

# Diploma of Business Administration

## BSB50407

### 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 elective units** must be selected from the **Group A** units listed below:

#### Group A

BSBFIM502A	Manage payroll
BSBADM502B	Manage meetings
BSBADM503B	Plan and manage conferences
BSBADM504B	Plan or review administration systems
BSBADM506B	Manage business document design and development
BSBITB501A	Establish and maintain a workgroup computer network
BSBPMG510A	Manage projects

#### Plus 3 elective units

The remaining **3 elective units** may be selected from the **Group B** units listed below, or any currently endorsed Training Package or accredited course at the same qualification level. If not listed below, **1 unit** may be selected from either a Certificate IV or Advanced Diploma qualification.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

#### Group B

BSBCUS501B	Manage quality customer service
BSBINM501A	Manage an information or knowledge management system
BSBINN301A	Promote innovation in a team environment



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- BSBMGT502B Manage people performance
- BSBRKG502B Manage and monitor business or records systems
- BSBSUS501A Develop workplace policy and procedures for sustainability
- BSBWOR501B Manage personal work priorities and professional development
- BSBWOR502B Ensure team effectiveness



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# Learning Options

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Level 3, Endeavour House  
2-10 Captain Cook Crescent  
Manuka ACT 2603 Ph: (02) 6260 6677