

BSB50407 Diploma of Business Administration

Overview

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.

Qualification Requirements:

Total number of units = 8

5 administration units

Field	Code	Unit Title
Administration Units		
Financial Management	BSBFIM502A	Manage payroll
General Administration	BSBADM502B	Manage meetings
	BSBADM503B	Plan and manage conferences
	BSBADM504B	Plan or review administration systems
	BSBADM506B	Manage business document design and development
IT Building and Implementation	BSBITB501A	Establish and maintain a workgroup computer network
Project Management	BSBPMG510A	Manage projects

plus

3 elective units

The 3 elective units may be selected from the elective units listed below, the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed below, 1 unit may be selected from either a Certificate IV or Advanced Diploma qualification.

Field	Code	Unit Title
Customer Service	BSBCUS501A	Manage quality customer service
Information Management	BSBINM501A	Manage an information or knowledge management system
Innovation	BSBINN301A	Promote innovation in a team environment
Management	BSBMGT502B	Manage people performance
Recordkeeping	BSBRKG502B	Manage and monitor business or records systems
Sustainability	BSBSUS501A	Develop workplace policy and procedures for sustainability
Workplace Effectiveness	BSBWOR501A	Manage personal work priorities and professional development
	BSBWOR502A	Ensure team effectiveness