



# Diploma of Business Administration

BSB50415



TAKE YOUR BUSINESS ADMINISTRATION SKILLS TO THE ADVANCED LEVEL

The Diploma of Business Administration will help you go far beyond the day to day duties of an office administrator. It delivers the theory and skills required to elevate your performance, overhaul outdated processes and procedures, identify costs savings, and to plan strategically for the future administrative requirements of any business.

## Next Level Administration

The Diploma of Business Administration will ensure that you learn the keys to good document design, quality processes to help you implement efficient administrative systems; can effectively manage meetings and undertake projects. The Diploma has elective options such as managing customer service, people management or payroll. You will need Word skills at certificate IV level to succeed in this diploma.

## Subject Choices

No electives required. An optional subject can be requested

- Organise and Manage Meetings
- Review Administration Systems
- Document Design & Development (E)
- Conference Planning (E)
- Project Management (E)

## Key Course Facts



Start and study anytime



24/7 access to courses



Dedicated student adviser

For more details and current fees please visit our [Diploma of Business Administration](#) page.