

## Course Synopsis

# BSB50407 Diploma of Business Administration

This qualification is designed for individuals who have significant experience as office administrators or personal assistants. It is especially appropriate for those who wish to further enhance and develop an administrative career. Recognition of existing skills and knowledge may play a key role alongside the study and development of new administrative concepts and skills and practices.

This course will help advance your career in business and prepare you for managerial and top-tier administrative roles.

## Career Prospects

- Executive or Personal Assistant
- Meetings Coordinator
- Administrator
- Office Manager
- Clerical Assistant
- Contact Centre Officer
- Customer Service Representative
- Event Planner
- Publications Assistant
- Assistant Communications Officer
- Issues Management Assistant
- Finance Officer
- Payroll Clerk
- Systems specialist

## Course Delivery

This course is delivered 100% online. Upon enrolment students are issued with a login and password, providing access to our e-learning portal.

## Units of Study

Competency Code	Unit of Study Name	Nominal Unit Hours	VET Tuition Fee	RPL Fee
<b>Cluster 1</b>				
BSBWOR501B	Manage personal work priorities and professional development	60	\$1250	\$875
BSBCUS402B	Address customer needs	50	\$1250	\$875
	Total	110	\$2500	\$1750
<b>Cluster 2</b>				
BSBPMG522A	Undertake project work	60	\$1250	\$875
BSBWOR502B	Ensure team effectiveness	60	\$1250	\$875
BSBADM502B	Manage meetings	30	\$1250	\$875
	Total	150	\$3750	\$2625
<b>Cluster 3</b>				
BSBADM503B	Plan and manage conferences	30	\$1250	\$875
BSBADM504B	Plan or review administrative systems	50	\$1250	\$875
BSBADM506B	Manage business document design and development	80	\$1250	\$875
	Total	160	\$3750	\$2625
	<b>Overall Total</b>	<b>420</b>	<b>\$10,000</b>	<b>\$7,000</b>

## How long will this course take?

The time you take to complete your course is entirely up to you. The more hours per week/month you put into your course, the quicker you will have it completed.

Our Diploma courses usually take students 6-8 months to complete based on a study plan of 12 hours a week.

All Nationally Accredited VET FEE HELP courses are competency based which means that you can complete the course at your own pace and complete sooner than the expected completion if you wish.

## Recognition and Accreditation

Upon successful completion of this course you will receive a nationally accredited Diploma of Business Administration (BSB50407).

## Pre-Requisites

There are **no specific pre-requisites** for this course. Ideally participants will have previously completed Certificate III or IV level studies; have appropriate levels of language, literacy and numeracy, and relevant experience in an administrative environment.

Conwal Institute is able to provide advice and assist intending participants to determine the suitability of the program.

## Course Reviews

### Theresa Green, Perth



The information is more in depth than what I expected it to be. Which I like considering that there is no compulsory work placement attached to this course. The better prepared I am for the real job description the more confidence I will be in achieving my goals. Hope this helps.

### Hocking M, The Ponds, NSW



Good service and value for money!  
*M Hocking, The Ponds, NSW*

## Our Organisation

Conwal Institute (CI) prides its self on delivering more than just quality training and assessment services. Our experienced team has designed each qualification to deliver an enjoyable student experience.

Our user friendly learning portal incorporates social media elements, video tutorials, webinars and virtual classrooms. The learning platform is supported by a dedicated team of student support officers, technical support and administrative facilitators.

Guiding you through your learning journey is your very own expert trainer and assessor. Being on a first name basis allows you to develop a rapport with your trainer which will ultimately enhance your learning outcomes.

Conwal Institute (CI) has delivered training across Australia over the past eight years to a diverse audience including, job seekers, mums returning back to work, professionals and students requiring Recognition of Prior Learning (RPL).