COURSE OVERVIEW
Diploma of Business Administration (BSB50407)

Provider: Queensland Academy of Technology

Introduction
Business Administration professionals lead, control and organise the activities of a business. The role of administrators varies across industries and sectors, and opportunities for advancement are common. At a managerial level, they are responsible for establishing and managing organisational systems and processes, prioritising tasks, as well monitoring the performance and productivity of administrative personnel to ensure that policies, procedures and legislative requirements are adhered to.

This course, delivered by industry experienced trainers, provides you with managerial level skills to utilise across a wide range of job roles in the public and private sector.

Entry requirements
There are no entry requirements for this qualification, however, preferred pathways for candidates considering this qualification include:
- BSB40812 Certificate IV in Frontline Management or other relevant qualification/s OR
- Extensive vocational experience in a range of environments in senior support roles.

Potential Job Outcomes
- Administration Officer
- Administration Manager
- Accounts Supervisor
- Executive Assistant
- Executive Personal Assistant
- Office Administrator
- Office Manager
- Project Assistant.

University Pathways
- Bachelor of Business – Receive 8 units credit
- Bachelor of Accounting – Receive 6 units credit
- Bachelor of I.T. – Receive 6 units credit
- Bachelor of Business – Receive 5 units credit
- Bachelor of Business – 8 Units Credit
- Bachelor of Commerce – 8 Units Credit
- Bachelor of Business Administration – 8 Units Credit

Unit Outline
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
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<tbody>
<tr>
<td>BSBADM502B</td>
<td>Manage meetings</td>
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<tr>
<td>BSBADM503B</td>
<td>Plan and manage conferences</td>
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<tr>
<td>BSBCUS501C</td>
<td>Manage quality customer service</td>
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<tr>
<td>BSBADM504B</td>
<td>Plan or review administrative systems</td>
</tr>
<tr>
<td>BSBMGT502B</td>
<td>Manage people performance</td>
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<tr>
<td>BSBFIM502A</td>
<td>Manage payroll</td>
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<tr>
<td>BSBWOR501B</td>
<td>Manage personal work priorities and professional development</td>
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**BSBADM506B** Manage business document design and development

### Delivery Modes

- **Classroom (Face to Face)**
- **Distance/Online**
- **Blended**
- **RPL**

*Based on face to face delivery mode studying 2 days/week. Other modes may take longer to complete*

### Structure

This course consists of 8 units of competency broken into two groups (VET Units of Study). Students must complete both VET Units of Study to complete the course.

Please refer to our VET Fee-Help fee tuition schedule for further details.

<table>
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<tr>
<th>Class Start Date</th>
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<th>Completion Date</th>
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<tbody>
<tr>
<td>25/11/13</td>
<td>11/12/13</td>
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<td>28/04/14</td>
<td>12/05/14</td>
<td>4/07/14</td>
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**Total Course Cost:** $8400

**Cost Per Cluster:** $4200

**Intake Dates (Per Cluster)**

Evidence-gathering techniques

QAT will use a range of techniques to gather evidence to support a decision that a participant has achieved competency in relation to the unit of competency addressed by this strategy. These may include:

- Written/oral assessments
- Role plays.
- Practical demonstrations

Assessment will cater for the diverse needs of learners. It will be fair and flexible. For example, oral questioning/interviews may replace written tests/activities where language is a barrier.

Where literacy and numeracy acts as a barrier to assessment, trainers will support learners as required, through a range of strategies, such as:

- Oral questioning in place of written assessment
- Observations based on actual skills performance
- Oral presentation of research project instead of written
- Assessment contexts and conditions confined to workplace literacy/numeracy conditions
- Discussion and clarification of assessment contexts and strategies.

Classroom training consists of face to face training, research tasks, making resources, practical demonstrations, individual or group activities and assessment activities.

### Additional Information

For more information please contact:

Queensland Academy of Technology (QAT)
Level 4, 333 Adelaide St, Brisbane QLD 4000
Phone: 07 3002 0888
Fax: 07 3002 0808
Website: [www.qat.qld.edu.au](http://www.qat.qld.edu.au)