reviewing administration systems, workgroup networks and payroll, a Diploma of Business Administration could be the solution to fast track your business administration career.

Efficient and progressive administration is at the core of any well-functioning, forward-moving business. This role is the beating heart of ensuring that workflow is smooth and collaborative, in charge of all processes to ensure that work can get done, people can get paid, and the business can operate effectively.

The stakes are high, but the payoff can be a promising career in a role that has the opportunity to shape the future of your organisation, thanks to the real world focused business administration courses.

1. A BETTER PATHWAY TO SUCCESS

A [Diploma of Business Administration BSB50415](#) from the College for Adult Learning carefully combines the ideals of gaining real-world experience and providing adult education to students with the skills they need to succeed in the industry.

Long term study options such as a Masters of Business Administration can place too much emphasis on theoretical learning, leaving graduates overqualified and under-experienced. The Diploma of Business Administration is one of a few adult education courses which ensures you gain job-ready skills.

This is what you'll need to launch into your first role sooner. In short, the course gives you the best business admin foundation to begin a successful career.

2. AN AFFORDABLE STUDY ROUTE

As traditional degrees become more unattainable and university fee structures deregulated, it can seem that accessible study options are slipping out of reach. With two- or three-year full-time study plans, a degree or masters program represents a significant financial commitment which many would-be students simply can't afford.

By contrast, College for Adult Learning offers a one-year full-time equivalent adult education course, with flexible study and payment options to ensure everyone has the chance to advance their adult education and [business admin job opportunities](#).

3. ONE-ON-ONE COACHING FOR EVERY LEARNING STYLE

Each student is unique in how they best retain knowledge and learn new skills. For some, it may be that the traditional lecture format works, but for so many students out there, this detached, en masse style of teaching simply doesn't resonate.

It's a way for universities to pump out large numbers of graduates, without having to invest in the actual people. College for Adult Learning offers a learning coach to help adult education students devise the best way to work through the workload at their own pace, in a style that best matches their needs.

The result is more engaged students who are able to connect with the material, ultimately forming well-rounded and passionate graduates.

4. TAILORED STUDY PLANS

College for Adult Learning blends the assurance of several core topics with the flexibility of a range of specially-selected elective units to form the ultimate adult education structure. The backbone of your Diploma of Business Administration BSB50415 will contain the most highly regarded and up-to-date theories and practice.

To complete your business admin studies, students can then select from an array of tutorials, tailored to your interests, to create adult education courses that best combines your strengths and interests, and prepares you to [succeed in a career in business administration](#).



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TOP 7 QUALITIES NEEDED TO THRIVE IN A CAREER IN **BUSINESS ADMINISTRATION**

Business administration professionals are all-rounders, but also need to have a specific set of administration skills and qualities to ensure a business will operate effectively in any given situation.

As well as running the day-to-day meetings, communications, and processes, this role really comes into force when problems arise, from technical glitches to needing to be in three places at once. Throughout it all, business administration professionals can keep a level head, think clearly, and get the organisation back on track.

1. WELL ORGANISED

It almost goes without saying that a career in business administration requires organisational, [planning and time management skills](#). There's never a dull moment as an administration worker.

Any given day is filled to the brim with daily tasks, updates, emails, and deadlines. It's a matter of knowing what's going on, what takes precedence, being able to multitask, and how to best streamline processes to achieve business outcomes.



2. TECH-SAVVY

Technology plays an increasingly important role in almost every organisation, and administration is no different. Understanding databases, spreadsheets, websites, workflow software and payroll will help you to excel in this role.

And while [new technologies](#) can be learned, and an ability to learn quickly will help you as processes upgrade, a general technical understanding will ensure that you can hit the ground running.

3. GOOD COMMUNICATOR

As the first point of call for a business, administration officers must be exceptional communicators. Talking on the phone, greeting clients face to face and emailing will be daily requirements.

You'll be able to direct anyone who comes into contact with the business to the right person to meet their needs. As well as maintaining a knowledgeable and informative demeanour, administration professionals must be a warm, friendly and approachable face of the business.

4. PROBLEM SOLVER

Perhaps a delivery hasn't arrived, or there's been a last-minute change to an executive's schedule. Administration professionals can handle any situation with ease and troubleshoot any problem.

A significant part of this skill is knowing when to use initiative, and when to refer up to someone more senior. Business administration courses will help to build on these existing skills.

5. DETAIL ORIENTED

Administration professionals, as well as being the face of a business, play a major role in maintaining its brand. Be that through communication with clients, preparing consistent documents, or entering data, everything reflects on the organisation as a whole.

6. ABLE-MANAGED

While not a predominantly managerial role, administration professionals do need to be able to [manage employees](#), places and things in a crisis. Whether an employee is not in the office, or there is a conflict between personnel or schedules, an administration professional is able to step up when they need to in order to keep the business running as usual.

7. FUTURE FOCUSED

The main thing that distinguishes great administration professionals from good ones is that they are always looking to improve. This could be through further study to gain new skills which can be applied to propel the business forward.

It could also be through suggesting better workflow management systems and processes. Great administration professionals are able to identify operational weaknesses and strengthen them.





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5 JOBS ON THE HORIZON FOR GRADUATES WITH A DIPLOMA IN BUSINESS ADMINISTRATION

Graduates with a Diploma in Business Administration benefit from access to one of the most widely applicable courses you can study. While most graduates find entry-level roles in larger organisations managing the daily operations of a core team, graduates also have the skills required to help smaller businesses grow.

Further, by preparing yourself with a broad range of administration skills and qualities, you could even pursue your own business. There's no limit to what can be achieved with your business admin course.

EXECUTIVE ASSISTANT

Salary: \$50,000–\$92,000

An Executive Assistant (EA) is the next step up to a Personal Assistant (PA). In this role, you're in charge of managing the day to day diary, travel, events and communications of executive staff, such as the CEO or COO.

Much more than just providing secretarial support, this role is pivotal in ensuring the executive's visions are realised, and can even act as a sounding board for major decisions. With a deep knowledge of the organisation and clientele, you'll be able to turn concepts into actionable items that push the organisation forward.

OFFICE MANAGER

Salary: \$55,000–\$80,000

The Office Manager is distinct from a secretarial role but does take on the task of ensuring the smooth running of the office at large. Everything from supervising, stocktaking and ordering of stock through to managing a team of administrators will be part of the job description.

As the title suggests, this managerial role will mean working closely with senior staff and being able to effectively manage a team. Often involved with developing strategies to improve the flow of business including retaining good staff, developing processes and general administration duties, this role will vary depending on the scale of organisation you work with.

BUSINESS SUPPORT OFFICER

Salary: Up to \$65,000

After studying [business administration courses](#) such as the Diploma of Business Administration BSB50415 from the College for Adult Learning, you'll be well-equipped with the administration skills and qualities to walk into a role as a Business Support Officer.

As well as data entry, financial reconciliation, and payroll assistance, you may be required to provide HR support depending on the size and type of the business. This is a behind-the-scenes support role which can encompass everything from taking minutes at meetings to external customer service.

PROJECT ADMINISTRATOR

Salary: \$50,000–\$70,000

Business administration courses can provide the necessary learnings for a role in managing projects. Project Administrators oversee projects and programs, including procuring contracts, arranging necessary services, and seeing through to delivery.

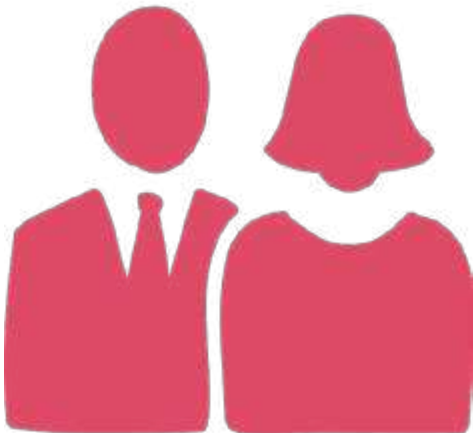
Responding to enquiries, using problem-solving skills and liaising with internal and external personnel are all responsibilities of this role. There's also a strong analytical focus, assessing, monitoring and measuring processes, figures, and outcomes to deliver projects on time and on budget.

FINANCIAL PLANNER

Salary: \$60,000–\$80,000

Financial Planners are involved with financial management, ensuring funds within an organisation are allocated to achieve the best possible outcomes for business development and future succession.

A Diploma in Business Administration can provide a foundational understanding of administrative skills and qualities needed for an entry-level role, or it could be combined with further [adult education courses](#) in business to step straight into a more senior position.



For more information talk to a course advisor on:



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