

Diploma of Business Administration

BSB50415



Aurora
TRAINING INSTITUTE

Are you set to make your mark in business?

When it comes to running a successful business, it is crucial that you have the key fundamentals in place. This diploma course will introduce you to the skills, knowledge and practical techniques required to manage a business at a professional level, including the planning and implementing of administrative systems, leading and managing team projects, and the delivery of quality customer service.

If you are really serious about building a career in the business sector or potentially running your own business, then the Diploma of Business Administration is your launch point.

This is just the beginning!

Course Requirements

To achieve a Diploma of Business Administration all 8 units listed below must be completed.

BSBADM504	Plan and implement administrative systems
BSBPMG522	Undertake project work
BSBCUS501	Manage quality customer service
BSBWOR502	Lead and manage team effectiveness
BSBADM502	Manage meetings
BSBADM503	Plan and manage conferences
BSBADM506	Manage business document design and development
BSBSUS501	Develop workplace policy and procedures for sustainability

Course Duration / Method of Delivery

This course is delivered over 12 months with a flexible learning approach. Content is delivered online with weekly trainer support sessions at the Gold Coast and Toowoomba campuses.

Payment Method / Cost \$5,075

Flexible payment options are available.

Please contact Aurora Training Institute for further information.

Call or email us and enrol today!

1300 936 864

admin@aurora.edu.au



NATIONALLY RECOGNISED
TRAINING

Your New Career
Administration Manager
Department Manager
Office Manager

Entry Requirements

There are no prerequisites for entry into this course. Talk to an Aurora Training Institute representative today and discuss your pathway to this exciting qualification.