



Course Information

Diploma of Business Administration

BSB50407

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Descriptor:

This qualification reflects the role of individuals who possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and/or the work of a team.

Jobs and opportunities:

- Administration Manager
- General Office Manager
- Office Manager.

Entry requirements:

There are no prerequisite entry requirements for this qualification. However, successful completion of the Certificate IV in Business or with extensive vocational experience in a range of environments in senior support roles.

Start:

Course commencement dates: 30 January 2012, 5 March 2012, 16 April 2012, 4 June 2012, 3 September 2012, 22 October 2012.

Location:

Cairns Business College, 91-97 Mulgrave Road, Parramatta Park, Cairns QLD 4870

Study Mode:

Full time up to 16 weeks.

Recognition of Prior Learning (RPL):

RPL recognises your existing experience gained through life or work for which you may not have obtained a formal qualification. We will work with you to identify your existing skills, and assess if you can then achieve a full or part qualification. This also helps to avoid unnecessary duplication of training, saving you time and money.

Other information:

Please be aware that you will also be required to supply textbooks and a USB memory stick at your own cost.

Assessment Procedures:

This program has a variety of assessment methods including written, oral, practical role plays and simulated office environment assessments.

Subject List:

BSBHRM504A	Manage workplace planning
BSBMGT502B	Manage people performance
BSBADM502A	Manage meetings
BSBMGT516A	Facilitate continuous improvement
BSBRSK501A	Manage risk
BSBPMG510A	Manage projects
BSBINM501A	Manage an information or knowledge management system
BSBSUS501A	Develop workplace policy and sustainability
BSBWOR501A	Manage personal work priorities and professional development